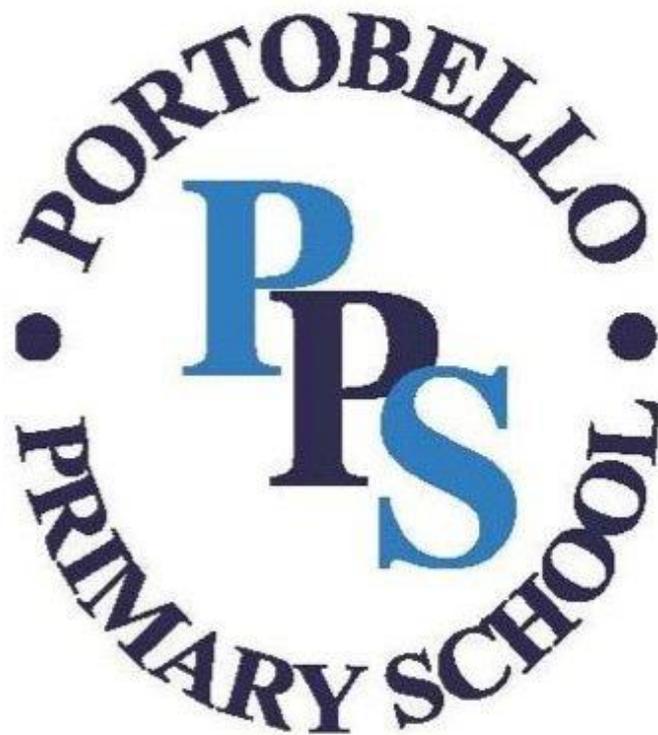


Portobello Primary School

SCHOOL PROSPECTUS 2017-2018



Creating Confidence, Empowering Excellence, Igniting Independence

Head Teacher: **Mrs J Humphrey**

Chair of Governors: **Mrs D McGuinness**

Portobello Primary School

Tamerton Drive

Birtley

Co Durham

DH3 2LY

Tel: 0191 4104571

NB:

If you require this document in Braille or any other language please do not hesitate to contact school.

1. Mission Statement

- Creating Confidence
- Empowering Excellence
- Igniting Independence

2. Portobello Primary School Aims

We seek to develop a partnership with Governors, parents / carers and the Local Authority (LA) to:-

- * Provide inclusive education and excellence for all.
- * Provide a safe, secure learning environment where each child is valued as an individual and can maximise upon opportunities for his/her intellectual, physical, aesthetic, spiritual, moral, cultural and social development.
- * Develop lively enquiring minds along with the ability to question, debate and apply the knowledge and skills gained to achieve greater understanding which will enable him/her to adapt to life in a fast changing world.
- * Create a creative curriculum which is broad, balanced and relevant to all children at different ages and stages and one which ensures each child attains the highest possible standard of which he/she is capable of at all times
- * Encourage pupils to develop a sense of responsibility and respect, self-discipline and co-operation, motivation and pride.
- * Develop in school a caring community which exhibits concern and respect for others.
- * Develop an awareness of human achievements, whilst recognising mankind's place in the natural world.

3. School Organisation – September 2016

The school is a one-form entry primary school, organised into seven classes, one per year group. Each class contains children from across the whole range of ability. At the end of each school year children move automatically into the next year group until it is time to transfer to secondary education.

Class	Teacher	No. of Pupils
Reception	Miss Howe	30 pupils
Year 1	Miss Tindale	25 pupils
Year 2	Miss C West	30 pupils
Year 3	Miss Robson	31 pupils
Year 4	Mr Chipchase	31 pupils
Year 5	Miss Pendleton	31 pupils
Year 6	Mrs Brooks	31 pupils
FS & Key Stage 1	=	85 pupils
Key Stage 2	=	124 pupils
Total No. of Pupils	=	209 pupils

There are currently no mixed age classes in school.

A Learning Support Teacher is employed for four sessions per week to support children with special educational needs.

The school currently employs six Teaching Assistants in school who are all currently qualified in First Aid.

Foundation Stage (Reception)	Mrs Mahone
Key Stage 1	Mrs C Beattie and Mrs C O'Halloran
Key Stage 2	Mrs E Graham, Mrs G Keith and Mrs S Duffy

4. Gateshead Council Community and Voluntary Controlled Primary Schools Admission Policy 2017/18 (including Kibblesworth and Riverside Primary Academy)

We allocate places at Community Primary, Infant and Junior Schools using the policy below and co-ordinate admissions to Gateshead schools using the co-ordinated admission scheme.

The policy is as follows:

- Your child will start school at the beginning of the academic year in which they will reach the age of five. (An academic year lasts from 1 September in one year to 31 August the following year). Children are entitled to a full time place as soon as they start school, however in most schools, the first term will include an induction period, (a period for your child to get used to school life gradually, generally lasting from September to October). Although, you may request that your child attends school part-time until later in the school year, but not beyond the point that your child reaches compulsory school age.

In addition you may request that your child be admitted to school later in the school year following September 2017, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year (i.e. April 2018).

- We will accept pupils up to the schools agreed Planned Admission Number for the year group unless we feel there are lawful grounds not to do so.

Admission of children outside their normal age group

- Parents may request a place for their child outside their normal age group, for example gifted and talented children, children that have suffered ill health or parents of summer born children (children born from 1 April 2013 to 31 August 2013).

All cases of admission of children outside their normal age group must be discussed with the LA prior to the application being made.

Such requests must be made on the Common Application Form which is available from 9th September 2016. You must detail the circumstances of your case and include any supporting information from relevant professionals.

The LA will consider each case individually and you will be notified of the outcome of your request on or around 18 April 2017.

Please refer to the 'Admission to Primary School' Booklet for further information regarding deferred entry and admission of children outside their normal age group.

Oversubscription Criteria

We will consider applications from parents who have named the school as any ranked preference on their application form; this is called the equal preference system. If there are more applications than number of places available at the school we will then allocate places by using the following order of priority:

1. Children in Public Care (as defined under Section 22 of the Children Act 1989) including a child who was previously "looked after" but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order (see definition*).
- 2 Children who live in the school's catchment area and who will have a brother or sister at the school, or at the feeder junior school during the coming academic year. (see definition*)
- 3 Other children who live in the school's catchment area.
- 4 Other children who will have a brother or sister at the school or at the feeder junior school during the coming academic year.
- 5 Other children who have exceptional medical or social grounds see point 1 below
- 6 All other children.

(*see definitions of our criteria in priority 1, 2 and 4 above in our parent's information booklet and at www.gateshead.gov.uk)

Point 1-We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if they were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. The evidence will be assessed by the LA Admission Panel. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

Whickham Parochial Church of England Controlled Primary School

This school has the same oversubscription criteria as priorities 1 to 6 above except that criteria 3 and 4 above are reversed. Priority 1, 2, 5 and 6 remain in the same order however for this particular school their oversubscription criteria places priority 4 children above those children in priority 3.

Oakfield Junior School

The school has the same oversubscription criteria as priorities 1 to 5 above, however they have an additional criteria (7 in total). Criteria 6 is also different from that above. Please see below:

- | | |
|-----------------|---|
| Criteria 1 to 5 | Same as criteria 1 to 5 above |
| Criteria 6 | Children that attend Oakfield Infant School |
| Criteria 7 | All other children |

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility, as defined under the 1989 Children's Act, for the child.

Tie breaker

If, within any of the above criteria, there are more applicants than places available priority will be given to those children based on the distance they live from the school, measured 'as the crow flies' i.e. in a straight line from the centre of the home residence to the school's main entrance. Children living nearest to the school will have priority. We measure the distance using a geographical information system (GIS). Where two or more applicants share the exact same distance, a random allocation process will be used to determine the ranked order of the applications in question.

Waiting list

If places become available we will consider all relevant applications based on a waiting list. The waiting list will be maintained by the council from the start of the academic year and be kept for the rest of the academic year. All applicants on the waiting list are placed according to the admission criteria and priorities set out above. However children who are the subject of a direction to admit by the LA or who have been referred for admission and have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list.

Important Dates

From Friday 9 September 2016 you can apply for a place in a reception or junior class for admission in September 2017 by applying on-line at www.gateshead.gov.uk. You must submit your application by no later than Sunday 15 January 2017. Alternatively parents wishing to submit a paper application form must ensure that they request a copy in sufficient time and return it to The School Admissions Team, Dryden Centre, Low Fell, Gateshead, NE9 5UR by the closing date.

If you live outside of Gateshead and want to apply to a Gateshead school you must obtain an application form from your own Council and return it to them by their closing date or apply through their on-line application system. However you must still consider the information in Gateshead Council's "Admission to Primary School" booklet so that you know what the admission arrangements are to Gateshead schools. This information is available at www.gateshead.gov.uk. Your own Council will send us notification of your application and they will let you know the final allocation of a school place for your child.

Offer Date

The offer day is Tuesday 18 April 2017, a letter will be sent to Gateshead residents informing them of the school they have been offered for their child on or around this date. Gateshead residents who apply on-line will also receive an email on Tuesday 18 April 2017.

General Information and definitions

For information on our admission arrangements and definitions of the terms used in this policy please refer to our "Admission to Primary School" booklet for 2017 available at www.gateshead.gov.uk. The co-ordinated admission scheme and Catchment areas referred to in this policy can also be viewed at The Dryden Centre, Evistones Road, Gateshead, NE9 5UR and on the website above.

5. Our Curriculum

Our school website holds lots of information about our curriculum including Yearly Overviews and Termly Topic Plans. You can visit this at www.portobelloprimary.eschools.co.uk.

You can also keep up to date through our Twitter page: @portobellopri and through Facebook at Portobellopri.

The progress of children attending the school is carefully monitored so that each child is taught at a level appropriate to his/her ability and requirements. It is thus anticipated that each child will progress at his/her own individual rate, with due reference to the programmes of study and attainment targets included in the National Curriculum and the Early Foundation Stage Framework.

Foundation Stage

The school places a high priority on children mastering literacy and numeracy skills as well as their personal and social development.

The progress of children attending the school is carefully monitored so that each child is taught at a level appropriate to his/her ability and requirements. It is thus anticipated that each child will progress at his/her own individual rate.

The curriculum of the Reception class is designed to match the 'Early Years Foundation Stage Framework' in accordance with the principles set out by the Department For Education (DfE).

The curriculum covers all of the areas of learning as stated in the 'Early Years Foundation Stage Framework' (EYFS)

The EYFS learning and development requirements comprise:

- the seven areas of learning and development and the educational programmes
- the early learning goals, which summarise the knowledge, skills and understanding that all young children should have gained by the end of the Reception year
- the assessment requirements (when and how practitioners must assess children's achievements).

The areas of learning and development

Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the prime areas, are:

- communication and language
- physical development
- personal, social and emotional development.

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- literacy
- mathematics
- understanding the world

- expressive arts and design

The children in the Foundation Stage mainly follow a cross-curricular integrated approach with a proportion of whole class, group and individual teaching.

Home Reading

We seek to involve parents in their child's reading development as much as possible. Children will be provided with reading activities or a reading book to take home on a regular basis. We will appreciate any interest and support you can provide in assisting with your child's reading development, so please listen to him/her reading and discuss the content of the book regularly. A session entitled "Helping Your Child to Read" will be offered to all parents of Reception Class children.

Children are also encouraged to make regular use of the school library.

Sport

In Portobello Primary School we aim to maximise upon opportunities for physical, social and moral development and to develop the skills needed for the major team games.

Sports played in school reflect those laid down in the National Curriculum and include gymnastics, dance, games, athletics, swimming and outdoors adventurous activity.

Opportunities exist outside of school hours to participate in athletics meetings, orienteering competitions, cross-country and participation in an annual dance festival.

School facilities include a playing field, two playground areas marked for games and a multi-purpose hall. Children attend swimming lessons at an appropriate stage in KS2.

Creative Arts

At Portobello Primary School we aim to give every child the opportunity to develop their creative skills. All children are given the chance to develop their skills throughout the curriculum.

All children are given the opportunity to develop their performance skills at Harvest Festival, Christmas and through class collective worship. Parents are invited to join us for these events. Three peripatetic music teachers currently work in school.

Relationship Education

Sex education is part of a larger health education programme aimed at preparing children for the complexities of adult life. The policy enables the child to understand his or her own body, how to keep it clean and healthy and how to cope with the body changes that will occur. We aim to develop positive attitudes towards an active, healthy lifestyle and to generate an atmosphere where questions can be asked without embarrassment and answers can be given, which are frank but appropriate. It is anticipated that sex education will be taught in the overall context of work on parental care, family life, growth and development and caring for others. Parents are notified in advance and their permission is sought prior to the sex education programme being implemented. Parents may withdraw their children from all or part of the sex education programme.

Religious Education and Collective Worship

The school has no affiliation to any particular religious denomination; however the vicar of St. John's Church Birtley occasionally joins us for Collective Worship.

The teaching of religious education is based on the Gateshead Education Authority Agreed Syllabus. Children and staff participate in a daily, collective act of worship either as a whole school, within a key stage or as a class.

Parents have the right to request that their child should be excluded from the study of religious education and collective worship.

Pastoral Care

The Pastoral care and general welfare of children attending the school is the responsibility of all of the school's staff under the direction of the Head Teacher.

In the case of accident or illness, a child is, in the first instance, cared for by the school's First Aider under the direction of the Head Teacher. If necessary, the child's parents are informed of any such problem and arrangements made for the child to return home or to be taken to the local hospital for treatment.

It is the responsibility of the parents to inform the school of any medical or social condition, which could affect their child's schooling.

A list which includes the home address, telephone number, emergency telephone number and medical practitioner of all pupils is retained by the school. It is essential that parents ensure that this list is kept up to date by informing the school of any changes.

We are privileged to have a Counsellor in school. A School Counsellor is qualified to help children to talk about things which might be troubling them. This could be a number of issues regarding life events, happening at home or at school. Counsellors are trained to listen without judging and to help children manage their thoughts and feelings. Sometimes sessions will involve play materials.

Special Educational Needs

Additional learning support is available in the school to assist with the identification of pupils with learning difficulties and those with exceptional abilities. This support is also targeted towards those children who require extra help with their learning in the basic skills of reading, writing and mathematics.

Other support services from within the Local Authority are used to support children with special needs when it is considered necessary and provided that support is available eg: Educational Psychologists, Speech Therapists, Behaviour Support Services.

When concern is expressed about a child's progress their name maybe entered on the school's Special Educational Needs Register. The school's S.E.N. policy reflects the revised Code of Practice for Special Needs and is available in school.

Disability

At Portobello Primary School we are fully committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, social and cultural needs. We are further committed to challenging attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion.

We have good accessibility provision for all pupils, staff, parents and visitors to Portobello Primary School.

In order that children with disabilities are not disadvantaged the school liaises with the Local Authority when necessary in order to ensure that adequate provision is made.

The school has a policy for the promotion of equality for all staff, pupils and parents. We monitor the performance of all pupils to ensure that all pupils achieve their full potential. The school seeks the support of all parents in promoting equality. A copy of the full policy is available in school.

6. Medicines

If your child requires medication while in school we will try to assist provided that: -

- * A doctor has prescribed the medicine
- * You have completed the school's "Request to Administer Medication Form"
- * The medicine is presented to the named adult on the child's form by the child's parent or carer.
- * The child's name, dosage, and type of medicine are clearly marked on the container.

If your child needs medication on a daily basis and may require emergency treatment it may be necessary to have a medical plan in place to provide the best possible care. If this is likely to be the case the Head Teacher will contact you to arrange a meeting.

If a child has asthma and needs to use an inhaler, we will gladly make arrangements to administer it.

Further advice on medication in school can be obtained from the school's Business Manager, Mrs Huntley, or the school's First Aider.

7. Curriculum Complaints Procedure

Any parent or guardian who wishes to raise concerns about curriculum related matters, should do so initially with the class teacher and then with the Head Teacher. Discussion concerning any such matter is encouraged in this school, whenever there is cause for concern, in order to avoid further anxiety for both parent and pupil. In the unlikely event that the matter is not resolved through discussion with the class teacher or Head Teacher, a parent has the right to refer their concern to the Governing Body of the school as a 'formal' complaint. This complaints procedure does not apply to matters such as pupil discipline or individual teachers. Further details of this formal procedure concerning curriculum related matters are available from the Head Teacher. Any general advice about the curriculum is also available from Dryden Professional Centre, Evistones Road, Low Fell, Gateshead, NE9 5TY, tel: 0191 4338500.

8. School Sessions

School sessions are as follows:-

	Morning	Afternoon	
Foundation Stage (Reception)	9.00am - 12 noon	1.00 p.m. - 3.15pm	
Key Stage 1 (Years 1 + 2)	9.00am - 12 noon	1.00 p.m. - 3.15pm	Key Stage
2 (Years 3 - 6)	9.00am - 12 noon	1.00p.m. - 3.30pm	

Parents should ensure that their children are punctual, but for insurance purposes, should not arrive at school earlier than 8.45 am.

N.B. The bell is rung 10 minutes before the start of the morning and afternoon sessions to allow the children to enter school in time for the start of the session.

9. Charging and Remissions Policy

The school observes the Local Authority's Policy for charging and remissions for school activities.

Parents may be requested to provide a voluntary contribution towards the cost of the following activities:-

- Swimming
- Music
- Certain extra-curricular activities
- Educational visits may also be arranged from time to time. These visits are a vital part of the educational process and are greatly to the child's benefit. However, they do often incur a cost. In this event parents would be asked to make a contribution towards the cost. No child whose parent does not make a contribution will be excluded from the visit.

10. Parents as Partners

Once a child has been admitted into full-time education, parents are invited to sign the school's "Home-School Agreement". This agreement was developed in consultation with parents. This "Home-School Agreement" forms an important part of our partnership.

Workshops are held to update parents on matters concerning the School's and the National Curriculum, new legislation and testing and reporting arrangements.

Regular parent/teacher consultation evenings are held throughout the year, when the exchange and update of vital information can take place. Opportunities are also regularly available for you to see the children's learning.

Children are set regular home learning tasks and will benefit greatly if parents supervise and support them in completing these tasks.

It is expected that parents will endorse school policy and encourage their children to follow school rules. As a Rights Respecting School every class has a charter which sets out these expectations.

The school actively seeks the support of parents in school, helping in classrooms, on educational visits, or with events such as Sports Day. If you would like to help in this way please contact the school's Business Manager, Mrs Huntley, who will be happy to arrange the appropriate clearance for you.

Contact with School

You are welcome to visit the school to discuss your child's education whenever it is necessary. It will, however, assist our general school organisation, and prevent disruption of the children's education if you can contact the school to arrange a convenient time for both yourself and the school staff. A meeting can be arranged with your child's teacher at the end of the school day. In cases of absence, due to illness, please notify school before 9.15am on the morning of the first day of absence. A note should also be sent to your child's class teacher on return to school to enable us to maintain our registration records. If your child is not in school we will contact you if we have not heard from you.

You should also provide your child with a note if you wish him/her to be excused from Games, Physical Education or Swimming lessons (when applicable) or to stay in the school building during break-times.

Children are not allowed to leave the school premises during school hours unless a parent or other responsible adult collects them by reporting to the school's administrative staff in the school office.

11. School Uniform

School uniform with our school logo can be purchased in school. Alternatively, uniform without a logo may be purchased from a wide range of retail outlets.

Parents are requested to discourage their children from wearing "fashion" footwear, which can be both unsuitable and dangerous in the school situation.

Please ensure all items are named, as the school cannot accept responsibility for any personal property which is lost.

ITEM	COLOUR		ITEM	COLOUR
Winter			PE Kit	
Skirt or Pinafores	Grey		• T Shirt	White
Trousers or short trousers	Grey		• Shorts	Navy blue
• Sweatshirt	Red		KS1 sandshoes	Black
• Sweatcardigan	Red		KS2 trainers	
• Polo shirt	Pale Blue		• PE bag	
Shoes	Black		(drawing string only)	
Optional				
Summer				
Dress pale blue and white check or print				

- Items available in school to purchase.

12. Jewellery

National and LA safety guidelines state children should not wear jewellery for sporting activities. As children at Portobello have so many opportunities to partake in sports and 'active' learning we ask that children do not wear jewellery. Neither the school nor Gateshead Council can accept responsibility for jewellery, which may be lost or cause injury. Members of the school staff cannot help children to remove jewellery, so please ensure you assist your child before their arrival.

Some parents may wish to have children's ears pierced, whilst we would not encourage this for primary age children, should you decide that you wish this for your child, please arrange to have it completed at the beginning of the Summer holidays, so that any earrings can be removed at the beginning of term.

13. Attendance Policy

We aim to promote a high level of attendance in order to promote high standards in education and self-discipline. Please play your part by carrying out your legal responsibility to ensure that your child attends school and prevent unnecessary absence. There will be times when illness or injury prevents a pupil from attending school, but parents should avoid making dental or medical appointments, etc during school time. Holidays during term-time should be avoided unless under exceptional circumstances. If it is essential that a child has to accompany a parent in term time an appropriate request form must be obtained from school and completed and returned well in advance so that a decision can be made. Any extenuating circumstances should be explained in writing.

Any unexplained absence, holiday without permission or in excess of 10 school days will be marked as unauthorised ie "truancy condoned by parents" which can, in certain circumstances, result in prosecution.

Attendance Information for 2015 - 2016

The percentage attendance figure was 95.8%

The percentage of authorised absence was 2.5%

The percentage of unauthorised absence was 1.6%

The school enjoys a high level of attendance. Parents are requested to follow exactly the school's attendance policy in order to support their own child effectively.

14. Term dates for 2017/18

Autumn term

Start of term	Monday 4 September 2017
Half term	Monday 23 to Friday 27 October 2017
Last day of term	Friday 22 December 2017

Spring term

Start of term	Monday 8 January 2018
Half term	Monday 12 to Friday 16 February 2018
Last day of term	Thursday 29 March 2018

Summer term

Start of term	Monday 16 April 2018
Half term	Monday 28 May to Friday 1 June 2018 (bank holiday 28 May)
Last day of term	Friday 20 July 2018

All dates are inclusive.

In addition to the above dates, schools will be closed to pupils on Monday 7 May 2018^{95.8} (Bank Holiday).