

Jesmond Gardens
Primary School

General Information
For Parents

2017 - 2018



Jesmond Gardens Primary School
Additional Information for Parents
2017-2018

Contact Information

<i>Address:</i>	Jesmond Gardens Primary School Jesmond Gardens, Hartlepool, TS24 8PJ
<i>Telephone:</i>	01429 274672
<i>Email:</i>	admin@jesmondgardens.com
<i>Website</i>	www.jesmondgardens.com
<i>Headteacher:</i>	Mrs. Jane Loomes
<i>Assistant Headteacher:</i>	Mrs R Nicholson
<i>Assistant Headteacher:</i>	Mrs J Stuart
<i>Chair of the Governing Body:</i>	Mr. Charles Greenall

The School Staff

This school is staffed by highly qualified professionals who are committed to offering your child the best possible education. The school also ensures that teachers and other professionals are able to update their skills by attending a wide range of training activities in and out of school.

The staff for the year 2017/2018 is:

Headteacher	Mrs J Loomes	
Assistant Headteacher	Mrs R Nicholson	
Assistant Headteacher	Mrs J Stuart	
Inclusion Manager	Sue Dixon	
Foundation Stage	Mrs H Bostock (Team Leader) Miss A Atkins	Miss A Holroyd (HLTA) Miss T Barker Miss K Young Miss K Moyle
Year 1 and 2	Mrs J Stuart (Team Leader) Mrs N Lee Mrs C Goodwin Miss H Butterfield Mrs Egan	Ms. D. Felton (HLTA) Mrs L Hildreth Mrs N Rooney (HLTA) Miss F Burton
Year 3 and 4	Mrs J Vos (Team Leader) Mrs B Quin Mrs A Willson Mrs R Curtin	Mrs R Barker Mrs L Woodhall Miss G Tough
Year 5 and 6	Mrs R Nicholson (Team Leader) Mrs R Smith Miss C Perry Miss L Harrington Mr S Curtin	Mrs C Cooke (HLTA) Mr P Hamilton Mrs C Huskisson Mr A Hall (HLTA)
Social Inclusion Officer	Mr C. Everett	
Parent Support Advisor	Miss C Lupton	
Site Manager	Mr D. Hoggarth	
School Administration	Mrs A Beuster Miss B Train	Mrs E Grylls Mr J. Brown (IT)

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In addition, the school has ten supervisors whose task is to ensure children have a safe and happy lunchtime.

Session Times

<i>Nursery</i>	Morning Session	8:45 a.m. – 11:45 a.m.
	Afternoon Session	12:15 p.m. – 3:15 p.m.
<i>Reception</i>	Morning Session	8:50 a.m. – 11:45 a.m.
	Afternoon Session	12:15 p.m. – 3:15 p.m.
<i>Key Stage 1</i>	Morning	8:40 a.m. – 12:00 pm.
	Afternoon	1:00 p.m. – 3:10 p.m.
<i>Key Stage 2</i>	Morning	8:40 a.m. – 12:00 p.m.
	Afternoon	1:00 p.m. – 3:15 p.m.

(There is one fifteen minute break in the morning)

We like children to be punctual for all sessions and with their attendance. Please try to arrange for them to arrive at school about five minutes before the start of each session. In the mornings, there is no one on duty in the playground before 8:40am; therefore, his or her safety is your responsibility. In years 1 to 6 we request that children arrive just before 8:40am as these children come straight into school and work on various activities for 10 minutes before school officially starts.

If by some chance, you are going to be late, please phone or send a note – better a few minutes late than miss the complete morning!

At the end of the morning or afternoon sessions, please collect your children from the school playgrounds. In addition, our aim is for your children to become as independent as possible in organising themselves and their belongings at the end of the day.

Care of Children

This school is a caring school and the welfare of children is a high priority for all staff. This means we aim to keep your child safe and secure during their time in school. Pastoral care is seen as a shared responsibility. Teaching Assistants are on duty during the morning breaks. Supervisory Assistants care for the children at lunchtimes. Parents/Carers are advised to discuss road safety with their children. There is a designated crossing patrol on Jesmond Gardens.

We appreciate your co-operation in keeping information up to date on where parents can be contacted during the school day should this be necessary. We ask you to complete a medical/contact sheet at the beginning of each year to ensure our information is up to date; though if any changes occur mid-year, please inform us immediately. The school also has a text messaging system and a School App. It can be very effective provided parents ensure we always have up to date mobile numbers.

If your child is taken ill at school, we contact you or your nominee. No child is taken to an empty house when ill but we have no facilities for the comfort of ill children if we are unable to contact you. Should your child suffer an accident and medical attention is needed you will be contacted to accompany your child by car or ambulance. If you cannot be contacted a member of staff will be in attendance.

We have contacts with a number of support agencies that could be useful to individual parents.

Collecting children at the end of the day

It is important that parents/carers are clear each day who is collecting their child from school. It is very common for children to be collected by an adult known to them and then another person turns up. This is particularly the case when the person collecting children changes between carers, parents, other relatives and child minders. This can then cause undue stress when the second person turning up realises the child has gone.

If the person collecting children changes during the day, please do ring us and we will do our best to pass this information on to the relevant unit. However, please take into consideration that we find it very difficult to run the school efficiently and respond to the numerous telephone calls we receive each day where we are asked to pass messages on to children. This is why it is vital that children know who is collecting them so mistakes are not made.

The school policy on collection of children is different for each unit. Letters are sent out to parents/carers at the beginning of each year to clarify the policy as stated below.

Parents/cares are asked to complete a "collection form" at the beginning of each academic year for **ALL** children.

EYFS and Key Stage 1

Children are "handed over" to the adult known to be collecting the child. If there is a different adult due to collect the child, please inform the staff when dropping off. EYFS staff will not let any child go with an adult unknown to them. Good communication between parents and staff is essential so everyone is clear on who is picking up.

In Key Stage 1 it is harder for staff to see that all children are handed over to the person collecting them. Children are told not to go out of the unit unless they see the person collecting them. Please press upon your child that they must not leave the school premises alone.

Year 3 and 4

An adult collects the vast majority of our year 3 and 4 children. However, some of our children go home with older brothers and sisters (some from secondary schools). It is important that parents/carers let the unit staff know what the normal arrangements for your child are. Children can leave the unit if the child is meeting someone else at another unit.

It is vital that if you expect your child to stay in the unit until you or a responsible adult arrives that the unit staff know as well as your child.

Year 5/6

Few parents/carers collect children direct from the year 5 6 unit, therefore children are dismissed without the need for an adult being present. Most children make their way to meet younger brothers/sisters and their parents/carers in other units. Some children are expected to walk home alone.

It is vital that if you expect your child to stay in the unit until you or a responsible adult arrives that the unit staff know.

Cycling to and from school and using scooters

There is a bicycle shed near the main pedestrian entrance. Should you wish your child to cycle to school then you must satisfy yourself that they have sufficient competence to ride safely and be safe on the local roads to and from school. All bikes/scooters left in the bike store are left at parent's risk. The school cannot accept responsibility for the theft of bikes/scooters and any accessories. We advise you to provide your child with a suitable lock to secure it during the school day. Please teach them how to use it!

There is NO cycling allowed on the school premises, which includes all the paths until you reach the main road. This also includes scooters. The school will ban children from bringing bikes/scooters to school if this rule is broken on several occasions.

If your child is ill or has an accident

There may be times when we feel that a child is too ill to continue with lessons. Where this is the case you will be informed immediately and asked to collect your child. If you are not available, we will contact the person nominated by you to act in cases of emergency. This person will be asked to act on your behalf.

Accidents occasionally happen and when they do, we act as any responsible parent would. A qualified member of staff gives first aid and you will be contacted. If you are unavailable and we are concerned for your child we will accompany him or her to the One Life Centre.

Money and Other Valuables

We strongly advise parents/carers to dissuade their children from bringing unnecessary money or other valuables to school since we cannot guarantee their safety. When such items are brought into school, under no circumstances should they be left in coat pockets. Electrical goods such as portable CD players and mobile telephones are not allowed in school. Toys are sometimes allowed in school for end of term treats. Money and valuables such as watches are the responsibility of the child to keep safe especially when changing for PE and swimming.

As part of the exciting development of Jesmond Gardens Primary School we may in the future investigate children bringing their own hand held electronic devices into school. Currently every child in Key Stage 1 and 2 have their own iPad. This is not sustainable in the future and we will have to investigate bringing devices from home. However, should this happen parents will be informed and there will be significant communication that will occur between home and school before this happens.

We understand that for some of our older children they may need a mobile phone in school. Should this be the case the children MUST give it to an adult immediately on arrival in school. They are then put in the unit safe until home time. Children are not allowed to keep them with during the school day.

School Uniform

We expect 100% commitment by all parents to our school uniform. It consists of a Royal Blue sweatshirt, white polo shirt and dark trousers or skirt. The school sells its own distinctive clothing and children are encouraged to wear this. With our "no outdoor shoes policy", we ask children to wear socks once inside. Some children prefer to wear slippers but they need to ensure they keep them tidy in our shoe racks!

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With our wonderful outdoor environment, we are able to use it virtually throughout the year. However, this means that outdoor clothing can get muddy or scuffed. Please do not buy expensive shoes and outdoor clothing, as it inevitably will get damaged!

- Flat shoes/trainers are the safest footwear. We allow black, grey, white or dark blue colours for trainers and shoes
- Jewellery should not be worn. It can be a safety hazard to your own and other children particularly at playtimes. It is the policy of the Local Authority that no jewellery is to be worn at Hartlepool schools.
- The school cannot accept responsibility for items, which go missing. Therefore, please clearly label all items with your child's name.
- Young children should be able to manage their own clothes and so clothing which is easy to remove would enable your child to become more independent.
- The Governing Body has a very clear policy against the wearing of any item of clothing that advertises or endorses alcohol or tobacco.

Children should come to school with appropriate clothing to change into on days when Physical Education is timetabled. Your child's teacher will advise you about this at the start of the school year but we do recommend that PE kit is in school every day and taken home on a Friday to be washed ready to be back in school for Monday. We would appreciate PE bags containing a spare pair of socks just in case the fire alarm goes and they get wet feet. If a child does not have their PE kit for a lesson, they will be given a spare set so they can still take part. Letters will then be sent to parents asking for kits to be in school.

Please name all clothes and footwear!

Teaching Arrangements

The school consists of three teaching areas plus foundation stage (nursery and reception). These teaching areas are organised as follows: -

Teaching Area 1	All children in year 5 and 6
Teaching Area 2	All children in year 3 and 4
Teaching Area 3	All children in year 1 and 2
Foundation Stage	All reception and nursery children

Each teaching area in Jesmond Gardens will consist of three learning and teaching pods with two additional areas for small group teaching or where children will be able to work independently on their own learning perhaps using some of our exciting new handheld devices.

Each teaching area in KS1 and 2 have 4 teachers and at least 2 teaching assistants, which will give a pupil to teacher ratio of no more than 23. There will be a maximum of 90 children in each area as the capacity of Jesmond Gardens is 45 per year group. There are additional teaching assistants for those children that require significant additional support. These teaching assistants are funded through the local authority and school.

This arrangement benefits all children by providing for them a much more personalised education as we will be able to deploy staff in much more creative ways to meet the individual learning needs of our children. Children quickly adapt to the fact that they will work on a daily basis with a number of adults for different subjects but always within the same teaching area. This principle works very well for our children.

Homework

Each unit sends homework linked to some area of the curriculum. This does vary from unit to unit and dependent upon the age of the children. Parents are informed at the beginning of the year what is expected, which days it is sent out and date to be returned.

Spellings and times tables

Spellings and timetables are vital skills. We need your support in ensuring that the weekly spellings and the relevant times tables are learnt. Each unit sends home spellings on a weekly basis. Parents are informed at the beginning of the year which days these are sent out and when they are expected to be learnt by. If spelling scores are low, parents will be asked to support us, as it is vital that spellings are learnt and we do need your support on this basic skill

Reading books

Children throughout all units need to bring their reading books into school and take them home every day. Reading records are in book bags and we do ask parents to hear their children read as much as you can (every night is great!) and complete the record. Please do ensure books are returned. Every year books get lost or are not returned which then costs the school a lot of money and leads to less choice for children. If you uncover any books that belong to us at any time, please do return!

Admission and Access for Pupils with disabilities

The school will welcome applications from parents of children with disabilities and as such, we will work closely with parents to ensure we can accommodate the child's needs.

Jesmond Gardens is able to provide facilities for children with physical needs. The design has ensured all physical needs can be met. We would appreciate early visits from parents in this position so that we can discuss the child's needs and ensure everything is in place to include the child fully in the life of the school.

Assessment

Children are regularly assessed in school. This happens so that teachers have up to date information about the progress your child is making. This information is then used to plan what your child needs to learn next.

On three occasions, your child will have a more formal assessment. This happens at the end of the Reception Year (Foundation Stage Profile) and at the end of Year 2 and Year 6 (SATs). The results of these assessments are reported to parents as soon as the results are known. The government has also introduced a phonics test for children in year 1.

In addition, the school also tests children in reading, writing, spelling and mathematics at the end of Year 3, 4 and 5. We use the information from these results to set targets for future learning and to track children's progress through the school. Parents are informed of their child's progress at our termly parents' evenings.

If you need information about how well your child is doing at school at times other than our formal parent's evenings, please make an appointment to see your child's teacher after school. If you would like more information about assessment and testing in school, please contact Mrs Loomes.

Racial Equality

At Jesmond Gardens Primary School, we believe that the curriculum opportunities given to our pupils ensure that we have high expectations regardless of ethnic minority. Teachers respond to the diverse needs of their pupils through planning activities so that all pupils can take part in lessons fully and effectively. Teachers are aware of the differing experiences these pupils bring to school and are sensitive to their needs.

The learning environment ensures all pupils are valued; teachers use approaches appropriate to different learning styles and build on cultural experiences. Targets are set that build on previous learning and flexible grouping of pupils ensures they are supported in reaching the expected attainment.

Where there are barriers to learning such as disability, English as a second Language (EAL), Special Educational needs (SEN) teachers will take into account these requirements and make provision through differentiation and teaching assistant support.

Please note that if a child uses any language that could be considered racist the school must record the incident and inform parents.

Religious Affiliation

The school is not affiliated with a particular religious' denomination.

Religious Education Policy

Religious Education follows the Hartlepool Agreed Syllabus for religious education. Every day we have a School Assembly. Each assembly is led by a member of staff, groups of children or an appropriate visitor to school.

The school will make alternative arrangements after full consultation with parents who exercise their right of withdrawal of their children from religious worship or instruction.

Relationships and Sex Education

The School Governing Body has determined that Relationships and Sex Education will take place in a manner, which is consistent with the curriculum guidelines published by Children's Services. The School Sex and Relationships Education Policy aims to ensure children:

- Learning the importance of values and individual conscience and moral considerations;
- Learning the value of family life, marriage, and stable and loving relationships for the nurture of children;
- Learning the value of respect, love and care;
- Exploring, considering and understanding moral dilemmas;
- Develop critical thinking as part of decision-making.

It is important that this takes place in a moral framework which recognises the diversity in society and which is sensitive to values, standards and personal responsibility. Parents can withdraw their child from all or part of sex education, except those elements taught as part of the National Curriculum Science.

Lunchtimes

The school kitchen provides a good quality nutritious meal during the midday break. Most parents take advantage of this but some prefer their child to bring a packed lunch. Whichever you choose your child will eat in the main hall or our exciting "Heart" and be supervised by school staff. All children in reception and Key Stage 1 can be provided with a free school meal.

Lunchtime is a valuable part of your child's personal and social education. To ensure this is the case, poor behaviour during the lunch break will not be tolerated. If a child is causing serious disturbance parents will be asked to make arrangements for that child to go home for lunch.

All meals must be ordered by 9.30am. This means that if your child is expected to be out of school for the first part of the school day a meal needs to be ordered on the previous day. Meals cannot be provided for children arriving at school after 10.30am. A School lunch currently cost £2 each day. This may increase in September 2017. Envelopes are available from the school office and this should be used to pay for each week's meals on Monday morning of each week.

All meals must be paid for in advance. We cannot provide meals to children who have not paid and we cannot provide credit.

A free school meal can be provided in KS2 if you receive some form of benefit. If you think you might be entitled to this contact Mrs Grylls.

Lunchtime arrangements should be agreed with the school at the start of each term.

If you decide not to take a school lunch, please provide a healthy packed lunch for your child. We appreciate you not sending sweets, crisps, pure chocolate, fizzy drinks or breakable containers. Unfortunately, we have no facilities for the cold and secure storage of children's packed lunches.

Children who bring a packed lunch to school eat alongside children having a school dinner. Our lunchtime staff supervises them. The school currently makes no charge for this service. We advise that parents provide an ice pack in lunch boxes especially in summer.

Attendance

Jesmond Gardens has an improving record of attendance and this is a reflection of the many good things that happen here. If your child cannot attend on a particular day, it is important we know about the reason for absence. Any child arriving after 9:20am is recorded as being absent for the whole of that morning session and as such will count against your child's attendance record. However, for safety reasons their name is recorded in the "late" book.

Any absence that we cannot account for will be unauthorised. The school works closely with Children's Services to tackle truancy.

If you have any concerns about your child's attendance, please see Mrs E Grylls or your child's team leader.

Holidays

From September 2013, the government implemented new regulations. The Head teacher cannot authorise any holidays unless the request meets the “exceptional circumstances” list or when the child has good attendance. A copy of our Attendance Policy for parents is sent out each year and is on our website. Please refer to it if you are considering taking a holiday in term time.

We do point out, however, that withdrawing children disrupts their learning and can interfere with their educational progress.

Withdrawing your child from school

If you need to withdraw your child from school for any reason (e.g. dental appointment, doctors etc.) please let us know in writing or in person. An adult must accompany children leaving the premises. In addition, we will not let any child leave the site with an adult that is not known to us. If an unknown adult is required to collect a child, you must inform us in writing and ask the adult to be prepared to provide proof of ID. If we are in any doubt the child will not be allowed to leave.

Other Information

- For Health and Safety reasons **no dogs** are allowed on the school premises, except guide dogs.
- The school site is also designated a **no smoking** zone – this includes all buildings and grounds.
- No cycling or skate boarding is allowed on the premises. This includes scooters.

Policies available on request or view on the school website.

- Acceptable User Policy
- Accessibility Policy
- Action Against Bullying
- Anti-Bullying Policy
- Assessment and Recording Policy
- Attendance Policy
- Behaviour Policy
- Charging Policy
- Code of practice on Jewellery (on request)
- Child Protection Policy
- Cold Weather Policy
- Collective Worship
- Complaints Procedure
- Confidentiality Policy
- Educational Visits Policy
- Equality and Diversity Policy
- Exclusions Policy
- Good Behaviour Guide
- Health and Safety Policy
- Home/School Agreement

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- Inclusion Policy (SEND)
- Learning and Teaching Policy
- Looked After Children Policy
- Parking Policy
- Photograph Policy
- Physical Intervention Policy
- PSHE and Citizenship Policy
- Publication Scheme (School)
- Publication Scheme (School) App2
- Reading Policy
- RE Policy
- Relationships and Sex Education Policy
- Safeguarding Policy