

## GOVERNING BODY

### **LEA MEMBERS**

Mr K. Owen, c/o Mortimer Primary School

### **PARENTS**

Mrs D Charlton  
Mrs E Wilson  
Ms F. Clemence

### **HEAD TEACHER**

Mr G.S. Seagrove

### **STAFF**

Mrs S. Keighery, c/o Mortimer Primary School  
Mrs A. Alcock, c/o Mortimer Primary School

### **COMMUNITY MEMBERS**

Ms L Culkin  
Rev P. Kennedy  
PC R Lloyd

## TEACHING AND NON-TEACHING STAFF AND THEIR RESPONSIBILITIES

### TEACHING STAFF

Mr G.S. Seagrove - Head Teacher  
Mrs G. Cunningham – Deputy Head Teacher

Miss E. Middleton	Music & Co-ordinator 9 – 11 KS2	Miss K Matthews
Mrs M Peacock	Early Years Foundation & KS1	Mrs G. Batson
Mr R. Smith	Science Co-ordinator	Mrs J. Davidson
Mrs F. Herbert	Maths Co-ordinator	Mrs A. Stelling
Mrs J. Grant	Literacy Co-ordinator	Miss K Bays
Mr P. Mackay	PE & Health Ed Co-ordinator	Mrs P. Shearer
Mr J. McGuigan	Information Tech Co-ordinator	Mrs K Mackay
Mrs M. Smith	Humanities & RE Co-ordinator	Mrs S. Keighery
Mrs M Trotter	Nursery Teacher	Mrs K. Allan
Mrs V. Coyne	Part-Time SEN	Mrs K. Lawrenson
Mrs B Catchpole		Miss R Folen
Miss H. Anderson		Miss R Fenwick

### SUPPORT STAFF

Mrs M. Bradley (School Business Manager)	Mrs S. Davies (School Cook)
Mrs L. Brown (Administrator)	Mrs B. Reburn (Kitchen)
Mr P. Clark (Site Manager)	Mrs J. Stephenson (Kitchen)
Mrs B Scott (Education Welfare Officer)	Mrs B. Williams (Kitchen)
Mrs J. Reay (School Nurse)	Mrs J. Ford (Kitchen)
Mr M. Powell (Peripatetic Pianist – part time KS1/KS2)	Mrs S. Mouat (Kitchen)
	Mrs L. Hann (Kitchen)
	Mrs E. Crookes (Kitchen)
	Mrs L. Parker (Kitchen)
	Mrs L. Back (Kitchen)
	Mrs C. Thompson (Kitchen)
Mrs J.A. Scurfield (NNEB - Nursery)	
Miss J. Lillycrop (NNEB - Reception)	
Miss J. Smith (NNEB - Nursery)	
Mrs J. Richardson (NNEB)	
Mrs S. McGurk (NNEB – Reception pm)	
Mrs M. Saveriaux (Teaching Assistant)	Miss C. Curtis (Senior Supervisory Assistant)
Mrs L. Middleton (Special Needs Support)	Mrs M. Harrison (Supervisory Assistant)
Mrs A. Alcock (Teaching Assistant)	Mrs M. Dykes (Supervisory Assistant)
Mrs C. Taylor (Teaching Assistant)	Ms. M. Brown (Supervisory Assistant)
Mrs M. Gibson (Teaching Assistant)	Mrs T. Denton (Supervisory Assistant)
Mrs K Gibson (Teaching Assistant)	Mrs J. Morgan (Supervisory Assistant)
Mrs A. Smurthwaite (Teaching Assistant)	Mrs A. Townsend (Supervisory Assistant)
Mrs A. Moore (Teaching Assistant)	Mrs J. Donkin (Supervisory Assistant)
Mrs C. Smithwhite (Teaching Assistant)	Mrs A. Taylor (Supervisory Assistant)
Ms J. Wales (Teaching Assistant)	Mrs A. J. Taylor (Supervisory Assistant)
Mrs J. Hamill (Teaching Assistant)	Mrs J. Cummings (Supervisory Assistant)
Mrs J. Shaw (Teaching Assistant)	Mrs L Jewitt (Supervisory Assistant)
Mrs J. Raine (Teaching Assistant)	Mrs M Carr (Supervisory Assistant)
Mrs J. Miller (Teaching Assistant)	
Mrs L. Simanis (Teaching Assistant)	
Mrs D. Bentham (Teaching Assistant)	
Mrs J. Cummings (Teaching Assistant)	

## Welcome to Mortimer



Dear Parents,

The governors and staff are pleased that you have chosen Mortimer Primary School for your child's first and most important stage of education. We hope that our association will be a satisfying and happy one and that your child will settle quickly and make the most of the excellent educational facilities open to them at this school.

We are proud to be a welcoming and caring school in which each child is enabled to succeed. The school regards the partnership between home and school as very important. The better the relationship between parents and teachers, who both have the child's interest at heart, the more secure and confident your child will be in school, where high standards will be asked for in the achievement of skills, the assimilation of knowledge and the development of positive attitudes and behaviour.

This brochure is published to strengthen these links so that both you and our teachers can co-operate in a partnership for your child's education. It is designed as a guide for parents to the policies and practices of Mortimer Primary School. While your child is at this school we will do all that is possible to see that he or she develops educationally and socially.

You can find more information by visiting our website. If, however there is anything else you wish to know, please do not hesitate to get in touch with us. We look forward to working with you as partners in your child's education.

Yours sincerely

Mr G.S. Seagrove, Head Teacher

Mr K. Owen, Chair of Governors

## **Aims**

We strive for excellence in achievement for all children in literacy and numeracy and across the wider curriculum. The children are empowered to take an active part in their learning and we provide a rich variety of experiences which promote their personal, social, physical and creative development.

We provide a safe and caring school environment. We aim to protect children from bullying and discrimination, develop their emotional skills and well-being, and teach them to be mindful of their own safety. We are vigilant in identifying any signs of mistreatment of children and take decisive action to protect a child if this is taking place.

Mortimer Primary is a health promoting school. We teach our children about the importance of a healthy and active lifestyle, and enable them to develop good physical and mental health.

We encourage all of our children to make a contribution to the school community through their positive behaviour and attitudes. We provide opportunities for them to be involved in decision making and to take on special responsibilities.

We seek to develop children's confidence and self esteem, and to nurture their aspirations, to help them live fulfilled lives and prepare them for future employment.

We foster a positive partnership with parents and carers and work together to achieve success for children. Our work is also enhanced through links with the wider community.

## HOLIDAY AND TERM DATES FOR 2016 - 2017

<b>Autumn Term</b>	<i>In Service Day</i>	<i>Closed</i>	<i>Monday 5<sup>th</sup> September 2016</i>
	<b>Term begins</b>	<b>Opens</b>	<b>Tuesday 6<sup>th</sup> September</b>
	Half term	Closes	Friday 21 <sup>st</sup> October
		<b>Opens</b>	<b>Monday 31<sup>st</sup> October</b>
	End of term	Closes	Friday 16 <sup>th</sup> December
<b>Spring Term</b>	<i>In Service Day</i>	<i>Closed</i>	<i>Tuesday 3<sup>rd</sup> January 2017</i>
	<b>Term begins</b>	<b>Opens</b>	<b>Wednesday 4<sup>th</sup> January</b>
	Half term	Closes	Friday 17 <sup>th</sup> February
		<b>Opens</b>	<b>Monday 27<sup>th</sup> February</b>
	End of term	Closes	Friday 7 <sup>th</sup> April
<b>Summer Term</b>	<i>In Service Day</i>	<i>Closed</i>	<i>Monday 24<sup>th</sup> April 2017</i>
	<b>Term begins</b>	<b>Opens</b>	<b>Tuesday 25<sup>th</sup> April</b>
	<i>Bank Holiday</i>	<i>Closed</i>	<i>Monday 1<sup>st</sup> May</i>
		<b>Opens</b>	<b>Tuesday 2<sup>nd</sup> May</b>
	Half term	Closes	Friday 26 <sup>th</sup> May
		<b>Opens</b>	<b>Monday 5<sup>th</sup> June</b>
	End of term	Closes	Friday 21 <sup>st</sup> July 2017

**YOU WILL BE NOTIFIED OF IN SERVICE DAYS, AMENDMENTS, OCCASIONAL DAYS AND ELECTION DAYS IN FUTURE SCHOOL NEWSLETTERS.**

### School Hours

	<b>Infant</b>	<b>Junior</b>
Start	8.50 am	8.50 am
Finish	11.45 am	12.00 pm
Start	1.15 pm	1.10 pm
Finish	3.20 pm	3.30 pm

### Times of Arrival and Departure

Children should not arrive at school before 8.40 am or in the case of children going home at lunchtime, 1.00 pm with entry through the school gate.

Children should have left by 3.40 pm unless they are staying in school for a particular reason (e.g. a school club or activity). Mortimer Community Association operates a 'pre' and 'after' school care scheme, telephone 4566680.

## **Curriculum**

We inspire and challenge children with a curriculum designed to capture their interest as well as secure high levels of attainment, especially in Literacy, Numeracy and ICT. The carefully designed provision supports the strong development of skills and understanding as the children move through the school.

Innovative use of cross curricular work provides the children with a range of learning opportunities linking a number of subject areas, and often taking account of the children's own interests. Through practical activities and a strong emphasis on speaking and listening children develop high levels of knowledge and understanding across curriculum areas including Art, Design Technology, History, Geography and Science.

Children are actively encouraged to explore the world outside of the classroom with regular visits out of school, either in the local area or further a field. Visitors into school also provide a valuable source of information and interest. These memorable experiences help to put the learning into context for young, active minds.

Our PHSCE curriculum encourages children to work co-operatively and to recognise that each individual has their part to play in a successful school. Children's views are regularly shared in class and school council meetings.

A range of music, drama, dance and sporting activities ensures that our children are given the opportunity to develop their skills and talents in these areas. Children in Key Stage Two with a particular interest in music are able to learn to play an instrument. Those with strengths in sport take part in competitive events with other schools. The achievements of all children are regularly shared with the whole school community.

## **Religious Education and Collective Worship**

Mortimer Primary School is non-denominational. The curriculum for R.E. is based on the South Tyneside Agreed Syllabus which has been discussed and agreed by the LEA, local teachers and representatives of all major local faiths and denominations.

The school organises daily collective worship through whole school, key stage, age range and class assemblies planned on a weekly theme e.g. 'peace'.

Although these are broadly Christian based we aim to ensure our pupils gain awareness, respect and understanding of other world religions.

All parents have the right to withdraw their child from R.E. or the daily act of Collective Worship. This should be done through contact with the Head Teacher.

## **Arrangements for Pupils with Special Educational Needs**

Some children have learning needs which require special or individual provision to be made to enable them to achieve their potential. Provision for children with Special Educational Needs (SEN) can take a wide variety of forms. This includes some additional support in class from a Learning Support Assistant, or more specialist teaching or support for which the child is withdrawn from the classroom. The precise provision is based on a careful assessment of needs and monitoring of progress, drawing upon the expertise of professionals within school and outside agencies where relevant.

Partnership with parents and carers plays a key role in enabling children with SEN to achieve their potential. The school recognises that parents and carers hold important information and have knowledge and experience to contribute to the shared view of a child's needs and the best ways of supporting them. All parents and carers of pupils with SEN are treated as partners and supported to play an active and valued role in their pupil's education.

Further details can be found in the school's SEN Policy which is available on our website.

## **Nursery**

Our Nursery Unit offers planned activities which take into account children's needs and their developing physical, intellectual, emotional and social abilities..

Our Nursery and Reception staff co-operate closely to make sure the transition from part-time nursery to full time Reception class is a smooth and happy experience for the children.

## **Reporting to Parents**

At present the school holds Parents Evenings in the Autumn and Spring terms of each school year. These are timetabled in advance to allow for private discussion between teachers and parents about children's work and progress.

In the Summer term parents receive a detailed written report on their child.

The Head Teacher and staff of the school are always ready to meet parents should a problem arise, equally, if the school feels a problem of any kind has arisen concerning your child's work or progress, you may be contacted.

## **Behaviour and Attitudes**

Children at Mortimer Primary behave well. *'Pupils outstanding behaviour and attitudes have a highly positive impact on their learning'* (Ofsted 2012). We have high expectations of their behaviour, and we make sure that we are clear and consistent in sharing these with the children. All children receive praise and recognition for their good behaviour on a daily basis and this takes many forms – everything from a smile and "well done," to stickers and house points. The very large majority of children respond to this approach extremely positively, and

this helps to make the school the safe, happy and secure place that it is. We do use sanctions with some children from time to time where they have chosen not to follow our expectations, and expect the support of their parents to reinforce the school's message.

## **Medicines**

While particular medication for life threatening (e.g. peanut allergy) or long-term illnesses (e.g. inhalers for asthmatics) can be brought into school and used under supervision, the school governors regret that medication for short term illnesses (e.g. antibiotics) cannot be administered by school staff and should not be sent to school.

Where a mid-day dose is required a parent or nominated person should arrange to come into school to administer it.

## **Sick Children and Accidents to Children**

We have qualified First Aid staff and in the case of your child becoming ill or having an accident we will contact you as soon as possible.

All parents must provide an emergency contact number so they can be notified in such circumstances.

If children are ill please keep them at home until they are well again or until their Doctor says they can return to school. This is particularly important in the case of infectious diseases. In the case of sickness, please keep your child absent for a full 48 hours from the last occurrence.

## **Extra Curricular Activities**

School teams and clubs take place after school and during the lunch hour. These may vary from year to year depending on staffing.

They may include: sports teams for both boys and girls, choir, recorder groups, drama and musical presentations, craft club, guitar club, school newspaper club, short tennis, tuition in brass, woodwind and stringed instruments.

A variety of extra curricular activities for children are also run at Mortimer Community Association.

## **School Meals**

Our school meals staff provide a very good meal at current cost. School meals must be paid for on the **first day of the school week** for either full or part of a week. Envelopes will be provided which should be clearly marked with the child's name, class, days booked and the amount enclosed. An envelope is required for each child. No change is given. The amount sent will be entered on computer and you should claim any credits the following week.

Cheques should be made out to the Borough of South Tyneside (BOST). Your child's name and class should be written on the back of all cheques.

If a child has a medical condition or for dietary reasons, a packed lunch may be brought. We ask as far as possible that those children who stay take a cooked meal. From September 2014, all Reception and KS1 children will no longer be required to pay for school meals.

## **Milk**

Children who are eligible to receive free school meals through receipt of benefits, are also entitled to have milk free of charge. Milk is available to all other children in payment of a

termly charge which must be paid during the **first week of the new term**. If you think you may be entitled to free milk, please contact the school office.

## School Uniform

Following a ballot of parents, the School Governors decided to approve the uniform for Mortimer Primary School.

**(All clothing should be clearly marked with your child's name)**

### Reception to Year 6

Navy blue trousers (no jeans please)  
Navy blue jumper/cardigan/sweatshirt  
Light blue or white polo shirt

Navy blue skirt or pinafore dress  
Navy or white socks or tights  
Light blue or white blouse

### Nursery

Navy blue trousers/jogging trousers  
Red jumper/cardigan/sweatshirt  
Light blue or white shirt

Navy blue skirt or pinafore dress  
Navy or white socks or tights  
Light blue or white blouse

Please note that all trousers and skirts should be navy blue – not black.

Dark, preferably black, footwear should be sensible with low heels for general safety. Leggings are not part of our school uniform. In summer we would hope the children would wear items like light blue/white polo shirts and navy shorts or a plain blue or blue patterned dress. Socks should be worn with all footwear. Fleeces should be worn as outdoor jackets and not inside school. Hoodies are not part of the school uniform and should not be worn in school.

Haircuts – we do not allow shaved and/or designed haircuts. Children may wear a watch and a pair of stud earrings however they must be removed for P.E lessons. Swimming and PE will not be allowed during the initial 6 week period following ear piercing. We strongly recommend this is done at the beginning of the summer holiday. Make up and nail varnish are not allowed, long hair should be neatly tied back.

### For P.E. and Games

Navy blue or black shorts or games skirt. In KS1 light blue or white t-shirt. In KS2 children can wear a t-shirt of their house colour. These can be ordered from school.

Separate footwear should be provided to change into for P.E. Black or white plimsolls are suitable.

Tracksuit or similar is recommended for outside games in both KS1 and KS2.

**For safety reasons long hair must be tied back for PE and children must be able to remove earrings. (Staff members are not allowed to remove earrings for children). Children should have their PE kits in school at all times.**

## School Attendance

Regular and punctual attendance is essential to every child's education. If a child is unable to attend school because of ill health or any other reason, we ask you to telephone the school on the first day of absence. If this is not possible, please send a written note of explanation on the child's return to school. The Local Authority Attendance Team monitor children's attendance every half term.

## Visitors to School

During the school day all access to school must be through the main office with the exception of Nursery parents.

## Charging Policy

No state school can charge for education wholly or mainly within school hours

Charges may be made for:

- 1) A school activity which involves a residential element, e.g. Outdoor Education Week.
- 2) Visits from outside puppet or theatre groups.

From time to time during the school year educational visits may be arranged for each year group to places of interest outside the school. These will be related to curriculum activities being taught in school.

In these cases we always inform parents at the outset and ask for a voluntary contribution to cover the cost of transport, entrance fees, etc.

## Complaints Procedure

A complaints procedure has been established by the LEA to consider parental complaints. Further information can be found on the school web site.

## Admissions Procedures

After completing Parental Preference Forms, children are admitted to our Reception class if they are four years old before 31<sup>st</sup> August. They can then be admitted to our Reception classes in September. Once the allocation of school places has been confirmed we invite the parents and carers of our new starters into school to formally welcome them. This usually happens in June, and is also an opportunity to find out more about arrangements for starting school and to meet the staff who will be working most directly with the children.

## Collection of Children at End of School Day

Children should be collected **promptly** at 3.20 pm for Infants and 3.30 pm for Juniors. In emergencies, if you inform the school, we will make arrangements for your child to be cared for until collection. It is vital that all emergency contact numbers are provided.

## Child Protection and Safeguarding

Mortimer Primary School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil's welfare is of paramount importance.

As a school dedicated to meeting the needs of children we welcome the responsibilities placed upon us to safeguard and promote the welfare of children, as laid out in South Tyneside's Safeguarding Children Board Procedures, "Working Together to Safeguard Children" (2015) and 'What to do if you are worried a child is being abused' (2015) We are mindful of the welfare of children at all times and contact the appropriate authorities if we have specific concerns. We always seek to maintain open communication with parents and carers in these instances whilst recognising our primary responsibility for ensuring the safety of the child.

## **Road Safety at Mortimer Primary School**

Can we ask that you adhere to the following:

- (1) Children may be dropped off at the main entrance but not collected. Please use the car park for this as the area outside the steps is reserved for buses and emergency vehicles only.
- (2) No parking on double yellow lines or zig-zag lines near the zebra crossing.
- (3) Use the one-way system only in the car park and interchange.
- (4) Give way to people using the zebra crossing.