



# Valley View Primary School

Primrose Village, Lambton Terrace, Jarrow. NE32 5QY.  
Telephone: 0191 424 9977 Fax: 0191 424 9966  
e-mail: [info@valleyview.s-tyneside.sch.uk](mailto:info@valleyview.s-tyneside.sch.uk)



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# Parent Handbook Autumn Term 2015-16



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Please feel free to contact school in person, by telephone or email.

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e-mail: [info@valleyview.s-tyneside.sch.uk](mailto:info@valleyview.s-tyneside.sch.uk)  
HT e-mail: [gjeynes@valleyview.s-tyneside.sch.uk](mailto:gjeynes@valleyview.s-tyneside.sch.uk)



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## Welcome back!

*Dear Parents and Carers,*

*I hope you have all enjoyed the summer holidays. Last academic year and particularly the summer term was one of our most successful years to date. Standards in the end of key stage one and two tests continued to be above average and we feel extremely proud our children's achievements across the whole curriculum.*

*We are committed to ensuring the standards of education and care at Valley View are consistently of the highest standard and will remain focused on improving school and evaluating our effectiveness. We also believe it is important to educate our children about current local and world events and topical issues. This takes place through our pastoral curriculum during Family Group time, which is planned around spiritual, moral, social and cultural development.*

*I am very proud of the staff and pupils for their hard work and effort each day and their dedication to school. I would also like to thank parents and our local community for their support and partnership.*

*We have some new faces joining the staff team:*

*Miss Howe will be teaching year 1.*

*Mr Dawson will be undertaking her teaching placement in year 4.*

*Congratulations to Mrs Newbrook (Miss Lyons) who was married during the summer break.*

*The start of term is a very exciting time of year and I hope this year proves to be as successful as last. There are a great number of events and activities to look forward to!*

*Gemma Jeynes  
Head Teacher*



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## Information

As a school, we hope to keep you well informed of up and coming events in school and in the Community Centre. Dates may change but we will inform you as soon as we can so parents and children can enjoy everything we have planned.

### Consent booklet

Your child has now received their new **consent booklet**. It is imperative that current contact details are stated in this booklet and returned to school so we can ensure our system is up to date. If during the year, your contact details change, please inform us. You must also complete the consent forms section of the booklet. Failure to return the booklet will result in the presumption that consent is given for all requests. **Please complete these forms even if the information has stayed the same.**

### Snacks

As a Healthy School, we welcome children to bring a bottle of water especially if they have PE or attend a sports club. We also have drinking fountains inside and outside for children to use. We provide fruit for children in Foundation Stage & KS1, older children can bring fruit to school if you would like to provide it for them as a snack at morning break. **Please ensure your child does not bring anything in containing nuts.**

### Medication

If your child has any **medication or allergies**, please inform Mrs Crawford in the office or Mrs Whittle. It is parents' responsibility to ensure we have any emergency medication or inhalers which are 'in date'. Please check 'use by' dates on any medication. Staff are only permitted to administer medication if parents have signed a medical form. Staff will ask parents to sign a form if we have administered any medication at the end of the school day. Penicillin based medication are not permitted in school.

### Picking up your child

Our school policy states that only the adults (over 16) named in the consent booklet or emergency contact forms will be able to pick up your child unless we have written or verbal permission from a parent or carer. Please phone school if you wish an unnamed person to collect your child.

**No person under the age of sixteen is permitted to collect any child from school from Nursery –Year 5.**

Year 6 children are permitted to walk home independently from school and clubs unless a parent/carer informs us otherwise. In the summer term year 5 children are also allowed to walk home independently as part of transition into year 6.

All children must be collected from after school clubs (including Y6 after October half term when it is darker).

If parents are in the school building, staff may stop you ask why you are there, please do not be offended, we hope you appreciate the high importance we put upon your child's safety.



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## Reminders

Can we remind parents that **milk money** is now due. The cost is **£27.30 for the full year or £9.10 per term**. A form to complete and return to school confirming that your child receives milk was sent out week 1 of the autumn term.

**Dinner money** remains at **£2.10** a day and we ask that this is paid on a Monday using correct money please.

If you think your child is eligible for **free school meals** please complete the attached form and return it to the school office as soon as possible with a proof of income allowance.

Please inform us if your circumstances change and you no longer require free school meals.



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## Staff List

<b>School</b>		
<b>SMT</b>		
Head teacher	Mrs Jaynes (SENCO/ CP named person)	
Deputy Head	Mrs McGurk	
Upper school Lead (Years 4,5,6)	Mr Tait	
Middle School Lead (Years 1,2 &3)	Mrs Allan	
Lower School Lead (Nursery am/pm, Rec)	Mrs Spence	
<b>Teaching and learning responsibility</b>		
Y6- Mathematics, ICT	Mr Tait	
EYFS assessment and standards Coordinator, Curriculum	Mrs Spence	
Literacy	Mrs Allan	
<b>Class teachers and support staff</b>		
Nursery	Mrs Spence (Arts/ DT)	Mrs Whittle/ Mrs Campbell / Mrs Pattison
Reception	Mrs Newbrook (Music)	Mrs Shepherd
Year 1	Miss Howe (PE)	Mrs Rowell Mrs Green
Year 2	Mrs Riches (RE)	Miss Atthey Miss Melia
Year 3	Mrs Allan (Literacy)	Mrs Bishop
Year 4	Mrs Hudson (Humanities)	Miss Mewes
Year 5	Mrs Seebacher (Science)	Miss Linfoot Miss Wales
Year 6	Mr Tait (Maths/ ICT)	
Year 5/6	Miss Brocklehurst (French)	
<b>Additional teaching staff</b>		
HLTA	Mrs Harkness	
Inclusion manager	Mrs Hair	
Sports coach	Mr Hamilton	
Sports coach	Mr Gibson	
Breakfast club/ reading	Mrs Kelley	
<b>Admin team</b>		
SBM	Mrs Crawford	
School Administrator	Miss Gilroy	
<b>Lunchtime Supervisory Assistants</b>		
Lunchtime Supervisory Assistant	Mrs Kelley	
Lunchtime Supervisory Assistant	Mrs Brown	
Lunchtime Supervisory Assistant	Mrs Davenport	
Lunchtime Supervisory Assistant	Mrs Griffin	
Lunchtime Supervisory Assistant	Mrs Brown	
Lunchtime Supervisory Assistant	Mrs Hancock	
<b>Site Management</b>		
Caretaker	Mr Moore	



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## Governor list

<b>Governor</b>	<b>Governor name</b>
Chair of Governors	John Watson
Vice Chair	Ray Lydon
Vice Chair/Parent Governor	David Brown
Vice Chair/Parent Governor	Barry Larvin
Head teacher	Gemma Jaynes
LEA Governor	John Drynan
Parent Governor	Kelly Fuller
Parent Governor	Ruth Jackson
Parent Governor	Mark Johnson
Staff Governor	Mr Tait



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## Term dates

Term	Open morning of	Close afternoon of
Autumn term 1	03/09/2015	23/10/2015
Autumn term 2	02/11/2015	18/12/2015
Spring term1	04/01/2016	12/02/2016
Spring term 2	22/02/2016	23/03/2016
Summer term 1	11/04/2016	27/05/2016
Summer term 2	06/06/2016	20/07/2016

***School holidays for Valley View Primary School – 2015- 2016***





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## School Attendance

School attendance is compulsory for all children from aged 5 in reception to year six. If your child is going to be absent you must inform the school office before 9.30am. This is to ensure your child is safe and accounted for. If your child is absent from school without the school being informed, it is school policy to ring home to ascertain reason for absence.

Attendance and punctuality is monitored regularly. If your child's attendance or punctuality is near 90% you will be issued with a reminder letter. If your child's attendance or punctuality falls below 85% you will be contacted by the education welfare officer.

**School attendance laws have changed. Previously the school could consider up to 10 authorised days for authorised absence in an academic year, depending on the child's attendance. This is no longer the case. Schools, as of the 1<sup>st</sup> September 2013, can no longer authorise family holidays and the 10 day allowance has been removed. As a school our policy has been and will continue to be to not authorise holidays during term time.**

The school will not authorise holidays taken during term time. This is a policy agreed by the governing body. This is in line with new government guidance.

### **What the Law says:**

The Education Act 1996 states that parents and carers must ensure that all children of compulsory school age (5-16) receive a full-time education that is suitable for their age, ability and aptitude and special educational needs.

Children must be educated from the commencement of the school term following their 5th birthday, until the last Friday in June of the school year in which they reach their 16th birthday.

The Local Authority has a responsibility to ensure that parents fulfil their legal responsibility and must also ensure that there are enough school places for all children to attend. As a parent you may be committing an offence if you fail to ensure that your child attends school regularly.

Once you have registered your child at a school it is your responsibility to make sure that s/he attends regularly and punctually.

If you fail to do so the **Local Authority** has a statutory duty to consider legal action to enforce school attendance. This may involve the issuing of a **penalty notice, prosecution** or application for an **Education Supervision Order**.

In addition to this the government has issued a new policy for attendance and holidays with effect from September 2013. The changes state:



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*“Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that **headteachers may not grant any leave of absence during term time** unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.” DFE 2013*

In addition to this there are now tighter timescales for statutory fines in place for parents whose child fails to attend school. The changes state:

*“Amendments have been made to the 2007 Regulations in the [Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1 September 2013.*

*Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents may have to pay from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.”*

**Please note it is the Local authority who issue penalty notices. Not the school itself.**

School gates are locked promptly at **9:05am**.

This ensures the school premises are secure and we urge parents to arrive and leave promptly.

*Should you require any advice or assistance with regard to attendance or punctuality please contact Mrs Hair- School Inclusion manger.*



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## Why is it important for children not to miss school?

Most parents want their children to get on well in life. Nowadays, it is more important than ever to have a good education behind you if you want opportunities in adult life. Children only get one chance at school, and your child's chances of a successful future may be affected by not attending school or alternative provision regularly. If children do not attend school regularly, they may not be able to keep up with school work.

In a busy school day it is difficult for schools to find the extra time to help a child catch up. And it's not only the academic work: missing out on the social side of school life – especially at primary school – can affect children's ability to make and keep friendships, a vital part of growing up. Setting good attendance patterns from an early age, from nursery classes through primary school, will also help your child later on. Employers want to recruit people who are reliable. So children who have a poor school attendance record may have less chance of getting a good job. Being on time is also vital. Arriving late at school can be very disruptive for your child, the teacher, and the other children in the class. Some parents may be trying but finding it hard to get their children to attend school. Research has shown that children who are not in school are most vulnerable and are easily drawn into crime. Those children who play truant are more likely to offend than those that do not.

Every lesson in school matters and children who have time off find it difficult to catch up. At Valley View the first half hour of each day is spent working on each individual child's needs and often has the most impact on a child who may be struggling with a specific skill.

School holidays can be viewed online:

<http://www.southtyneside.info/article/167/Home>

We have improved our attendance rates significantly over the past four years and need to continue to improve. Please continue to support us by:

- Booking family holidays in the school holiday periods.
- Attending school prior to and after appointments (each half day counts as a percentage of attendance. If your appointment is 10.00 am and you return to school at 11.45 am you will still get a mark).



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## Nursery

Nursery Children attend either a morning or afternoon. Each session has 39 places. Core times for nursery are as follows:

Nursery (a.m.)	Nursery (p.m.)
Morning session begins at 8.45 a.m.	Afternoon session begins at 12.30 p.m.
Morning session ends at 11.45 a.m.	Afternoon session ends at 3.30 p.m.

## Curriculum and Class information

### Homework

Your child will be provided with a termly homework project related to their curriculum topic. The focus of these projects is to engage you in your child's learning and share in experiences with your child. This will allow you to have a greater understanding of their skills, strengths and interests.

Your child will be issued with a homework pack. This is to be completed at home and handed in at the end of each half term. The pack will contain ongoing learning- High frequency words to read and spell, number facts and times tables as well as weekly homework sheets. Your child will receive a certificate for completed homework packs.

### Curriculum

At Valley View we study a skills based curriculum. The skills based curriculum teaches the skills learned in the national curriculum through a topic based approach. This will allow the basic skills of English and Mathematics to be reinforced throughout the curriculum and for our children to experience their learning in a more creative way.

English and mathematics will be taught each morning.

### PE

Please ensure your child has a full PE kit in school each Monday morning for the week. Children are not allowed to wear any jewellery or watches for PE and must be able to remove their own jewellery, if children are unable to remove their own earring studs; we ask that parents remove them on the morning before their PE session.



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## Personalised learning

Throughout the week (9.00-9.30, 11.45-12.15 and 1.15-1.45 each day) each child will receive some form of personalised learning. This will involve working in a small group of children with a member of teaching or support staff on focused outcomes for each individual.

The class teacher will assess pupils' skills in detail and identify the key aspects of learning each child must address to ensure they make good progress. Challenge activities will be planned and delivered to ensure progress is made.

## Parental Support

There are times when we all need some advice or support when raising our children. At Valley View Primary School we are committed to providing a support network for each child and their family.

If you require any support please speak to Mrs Jeynes, Mrs McGurk or Mrs Hair. In order to ensure we are able to provide support, Mrs Hair our Inclusion manager can provide support with SEN, behaviour, routines, difficult family situations, bereavement and general concerns.

We also have secure links with a range outside agencies and can and have provided many families with the support they need.

If you have any concerns regarding your child's progress or how happy they are in school please see your child's class teacher or the phase leader named in the staffing list above.

Please feel free to contact school in person, by telephone or email.

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HT e-mail: [gjeynes@valleyview.s-tyneside.sch.uk](mailto:gjeynes@valleyview.s-tyneside.sch.uk)

Inclusion manager e-mail: [k.hair@valleyview.s-tyneside.sch.uk](mailto:k.hair@valleyview.s-tyneside.sch.uk)

## Parent text, Website and Facebook

The school website and facebook pages provide parents and pupils with a host of information. We update all information and messages on the website and facebook page. We also send text messages for key notices and events. Please ensure you mobile contact details are up to date.



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## Autumn Term Clubs CLUBS will commence week beginning 14<sup>th</sup> September

Day	Club	Time	Contact	Year group
Monday	<b>Breakfast club and Sports club</b>	8.00-9.00 School Hall Will take children to class at 9.00am	Mrs Kelley	All
	<b>Film Club</b>	3.15-4.15 pm	Mrs Miller	Years Rec,1,2
	<b>Lexia</b>	3:15-4:15pm ICT room	Miss Atthey	Invitation only
Tuesday	<b>Breakfast club and Sports club</b>	8.00-9.00 School Hall Will take children to class at 9.00am	Mrs Kelley	All
	<b>Craft Club</b>	3.15-4.15pm Year 2 classroom	Mrs Riches Miss Howe	Years 1,2
	<b>Mathletics</b>	3.15-4.15pm ICT Room	Mr Tait	Years 3,4,5,6
Wednesday	<b>Breakfast club and Sports club</b>	8.00-9.00 School Hall Will take children to class at 9.00am	Mrs Kelley	All
	<b>Drama Club</b>	3.15-4.15 pm School Hall	Mrs Seebacher Miss Brocklehurst	Years 4, 5, 6
	<b>KS1 Glee Club</b>	3:15-4:15pm Reception Classroom	Mrs Newbrook	Years 1,2
Thursday	<b>Breakfast club and Sports club</b>	8.00-9.00 School Hall Will take children to class at 9.00am	Mrs Kelley	All
	<b>KS2 Glee Club</b>	3.15-4.15pm School Hall	Mrs Newbrook	Years 3,4,5,6
Friday	<b>Breakfast club and Sports club</b>	8.00-9.00 School Hall Will take children to class at 9.00am	Miss Kelley	All

**Clubs are first come first served.**



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**Unnamed adults or persons under 16 will not be permitted to take any children from the premises.**

Registers are taken for all after school clubs and all children will be dismissed by their club leader from the KS1 entrance or hall to the named adult/s on their consent form. We ask that parents arrive promptly for 4:15pm.

**School clubs** are subject to change termly but parents/ carers will be notified the term before any changes occur. We endeavour to have a wide range of clubs available to your child on four evenings per week. In the rare event of cancellation, we will let you know via text message from the contact details provided or by telephone.

In the event of oversubscription to clubs, children will be allocated a place on first come first served basis and extra names will be added to a waiting list. Children will have an opportunity to take part in their choice of club the following term on a rota basis.

**After School clubs** are free of charge and run by school staff or qualified sports coaches.

**Breakfast club** is a non profit club but we do rely on voluntary contributions to enable us to purchase activities and supplies.

We hope you find this brochure informative and helpful. We would welcome any feedback on any other information you may require.

We will update parents regularly and new events and reminders will be notified by letter, on the website and facebook.

We look forward to working with you, in partnership, in your child's education.

Yours sincerely,

Mrs G Jeynes  
Head Teacher



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## Club Return Form

Complete this form and return to school by as soon as possible. You will get a confirmation slip if your child is given a place in the club. If your child does not receive a place they will be placed on the waiting list.

Childs name:

Year Group:

Signed P/C:

Day	Club	Time	Year group	I wish for my child to attend this club (Please tick)
Monday	Breakfast club and Sports club	8.00-9.00 School Hall Will take children to class at 9.00am	All	
	Film Club	3.15-4.15 pm	Years Rec,1,2	
	Lexia	3:15-4:15pm ICT room	Invitation only	
Tuesday	Breakfast club and Sports club	8.00-9.00 School Hall Will take children to class at 9.00am	All	
	Craft Club	3.15-4.15pm Year 2 classroom	Years 1,2	
	Mathletics	3.15-4.15pm ICT Room	Years 3,4,5,6	
Wednesday	Breakfast club and Sports club	8.00-9.00 School Hall Will take children to class at 9.00am	All	
	Drama Club	3.15-4.15 pm School Hall	Years 4, 5, 6	
	KS1 Glee Club	3:15-4:15pm Reception Classroom	Years 1,2	
Thursday	Breakfast club and Sports club	8.00-9.00 School Hall Will take children to class at 9.00am	All	
	KS2 Glee Club	3.15-4.15pm School Hall	Years 3,4,5,6	
Friday	Breakfast club and Sports club	8.00-9.00 School Hall Will take children to class at 9.00am	All	