



# Valley View Primary School



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*Welcome*



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Prospectus  
2014 - 2015

## *Welcome to Valley View Primary School*

Dear Parent or Carer

We are very pleased to have your child joining Valley View Primary School. The information in this booklet will give a brief outline of how we organise our intake procedures and also describe the day to day running of the Unit.

When a child starts a new school it can be very challenging for them. We hope to support and care for your child during this transition period to ensure they settle as quickly and securely as possible.

We also want to foster positive links between home and school from the outset. Parents can have daily contact with our members of staff; this encourages communication between home and school, both formal and informal. If you have any concerns or issues please speak to a member of staff as soon as possible.

We look forward to welcoming you and your child to Valley View Primary School.

Yours sincerely

Mrs. G. Jeynes  
Headteacher

# Valley View Primary School

## Mission statement:

“To be an outstanding school where all children reach their full potential and be ready for the next phase of their journey”

*We believe Valley View Primary School is in itself a ‘family’ where children are respected, nurtured, encouraged, supported and challenged to reach their full potential in a safe and caring environment.*

## Ethos and Values

- We believe in being an inclusive school which treat all children and adults with respect, regardless of ability, race, background and beliefs
- We believe it is our duty to change our practice to support each individual and recognise and cater for their strengths whilst removing the barriers to their success
- We believe all children should have the opportunity to thrive- educationally, socially, morally and culturally.
- We embrace the local community understanding that the best way to support children is through partnership with parents, carers, families and the community in which they live.
- We believe children and adults in school should feel safe and cared for at all times. We aim to achieve this through caring and considerate staff who care for each individual.
- We believe in preparing our children for their future through high expectations of achievement, presentation, manners and communication.
- We believe in ensuring all children gain a high level of basic skills in literacy and maths to prepare them for their comprehensive educational and their future.
- We believe children and adult alike should have a voice which is listened to.
- We believe in outstanding teaching and learning for all.
- We believe in children gaining a ‘love’ of learning through a stimulating, relevant and engaging curriculum.
- We believe in praise and encouragement for our children and aim to ensure they learn socially acceptable behaviour through outstanding role models in both staff and other pupils.

We encourage our children to demonstrate four key values:

**Respect**

**Resilience**

**Responsibility**

**Engagement**

Children are rewarded for demonstration of these values in school. We hope to instil these Values in our children to enable them to become independent, well mannered, confident, responsible and engaged young people and adults.

## General Information

School Address	Valley View Primary School Primrose Village Lambton Terrace Jarrow NE32 5QY
Telephone Number	0191 4249977
Fax Number	0191 4249966
e-mail	info@valleyview.s- tyneside.sch.uk
Headteacher	Mrs. G. Jeynes
Assistant Headteacher KS2	Mrs. K. Allan
Assistant Headteacher KS1	Miss J McGurk
School Business Manager	Mrs J Crawford
Chair of Governors	Mr. J. Watson
Vice Chair of Governors	Mr R. Lydon
School Administrator	Mrs K Miller Miss S. Gillroy
Inclusion Manager	Mrs K Hair

## Valley View Primary School Admissions Policy

The policy of the Authority and of Valley View Primary School is to admit children to infant school during the school year in which they attain the age of 5, at the beginning of the Autumn Term in September.

### Admission Criteria

In determining admissions where there are more applicants than places available, account will be taken of the following factors, listed in priority order, up to the published maximum of the school's capacity for the relevant year group:

- 1) 'Looked after children', meaning children accommodated by the Local Authority
- 2) Parental residence within the defined catchment area of the school
- 3) Concurrent sibling link – brother or sister only attending the school in September 2010 (to include adoptive siblings, half siblings, step siblings, long-term fostered children residing at the same address)
- 4) Medical considerations
- 5) Shortest distance from the centre of the parental home residence (including flats) to main school entrance measured as a straight line using a Geographical Information System (GIS), with those living closer to the school receiving higher priority. \*

*\* The above distance measurement will also be used as a tie-breaker in within each criterion, if necessary.*

Where it is not possible for your child to be admitted to the school of your choice, you will be told of the situation in the spring term preceding admission. Parents will then be informed of alternative schools.

## The Foundation Stage Unit

The Early Years Foundation Stage (EYFS) begins when children under the age of 5 enter into child care or education. At Valley View Primary School this relates to the stage of learning and development incorporates both the Nursery and Reception year groups.

At Valley View Primary School and Primrose Children's Centre we adopt a consistent approach to curriculum delivery across all age phases, ensuring children can enjoy a curriculum from birth that is seamless and well embedded.

At Valley View Primary School we run an Early Years Foundation Stage Unit which allows children from ages 3-5 to work together with all staff members for parts of the day.

- This supports transition between nursery and reception. Children can remain in the same environment for up to eight terms with familiar adults and routines. Children then build up good levels of confidence and emotional security.
- Children can access learning opportunities both indoors and outdoors utilising the space of our learning areas and supporting all learning styles.
- Children learn from each other - younger or less experienced children can have the benefit of working alongside older or more experienced children to make sense of key concepts and the world around them.

Your child will have a key worker and a key group. This member of staff will work closely with your child supporting their development and documenting your child's learning to ensure you are kept up to date with your child's progress.



## **School Organisation**

The school is a single-form entry primary school with an admission limit of thirty pupils per year. The pupils begin school in September of the academic year in which they have their fifth birthday.

The children are organised into seven single age range classes.

There is an emphasis on literacy and numeracy skills and the work is carefully differentiated to suit the child's needs. At different times during the week children will be expected to work in large and small groups for a variety of co-operative activities. At other times they will be working on individual assignments.

Pupils are encouraged to become independent and responsible as they progress through the school as this is a specific skill they will need in order to tackle work in the secondary school.

We recognise that children learn from relevant and motivational experiences. Our curriculum is designed to ensure children are able to learn from motivational and engaging experiences often build around enrichment visits and visitors. We take advantage of our close relationship with the local community and encourage our children to take pride in their local area, history and future.

## **The school Curriculum**

The general aims of the school are set out below. The subject aims are set out in the policy statements for each subject. These are available in school and can be obtained from the Headteacher.

The school aims to:

- present a stimulating, balanced education which satisfies the needs and requirements of the National Curriculum
- help pupils discover the joy of learning
- develop lively, enquiring minds
- the ability to question and reason rationally and to apply themselves to mental tasks and physical skills
- help pupils acquire knowledge and skills relevant to adult life
- help pupils understand the world in which they live and the interdependence of individuals, groups and nations
- help pupils appreciate human achievements and aspirations
- instil a respect for religious and moral values, and a tolerance for other people and their opinions, other races, religions and ways of life.

The school curriculum meets the requirements of the National Curriculum. The school provides all pupils with a balanced, broad and relevant curriculum suited to their individual needs. The aim of the school curriculum is to encourage pupils to become competent, self-reliant children with a knowledge of the world about them and a desire to learn more about the world in their next stage of education and in their daily lives. Our curriculum is creative teaching themes across half terms.

In order to achieve this, the school places great value on the traditional skills of literacy and numeracy as well as expertise in the fields of science, the arts and physical education.

The school curriculum contains all the elements of the National Curriculum which have been designated statutory subjects for pupils in the primary school.



### **English and Mathematics**

Valley view primary school focus a great deal of time and effort to ensuring all children develop secure basic skills in reading, writing and mathematics. We currently follow the guidance set out in the renewed frameworks for English and mathematics from the DFE. However, we enhance the expected coverage with focused and targeted interventions for all children. Children receive five hours of literacy teaching and five hours of mathematics teaching each week. This is enhanced by an additional five hours of personalised learning time where specific programmes and interventions are ran to ensure all children make progress and meet the required attainment by the end of KS2.

We have found this system to be very beneficial and are proud to report that we exceed national averages for attainment.

### **Reporting of a Pupil's Performance**

There is a parents' evening in the Autumn, Spring and Summer which outlines achievements and targets for the coming year. Parents are always welcome at any time during the year to discuss their child's progress or their concerns. An appointment with the headteacher or class teacher can be arranged through the School Secretary.



## A Day in the Life of Valley View Primary School

At Valley View Primary School we focus on developing children's basic skills to ensure they have the knowledge, skills and understanding they need to succeed in life. We treat every child as an individual and strive to ensure the systems and support are in place to ensure they all reach their full potential.



**Home 3.15pm all children must be collected by a person over 16 years of age except for year six pupils. Year six pupil can walk independently in the summer term.**

## **Uniform**

The uniform is as follows:

- school sweatshirt or cardigan with logo
- white polo shirt
- grey or black trousers or skirt/pinafore
- red gingham dress (warmer weather)
- black shoes (no trainers please)
- School coats/ Hooded Jumper/ bags and reading book bags are also available.



It is hoped that all children will be dressed in school uniform. Orders can be placed by contacting our school administrator. Items of uniform can also be purchased from J.K. Clothing, Ellison Street, Jarrow. All other items of uniform are sold in supermarkets and high street stores.

**It is essential that all clothing including footwear be labelled with your child's name. We can only help to find lost clothes if they are named.**

## **PE Kit**

- White t-shirt
- Burgundy shorts
- Gym shoes or trainers with white soles.
- Hooded Jumper

Please ensure your child's PE kit has their name on each item and is kept in a suitable bag. PE kits should come into school on a Monday morning and stay in school until Friday home time.



## Starting School

Children attend for full days from Reception to year six. Core times are as follows:

<b>AM</b>
Morning session begins at 8.55 a.m.
Morning session ends at 12.00 am for KS1 and 12.15pm for KS2
Afternoon session begins at 1.00pm o reception and Ks1 and 1.15pm for KS2
School day ends at 3.15pm

## Optional Extended Provision

We run a voluntary contribution breakfast club from 8.10am until 8.55am. School staff run the session and breakfast is provided. We endeavour not to charge for this service but do rely upon voluntary contributions to ensure its sustainability.

	Breakfast club	After school clubs
Start	08.10am	3.15pm
Finish	8.55 am	4.15pm

Clubs run most evenings throughout the school year- please see the parent handbook for the term in question for more details of clubs.

We have very strong links with Oscars out of school provision who collect children daily for after school care. Please see a member of the school staff for further information.

## **Information Form**

Please ensure that you have completed the information form with all relevant details and returned to a member of staff. Please be sure that any existing forms already filled in at school have up to date information included, especially contact numbers and mobile phone numbers.

## **Enabling Reading and Writing**

Reading is a vital skills and key to your child's progress and attainment in school. In KS1 children receive a daily phonics session with a clear focus on reading and writing words and sentences. This session will be between 10-15minutes and will move at your child's own pace. Children will be introduced to letter sounds (phonemes), written letters (graphemes) and tricky words and shown how to use these invaluable tools to read and write. Over the year, materials will be sent home to support your child with their reading. This includes a regular reading book to be read each night, high frequency words and spellings and termly homework projects linked to an aspect of the curriculum.



## **Homework**

Children are required to undertake regular homework at home. This includes reading each night, learning letters/ sounds and spellings, number bonds and times tables. Further information is provided in the home school diary.

In addition to regular homework your child will receive a termly homework project. This will link to their creative curriculum topic and is a project to be completed with family at home. This helps you to share in your children's learning and to communicate with your child the importance of learning.

## **Parent Partnership**

Evidence shows that schools which work in partnership with parents are more effective in achieving their aims, which primarily is to help children fulfil their potential. That is our purpose - we need to work together.

We are very keen to offer parents/carers the chance to learn in regularly held 'Family Learning' courses, many are held in the attached Children's Centre. Please join us. Many parents assist with a wide range of activities. Parental help is much appreciated. Those wishing to help are advised to contact the school at any time.

We have a parent network which meet regularly to discuss issues and key elements of school. For more information please contact the Headteacher.

## **Policies and School Expectations**

### **Safeguarding:**

#### **Access to school is as follows:**

Entry to the school grounds is along the path from Lambton Terrace. **For security reasons, gates along the path are locked each morning at 9.05 a.m. and re-open at 3.05pm**

As our school is part of the Primrose Village Complex, access to school at any other time of day is via the reception area of the Primrose Village building on Lambton Terrace.

Staff collect children from the school yard at 8.55am each morning. Your child is under your supervision until they are collected by a member of staff.

KS 1 children line up outside of the hall doors. KS2 children line up on the KS2 yard in front of the tunnel.

It is vital that you inform us of the suitable people to collect your child from school. There is a section in the home school diary for this.

If you wish for somebody different to collect your child you must inform the school office or your child's class teacher. We will not allow a child to go home with somebody not named in the home school diary without parental consent.

We also ask that children in years Nursery to years five are collected from school by a person over the age of 16 years. Year six children are allowed to walk home independently. However, during dark nights we request year six pupils are collected from after school clubs by a person over 16.

### **School Library**

The school has its own library with a good selection of children's literature and non-fiction books. The non-fiction library is classified by subject. The fiction books are kept in alphabetical order. Pupils are encouraged to borrow the books in the library in order to broaden their knowledge and develop information retrieval skills.

When using the fiction library, pupils are encouraged to borrow books in order to help develop their vocabulary, imagination, interests and skills. Parents are requested to supervise the safe keeping of school books when they are at home and on the journeys to and from school. Please ensure that the books are carried in a weatherproof bag. Suitable bags are on sale in the school office, and are strongly recommended.

## **School Assemblies**

The school assemblies have a broadly Christian character. There is usually a moral or religious story or play, a song and a prayer or meditative thought. Occasionally assembly may be used to celebrate a festival of another religion, another culture or a celebration of a special time of year.

Assemblies on a Monday are used to celebrate the achievements of individual pupils and groups of pupils. Parents are invited to attend assemblies at which their child's class is participating. We celebrate success at every opportunity.

We also have Family group assemblies each Friday which focus on our 'family' ethos and SMSC and PSHCE curriculum.

Parents have the right to withdraw their children from the religious part of a school assembly by submitting a written request to the Governing body.



## **Breaktimes**

Teachers supervise the children at playtimes. We structure playtimes on a KS1 yard and a KS2 Yard. We have an excellent buddy system where the older children look after the younger children at break and lunch times. Children are supervised by a member of school staff on a break time.

## **Lunch time**

### **School meals:**

Our school has an excellent kitchen which provides balanced, nutritious meals. Pupils are given a choice of menu each day. This choice enables pupils to select foods which they like. Children are not forced to eat foods they do not like. Pupils are however, encouraged to eat foods they have selected and to try foods with which they may not be familiar.

### **Special Diets:**

When a child has particular dietary needs these can be catered for. The necessary information should be sent to the Headteacher who will inform the cook.

### **Dinner Money:**

Dinner money is collected on the first working day of each week, usually a Monday. It is vital that dinner money is sent to school at the beginning of each week in Special envelopes that are available from the school secretary. 2014-15 £2.10 per day (This is the cost in 2013/14 prices may increase on prior years. We will notify you as soon as possible of costs)

### **Free Meals:**

**From September 2014 school meals are free for children in Reception to year 2. *Parents who are eligible for free school meals and would like to have free milk must complete a free school meal application form.***

Parents wishing to apply for Free Meals can obtain an application form at the main office. These forms should be completed and returned to school with the relevant documentation to show that the family is entitled to free school meals. Free school meals will not be provided until this information has been checked.

### **Packed Lunches:**

Some pupils bring packed lunches. These are eaten in the school dining room. There is no charge for this facility. Please do not include sweets as part of a packed lunch. There is no facility for the disposal of rubbish - it must be taken home.

### **Milk:**

Milk is available for a yearly charge (free to children in receipt of free school meals). This charge can be paid in full at the start of the school year (costs are usually between £27 and £30) or prior to the start of each term (usually around £10). Milk forms are available at the start of the year and from the school office mid year.

### **Home Lunches:**

A few pupils leave the premises and go home at lunchtime. If you want your child to do this, you must inform the school in writing. While they are off the premises these pupils are not the responsibility of the school and must return no earlier than 5 minutes before the beginning of the afternoon session.

### **Lunch time Supervision:**

Children staying at school during the lunch break are supervised by "Dinner ladies" or "Nannies". It must be clearly understood that the children are required to conform to acceptable standards of behaviour both in the dining hall and in the playground and that *Assertive Discipline* will still apply. This means many

rewards are available to be gained! However, children who regularly misbehave at lunchtime may not be allowed to remain on the premises during the lunch hour.

### **Medication**

Medicines can only be administered in an emergency or if your child requires regular medication e.g. inhalers. If your child requires medicine to be administered, there are separate forms to be filled in.

For regular medicine, allergies and medical needs your child must have a care plan. Please contact Miss Kelly Fowler our inclusion manager to ensure the correct information is recorded and gathered. This will also allow us to fully meet the needs of your child.

### **Jewellery**

Due to the children engaging in physical activity everyday it is expected that **no jewellery** (bracelets, necklaces, earrings, watches etc.) is worn while the children are in school.

Children can wear a small pair of stud earrings.

### **Assertive Discipline Policy**

We do not reward good behaviour. Good behaviour is expected at all times. We do reward our children for demonstrating our school values:

**Respect**

**Resilience**

**Responsibility**

**Engagement**

Children are rewarded for demonstration of these values in school. We hope to instil these Values in our children to enable them to become independent, well mannered, confident, responsible and engaged young people and adults.

Children are rewarded for demonstration of these values in school.

To develop children's understanding and expectations, praise and encouragement are reinforced by teachers rewards which can be accumulated and result in reward cards and prizes for children.

We also have 'PROUD' awards for children who we feel demonstrate all of our values consistently or one of them exceptionally.

In addition class' can accumulate class points which are then swapped for a visit of a trip.

If children do however display negative behaviours children are given time to reflect on these behaviours and consequences given.

We feel that each day is a new beginning for children in school and a chance to make positive behaviour choices. We recognise that children do not wake up on a morning and decide to make incorrect choices regarding behaviour. We work



very closely with parents and carers to try and find causes and solutions to any issues being faced.

However, there may be a need to monitor a child's behaviour over a period of time. For this we may use a drop down method, where a child will start each day on consequence 3 or a behaviour report.

## **Health and Wellbeing**

### **School Health Checks**

At various times in their school career pupils will undergo health screening checks which are carried out in accordance with county and national policies. You will be informed of the date of this inspection and invited to attend. At other times the school nurse will check children's hearing and eyesight. The school dental service will also inspect children and recommend treatment. You can decide if you wish to use that service or your own dentist to carry out the recommended treatment.

Parental consent is requested before either treatment or vaccinations are given.

Miss Fowler, inclusion manager, is also available to support children with emotional and social issues.

### **Head Lice**

From time to time children pick up head lice. These creatures are not fussy and are as likely to be found on clean hair as on dirty hair. If your child has these please inform the school and we will give you details of the current treatment. Please ensure your child **does not** come into school if they are infected with headlice.

### **Attendance**

You have a statutory duty to ensure your child is present at school for 39 weeks of the year. They do not receive an allocation for holidays during term time. All holidays must be taken during school holidays. It is disruptive to your child's education if he/she is absent during term time. The class work carries on and your child will miss important teaching points.

The more time your child spends in school, the more progress they make. When children are absent, they miss vital learning opportunities.

We also monitor attendance closely. Where a child's percentage attendance begins to fall we will write to you. Significant absence will lead to a visit by the 'Young Persons Lead', record scrutiny and potential fines.

Children are not allowed a certain number of days absent during a school year. It is compulsory to attend each day. This includes for holidays, trips and visits. As a result it is school policy is not to authorise holidays during term time.

### **Punctuality**

As you will see from our 'day in the life' time table, we have a very structured

approach to our curriculum. The session from 9.00-9.30 each morning is a personalised learning session. During this time children receive targeted support and challenge to extend their learning and skill base. It is therefore vital that your child is on time for school as being late would result in this vital session being missed.

## **Special Educational Needs and Inclusion**

Valley View Primary School pride ourselves for our inclusive ethos. We aim to ensure all children within our local community can have their needs fully met during their time with us regardless of any need or difficulty they may face. We have very focused and specific support available to all children and especially those with special educational needs, disability, social and medical needs.

When children require additional support to ensure they make progress they are classed as having 'special educational needs'. There are different levels of special educational needs:

### **School action:**

The school input additional support and monitor the child's progress closely thorough regular review meetings with parents.

### **Additional need:**

The school require the support of additional professionals to meet the needs of the child. This may be the educational psychologist, occupational therapist, physio therapist, speech and language, pre-school and portage or any other required service.

This is monitored through regular review meetings and annual reviews with parents, school and other professionals.

### **Single plan:**

This is where a child is significantly behind age related academic expectations and requires significant support to ensure progress is made. A single plan is the result of a statutory assessment of educational needs and often involves multi-agencies and significant support from school and the local authority. This is monitored through regular reviews and annual reviews.

### **CAF:**

Where a child has a disability or medical need but this does not impact on their academic ability children will have a common assessment framework. This ensures reviews are carried out regularly to ensure the needs of the child are fully met and to provide support to parents.

The school SENCO is responsible for managing all elements of practice related to special educational needs, inclusion and CAF. However, we are fully

committed to ensuring all of our children have the support they require in school and at home. We therefore have an inclusion manager- Miss Fowler who liaises with parents and carers and is a first point of contact for all professionals, parents, carers and staff to ensure the systems which support our children run smoothly.

Mrs Hair is also available to support parents at home and with appointments should they require it.



**At valley View all parents, staff and children must adhere to a home school agreement.**

Home- School agreement

It is the responsibility of school to:

- Provide a high quality, broad and balanced curriculum.
- Communicate regularly with parents about their child's progress and experience in school.
- Provide regular and appropriate homework and guidance as to how parents can support children with their homework.
- Implement a discipline and anti bullying policy to ensure that all children are happy and safe when coming to school.
- Implement a health and safety policy to ensure children are safe when on the school premises.
- Communicate regularly with all stakeholders to ensure we are always striving towards outstanding provision.
- Provide support and advice to parents in order to achieve great outcomes for their children.
- Liaise with outside agencies to secure the best outcomes for children.

It is the responsibility of parents to:

- Ensure children are present in school regularly, on time and prepared for the school day.
- Work with school to ensure appropriate behaviour, manners and conduct form our children.
- Support the schools behaviour policy and support the action taken by the school to implement this policy
- Attend parents' evenings.
- Contact and communicate with school regularly with feedback, concerns and queries.
- Ensure children complete homework tasks regularly.
- Listen to your child read regularly.

It is the responsibility of the child to

- Abide by the school rules.
- Take care of their peers.
- Use exemplary manners in school.
- Always try their very best.
- Complete homework tasks.

Being part of Primrose Village means that by working together we can offer you and your family more than just an education facility. The Community Association, Children's Centre and Valley View Primary School are working collaboratively to offer many varied services in our setting and in the local community. Here are some of those on offer:

**Primrose Community Association**

Parent and Toddler Group  
Various community events over the year

Contact Sue Scott: 424 99 77

**Groups** for Pre-school children:

Wiggle and Jiggle

Busy Babies

Tiny Toddlers

**Outreach services** for families

Contact: Debra Oates or Sarah Gribben 424 99 77

**Primrose Day Care**

Childcare in 3 rooms appropriate to children's development and outdoor classroom

Claire McLoughlin Senior Nursery Officer 424 99 77

**Soft Play Area**

Is available to visit  
at a small cost

424 99 77

**Sensory Room**

Is available to visit  
at a small cost

424 99 77

**Library** with a  
selection of books  
for children and  
grown ups can be  
visited just call

424 99 77

## **Governing Body**

Every school has a Governing Body whose rights and duties are set out by an Act of Parliament. The particular statute is The Education (School Government) Regulations 1989. These regulations are available in the school for parents to read.

Our Governing Body is constituted as follows:

4	Parent governors - elected by parents every 4 year
3	LA governors - appointed by STMBC
1	Teacher governor - elected by teaching staff every 4 years
1	Staff governor - elected by non-teaching staff every 4 years
3	Co-opted governors
1	Headteacher

The Governors meet at least once every term. At the termly meeting they receive and consider a written report from the Headteacher, policy and budget statements from the school and the LEA. In addition the Governing body meets on other occasions as a complete body or as sub-committees, and every half term to consider curriculum matters, monitoring and evaluating what goes on in school. The Governors have oversight of, or control of the following matters concerning the school:

- Information requirements Admissions
- Curriculum
- RE and collective worship
- special educational needs
- Finance
- Staff (teaching and non-teaching)
- Discipline and attendance
- Community use of the school
- Charging for school activities
- Equal opportunities

Sub-committees of the governing body may meet more or less often than once a term. An update list of the school's governors is available annually.

### **Parent Governors**

All parents are eligible to stand as governors, although particular circumstance may bar a parent from standing. In our school the election of parent governors is organised by the LA in accordance with the 1989 Regulations.

### **Current School Governors**

Chair Mr. J. Watson  
Vice-Chair Mr. R. Lydon

Other Governors:

Mrs. G. Jeynes  
Mr N Tait  
Mr. Bell  
Mrs. S. Scott  
Mr. J. Drynan  
MR L. Walker  
Mr D Brown  
Mr B. Larvin  
Mrs K Miller

If a parent vacancy is not filled, the Governors may appoint someone who is a parent of a child at the school; failing that they may appoint someone who has a child or children between the ages of 5 to 16 years old.

### **Correspondence for the Governors**

This should be addressed to the Chair of Governors, Valley View Primary School. Letters should be sent to either the school, or to the Director of Children and Young Peoples' Services.

All letters will be forwarded.

### **Complaints**

In the event of any complaints arising, the school complaints policy can be obtained from the school office. Alternatively you can contact us via our website [www.valleyviewprimaryps.co.uk](http://www.valleyviewprimaryps.co.uk)

### **Charging Policy**

In circular 2/89(6) the DES (now DCSF) indicates that the objectives of the charging provisions in the 1988 Education Act are:

- to maintain the right to free school education
- to establish that activities offered wholly or mainly during the normal school teaching periods should be available to all pupils regardless of their parents' ability or willingness to pay.
- to confirm the right of the Local Authority and school to invite voluntary

contributions for the benefit of the school, whether during or outside school hours.

- The Governors wish to confirm the right to a free education for all, but would also wish to encourage the school to extend and develop the curriculum for the benefit of pupils. The Governors recognise that in a commercial, rather than an educational world the school has no control over charges which may be levied for:
  - transport to venues
  - admission into museums, theatres and other venues.
- The Governors also recognise that the school is unable to finance excursions as the school is not in receipt of any funds to provide this facility. There is therefore the need for the school to invite parents to contribute towards the costs of visits.

### **Data Protection Act**

Schools, local authorities and the Department for Children, Schools and Families (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The school holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Authority (LA), to another school to which the pupil is transferring, to the Department for Education (DFE) and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The Local Authority uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of school and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The Qualifications and Curriculum Authority uses information about pupils to



administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DFE in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The Department for Education uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DFE will feed back to LAs the school information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion, information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, please contact the relevant organisation in writing:

- Valley View Primary School
- The Data Protection Officer

The School Information Centre  
Children and Young People  
Town Hall & Civic Offices  
South Shields  
NE33 2RL

- The Data Protection Officer

QCA  
83 Piccadilly  
LONDON  
W1J 8QA

- The Data Protection Officer

DfES  
Caxton House  
Tothill Street  
LONDON  
SW1 H 9NA

Hopefully the information included in this booklet will be helpful to you. Members of staff are always willing to answer questions or discuss concerns as and when they arise.

Information may also be obtained from:

The Director  
Children and Young People  
Town Hall & Civic Offices  
Westoe Road  
South Shields  
NE33 2RL

Telephone: 0191 4271717

