



Valley View Primary School

Lambton Terrace, Jarrow. NE32 5QY.
Telephone: 0191 4893143
e-mail: info@valleyview.s-tyeside.sch.uk



Parent Handbook Autumn Term 2017-18



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

Primrose Village, Lambton Terrace, Jarrow, NE32 5QY

Telephone:

e-mail: info@valleyview.s-tyneside.sch.uk

HT e-mail: gjeynes@valleyview.s-tyneside.sch.uk



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Welcome back!

Friday 8th September 2017

Dear Parents,

Welcome back to the academic year 2017-18. I hope you have had a lovely break over the summer. On behalf of the staff in school, I would like to thank you all for your kind words, cards and gifts at the end of term. As always it is a pleasure to work with your children.

This year is an exciting year for school as we have set up a federation between ValleyView Primary School and Hedworthfield Primary School. The federation will see each school continue to be unique and individual schools whilst forming part of the federated family of schools.

The schools will be governed by one Governing Board and will have one chair of governors across the two schools and two Vice Chair of Governors. Each Vice Chair will have a strategic responsibility for one school within the federation with the Chair of Governors overseeing the strategic aims of the federation as a whole.

I have been so proud of our pupils and how well they have demonstrated our core values of 'Responsibility, Resilience, Respect and Engagement' this year. I am pleased to report that the school achieved well against national expectations in the 2017 Reception, Phonic Screen and Key Stage One and Two reported assessments. I am very proud of the success of our pupils and would like to thank parents and carers for the support you provide.

Within this booklet, we have tried as far as possible to provide notice of all events and dates coming up this term. Although these are subject to change, we try very hard to not make changes to those set. All documents will be available on the school website and please like our facebook page for regular updates.

I would like to take this opportunity to thank you for your ongoing support of school and your partnership in the education of your children.

Best wishes,

Mrs G. Jeynes
Executive Headteacher



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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.

Staff new to school

We are happy to welcome some new faces joining the school team:

Mr Parkin will be teaching in year 5
Miss Colborn will be in year 5 (School Direct)
Miss Munro will be teaching in Reception
Mrs Freeman will be joining the EYFS team as a Nursery Nurse

Congratulations to Mrs Seebacher who will be commencing her maternity leave at the end of the autumn term.

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.



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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 spring 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.

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 ensure the school office are aware of this as soon as possible with a proof of income allowance. Reception to year 2 receive a free school meal through the Government scheme but the school must be made aware if you are entitled to a free school meal due to your income allowance. If your child is eligible for free school meals, your child will also receive free school milk.

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



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Staff List

School		
SMT		
Head teacher	Mrs Jeynes (Safeguarding Lead)	
Deputy Head	Mrs McGurk (Safeguarding Lead)	
Assistant Head	Mr Tait	
Upper school Lead (Years 4,5,6)	Mr Parkin	
Middle School Lead (Years 1,2 & 3)	Mrs Newbrook	
Lower School Lead (Nursery am/pm, Rec)	Mrs Spence	
SENco	Mrs Newbrook	
Teaching and learning responsibility		
Mathematics,	Mr Tait	
EYFS assessment and standards Coordinator, Curriculum	Mrs Spence	
Literacy	Mrs Seebacher	
Class teachers and support staff		
Nursery	Mrs Spence / Mrs Hudson	Mrs Shepherd/ Mrs Campbell / Miss MacDonald/ Mrs Freeman
Reception	Miss Munro	Mrs Pattison
Year 1	Mrs Newbrook	Mrs McGurk Mrs Green Miss Atthey
Year 2	Mrs Allan	
Year 3	Miss Howe	Miss Gilroy Mrs Rowell Miss Melia Mrs Whittle
Year 4	Miss Bowens	
Year 5	Mr Parkin Miss Colborn (School Direct)	Miss Linfoot
Year 6	Mr Brocklehurst	
Year 5/6	Mrs Seebacher/ Mr Tait	
Additional teaching staff		
HLTA	Mrs Harkness	
Inclusion manager	Mrs Hair	
Sports coach	Mr Hamilton	
Sports coach	Mr Gibson	
Breakfast club/ reading	Mrs Davison	
Admin team		
SBM	Mrs Crawford	
School Administrator	Mrs Dixon	
Lunchtime Supervisory Assistants		
Lunchtime Supervisory Assistant	Mrs Davison	
Lunchtime Supervisory Assistant	Mrs Brown	
Lunchtime Supervisory Assistant	Mrs Davenport	



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Lunchtime Supervisory Assistant	Mrs McLaren
Lunchtime Supervisory Assistant	Mrs Mills
Lunchtime Supervisory Assistant	Mrs Burnett
Lunchtime Supervisory Assistant	Mrs Brown
Lunchtime Supervisory Assistant	Mrs Hancock
Site Management	
Caretaker	Mr Moore

Governors list

Mosaic Federation Governing Board

Chair Of Governors Mosaic federation	Co-opted Governor	John Watson
Vice Chair Linked Hedworthfield Primary	LA Governor	Cllr Alan Smith
Vice Chair Linked Valley View Primary	Co-opted Governor	Barry Larvin
Executive Headteacher	Staff Governor	Gemma Jeynes
	Staff Governor	Norman Tait
	Parent Governor	Ruth Jackson
	Parent Governor	Kelly Fuller
	Parent Governor	Lynsey Robinson
	Parent Governor	Natasha Rowell
	Co-opted Governor	John Drynan
	Co-opted Governor	Mark Johnston
	Co-opted Governor	Cllr Moira Smith
	Co-opted Governor	Elizabeth Luke
	Co-opted Governor	Mike Hamilton
Co-opted Governor	Kirsty Sparks	



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Term dates

Autumn Term	Term Start	Term Finish
	Wed 6 Sep 2017	Fri 20 Oct 2017
	Mon 30 Oct 2017	Fri 22 Dec 2017
Spring Term	Mon 8 Jan 2018	Thur 8 Feb 2018
	Mon 19 Feb 2018	Thu 29 Mar 2018
Summer Term	Mon 16 Apr 2018	Fri 4 May 2018
	Tue 8 May 2018	Fri 25 May 2018
	Mon 4 Jun 2018	Fri 20 Jul 2018



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In Service Days:

- Monday 4 September 2017
- Tuesday 5 September 2017
- Friday 9 February 2018

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.

It is national legislation for all schools to monitor attendance and punctuality regularly. The expected attendance figure given by the Department for Education has increased and this is reported in RAISE Online. The school is accountable for attendance figures and we have a target of 95%. We would urge you to work together with the school to ensure the best possible attendance. If your child's attendance or punctuality is near 93% you will be issued with a reminder letter. If your child's attendance or punctuality falls below 90%, this would be a serious cause for concern for the school and you would be contacted by school, Inclusion Manager. As always, if you are having problems with attendance or require support, please do not hesitate to contact school.

Overall attendance for the last academic year was 96%. This is in line with our school target of 96%. We wish to thank all parents for your vigilance with this matter and for ensuring children attend school at every possible opportunity. The challenge is to keep this up over the summer term! Please remember family holidays will not be authorised by school. If you take your child out of school for a family holiday you may incur a fine from the local authority.

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.



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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:

*“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 **8.50am**.

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 the School Inclusion Manager.



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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 school 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.

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

Nursery

Nursery children can attend either a morning or afternoon. We also offer a 30 hour provision subject to eligibility and a flexible offer of 2.5 days at the beginning or end of the week. Core times for nursery are as follows:

Nursery (a.m.)	Nursery (p.m.)
Morning session begins at 8.40 a.m.	Afternoon session begins at 12.30 p.m.
Morning session ends at 11.40 a.m.	Afternoon session ends at 3.30 p.m.



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30 hour provision or full day times
8.40am- 3.30pm with lunch

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 homework sheets. Your child will receive a certificate for completed homework packs.

Curriculum

At school 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.

Personalised learning

Throughout the week, 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.



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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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e-mail: info@valleyview.s-tyneside.sch.uk
HT e-mail: gjeynes@valleyview.s-tyneside.sch.uk
Inclusion manager e-mail: 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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Dates for the Diary

Please find below a list of forthcoming school events for your diary.

Dates	Year Group	Event
19th September	Y6	Hartlepool Trip
21st September	Y5	Hartlepool Trip
29th September	Reception- Y6	Macmillan Coffee Morning (CA)
October 4th	Y1-Y6	Flu vaccinations
	Reception	Heights and Weight
W/B October 2nd	Nur- Y6	Harvest food collection
October 10th & 12th	Whole School- times to follow	Parents Evenings
October 11th	Y3&4	Class Assembly
October 17th	Y1&2	Harvest Assembly
November 13th	Reception- Y6	Anti Bullying Week
November 17th	Reception- Y6	Children in Need
November 24th	Whole School and CA	Christmas Tree Light switch ON (subject to change)
December 14th p.m	Y1-6	Pantomime Tickets only event
December 18th p.m	Y1&2	Winter Performance (St.Peter's Church subject to change)
December 19th a.m	Y3,4,5,6	Winter performance in CA. Ticket only event
December 19th p.m	Y3,4,5,6	Winter performance in CA. Ticket only event



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December 19th am	Nursery	Winter Ball <u>Nursery children come into school in party clothes.</u>
December 20th a.m	Nursery and Reception	Winter Performance in CA. Ticket only event
December 20th p.m	Nursery and Reception	Winter Performance in CA. Ticket only event
December 21st pm	Nursery and Reception	Winter Ball in Nursery
December 21st pm	Y3,4,5,6	Winter Ball in CA
December 21st pm	K1,2	Winter Ball in school hall
December 22nd	Reception- Y6	Enterprise Fayre in school hall 1.30pm. Collect children and attend Enterprise Fayre.



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Autumn Term Clubs

CLUBS will commence week beginning 18th September

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.

Pupil name:

Year Group:

Signed Parent/carer:

Day	Club	Time	Staff	Year group	I wish for my child to attend this club (Please tick)
Monday	Breakfast Club	8:00 – 9:00 am School Hall	Mrs Davison	All	No need to book
	Dance	3:15 – 4:15 pm School Hall	Miss Gilroy Miss Melia	Years 3, 4, 5 and 6	
	Breakfast Club	8:00 – 9:00 am School Hall	Mrs Davison	All	No need to book
	Lexia	3:15 – 4:15pm ICT Suite	Mrs Green Mrs Miller	Years 1-3	Invitation Only
Tuesday	Lego	3.15-4.15pm Year 3	Miss Howe Mrs Rowell	Years 3-6	
	Craft Club	3.15-4.15pm Middle Room	Miss Linfoot	Years 1-2	
	Glee	3.15-4.15pm Hall	Mrs Newbrook	Years 3-6	



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Wednesday	Breakfast Club	8:00 – 9:00 am School Hall	Mrs Davison	All	No need to book
	Film Club	3:15 – 4:15 pm Year 4	Miss Bowens	Years 3-6	
	Drama	3:15 – 4:15 pm School Hall	Miss Brocklehurst Mr Tait	Years 4, 5 and 6	
Thursday	Breakfast Club	8:00 – 9:00 am School Hall	Mrs Davison	All	No need to book
	Games Club	3:15 – 4:15 pm Library	Mrs Whittle	Years 3-5	
	Colouring in Club	3:15 – 4:15 pm Year 1	Miss Athey	Years 1-2	
	Multi Skills	3.15-4.15pm Hall	Mr Parkin	Years 1-2	
Friday	Breakfast Club	8:00 – 9:am School Hall	Mrs Davison	All	No need to book

Reminder:

All clubs are first come first served so please complete this form as soon as possible to avoid disappointment.

These clubs must all be re-applied for.

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