



**St. Mark's  
Church of England Primary School**



**School  
Prospectus  
2017/18**

# St. Mark's Church of England Primary School

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## **Welcome to St. Mark's Church of England Primary School**

On behalf of the staff and Governing Body of St. Mark's CE Primary School, may I take this opportunity to welcome you and your child to our school.

We all believe that a child's education benefits from the vital partnership between home and school. To that end, therefore, we look forward to working very closely with the families of all our pupils.

This prospectus is to help you familiarise yourself with the organisation, routines and aims of the school. I hope you find the information both useful and interesting.

All good wishes.

Mrs V Hall  
Headteacher

### **A Message from the Bishop of Durham.**

It has been my privilege over many years to visit schools in many different places. This has been across England but also in some of the very poorest countries in the world, like Rwanda, Burundi and Uganda. It does not matter where I see schools at work, I am always impressed by the dedication of teachers and the longing of Parents/Carers to want the very best for their children. As a parent I know you want the very best for your child. The Church of England is engaged in schools because it too wants the very best for every child.

Every child matters because every child is special. Naturally they are special to you, their parent or carer, and to grandparents/Carers. They are also very special to the school. This is particularly true for us in church schools because of what we believe about the value God places on every child.

Jesus' friends were arguing one day about who was the greatest in God's kingdom. Jesus took a small child, stood him or her amongst the group and told all the adults that unless they became like this child they could never enter God's kingdom. I often wonder just how very special that child felt that day. We want that sense of being loved, accepted and valued to be at the very heart of our schools, and of your child's education.

Education matters because it provides building blocks for life now and into the future. We seek to offer the very best education we can in every school. This is not simply about the important matters of reading, writing, numbers and the like. It is also about the values by which we behave, and the kind of people we want to be. We believe our church schools offer great all round education for every child.

I love being able to visit schools and meet children. They are always enthusiastic, welcoming and brilliant at asking tough questions. Their zeal for learning is inspiring.

So welcome to one of our wonderful church schools. I trust your child will find they grow and develop well throughout their time here.

# St Mark's CE Primary School

## Our Aims and Values

At St Mark's CE Primary School we will:

- Welcome everyone;
- Build Christian values and worship into our teaching;
- Establish strong links between home, school and community;
- Endeavour to reach our full potential and celebrate our achievements;
- Care for, encourage and respect each other;
- Support each other to stay safe, healthy and make a positive contribution to our world.

## How you can contact us:

<b>School Address:</b>	St. Mark's CE Primary School St. Mark's Close Bishopton Road West Stockton on Tees TS19 7HA
<b>Telephone No:</b>	(01642) 580774
<b>Fax No:</b>	(01642) 649144
<b>email:</b>	<a href="mailto:stmarkselmtree.school@stockton.gov.uk">stmarkselmtree.school@stockton.gov.uk</a>
<b>web address:</b>	<a href="http://www.stmarks-elmtree.org.uk">www.stmarks-elmtree.org.uk</a>

For details of current staff please see Appendix 1.

For further useful contact numbers please see Appendix 3.

## St Mark's CE Primary School

### ADMISSIONS POLICY 2017

St Mark's is a Church of England School – one of a family of Church of England schools, both Primary and Secondary, situated in various parts of Stockton Borough. There are two large Aided Secondary Schools, Ian Ramsey and All Saints.

The governing body is legally responsible for admissions to the school in consultation with the local education authority.

The criteria for admission have been determined by the governors and are set out below in order of priority:

1. Children in public care of the Local Authority. This is defined as a looked after child or a child who was previously looked after but immediately after being looked after become subject to an adoption, residence or special guardianship order.
2. Children who will have a sibling, which is, brother or sister, step brother or sister, or the child of a parent/carers partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling, already attending the school in the term when they are due to start.
3. Children of staff who work at the School where:-
  - a. the member of staff has been employed at the School for two or more years at the time application for admission to the School is made, **OR**
  - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage
4. Children whose home address is within the admission zone as defined on the relevant LEA map. Maps are available from the school. The home address is the address of the parent receiving the child benefit. Other addresses, including grandparent's addresses, should not be used.
5. Children who have exceptional needs on social or medical grounds. Supporting letters from the Medical Officer of Health, or hospital consultant, or the family Doctor or Director of Social Services are required and must be included with the application form in a sealed envelope.
6. Children whose Parents/Carers express a wish for them to attend the school.

## **NOTES:**

For criteria 4, if there are more applicants than places available, we will measure distances by the shortest walking route from the front door of the child's home address, including flats to the main entrance of the school using the local authority's computerised measuring system with those living closer to the school receiving higher priority. For twins, triplets etc., if they are admitted at the 45<sup>th</sup> place, all siblings from that birth date can be admitted.

Definition of a Looked After Child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions ( see definitions in section 22 (1) of the Children Act 1989)

An adoption order is an order under section 46 of the Adoption and Children Act 2002

A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14a of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians)

### **Consultation:**

In drafting this policy the governing body consulted with the Durham Diocesan Board of Education and the Admissions Section of Stockton-on-Tees Local Education Authority, other admission authorities in the area and other interested parties, including Parents/Carers.

### **Relationships to other policies:**

This policy should be read in conjunction with policies on equal opportunities, race equality, SEN, the curriculum and attendance.

### **Roles and Responsibilities of the Headteacher, other staff and governors:**

The **Headteacher** will ensure that:

- pupils are admitted only in accordance with this policy
- where places are available, pupils are admitted in accordance with agreed priorities
- designated Church places, if not taken up in the normal round of admissions, will be made available to other prospective pupils.

**All staff** are expected to follow this policy when advising prospective Parents/Carers and admitting pupils.

The **Governing Body** will ensure that

- the admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities
- the admission arrangements are published and made available to Parents/Carers and potential Parents/Carers
- an admissions register is kept up-to-date
- an appeal panel is in place to hear parent appeals against non-admission
- the net capacity formula (formerly standard number) is reviewed annually and proposed variations communicated to the LA's School Organisation Committee.

**Arrangements for monitoring and evaluation:**

The number of pupils on roll and number and reasons for unsuccessful appeals will be reported to the governing body each term with advice on any complications.

Head Teacher: Mrs V Hall

## School Hours

### **Nursery**

Mornings: 9.00am – 12.00pm  
30 Hours Provision – 9.00am – 3.00pm

### **Foundation Stage**

School opens: 8.40a.m  
Registration 8.50a.m  
Morning session 8.50a.m until 11.30a.m  
Afternoon session 12.30p.m until 3.10p.m

### **Key Stage 1**

School opens/Registration: 8.40a.m  
Morning Session: 8.50a.m until 12.30p.m  
Afternoon session: 1.20p.m until 3.10p.m

### **Lower Key Stage 2**

School opens/Registration: 8.40a.m  
Morning Session: 8.50a.m until 12.00p.m  
Afternoon session: 12.50p.m until 3.10p.m

### **Upper Key Stage 2**

School opens/Registration: 8.40a.m  
Morning Session: 8.50a.m until 12.10p.m  
Afternoon session: 12.50p.m until 3.10p.m

Children are welcome to enter school from 8.40a.m when the doors will be opened by Teaching Assistants. All children must be in their classrooms by 8.50a.m when registers will be marked. Doors will be locked at this time. Children arriving after 8.50a.m will need to enter school by the main entrance.

Parents/Carers are reminded that the School cannot be held responsible for accidents or incidents before 8.40a.m. No children should be on the site unaccompanied before this time. If children have been asked to help in the classroom the teacher will be responsible for them.

Children who attend Breakfast Club should be brought to the school's main entrance from 8.00a.m when the door will be opened for them. Children will be supervised by Breakfast Club staff until 8.40a.m when they will then enter their classrooms.

## **The Organisation of the School**

St. Mark's CE Primary School is a 300 place school, with children organised in 11 classes. There is also a 78 place nursery. The school consists of four distinct stages: Foundation Stage (Nursery and Reception); Key stage 1 (Years 1 and 2); lower Key Stage 2 ( Years 3 and 4) ; Upper Key Stage 2 (years 5 and 6). Each part of the school works as a team co-ordinated by a Team Leader. The children may work with all of the teachers within their team at different points in the year, thus benefiting from individual expertise. At times children will be grouped according to their ability or work with children from another year group. There is scope for individual, group work, class lessons and team activities throughout the curriculum and Key Stages.

## **The Curriculum**

At St. Mark's we believe that learning is a lifelong process through which everyone can achieve their potential and exceed their expectations. We understand the curriculum to be all of the learning and other experiences that we plan for our pupils. We aim to make this a broad, balanced, inclusive and progressive curriculum that will allow our pupils to achieve their full potential and prepare them well for life after the primary school.

We fulfil the statutory requirements to:

- teach the National Curriculum and religious education;
- teach about drugs and Relationship and sex Education
- provide a daily act of worship;
- avoid political bias;
- include all pupils;
- decide whether to dis-apply aspects of the curriculum to provide more time for other aspects such as basic skills;
- establish procedures for dealing with complaints.

In addition we give a commitment to developing those aspects of the curriculum that reflect our distinctive values and aims as outlined in the school mission statement.

Copies of all policy documents are available on request and are on our website. These documents outline the aims and objectives for each curriculum area as well as explaining the organisation of the subject area throughout the school. Our aim is to ensure the curriculum meets the needs of all our pupils. Where Parents/Carers consider that this is not the case they should make an appointment to discuss concerns with the Headteacher. If they feel the need they do have the right to make a complaint to members of the governing body. Our complaints policy is also available on our website, or from the school office.

## **Extra-Curricular Activities**

A broad programme of extra-curricular activities is offered to our pupils. We believe this provision helps to build positive relationships between staff, pupils and Parents/Carers.

## **Worship and Religious Education**

The daily act of worship is viewed as central to the life of our school, reflecting our Church foundation and drawing on the rich spiritual heritage and teachings of the Church of England. We are always concerned to respect the integrity of every child, whatever their beliefs, and our worship is, therefore, an inclusive act, enabling everyone to participate.

Once each week we hold a School Eucharist for pupils in Key Stage 2. Family members are welcome to attend.

In religious education we follow the Durham Diocesan Board of Education syllabus. Our principal aims are to:

- Develop an understanding of religion and faith;
- Further the personal, spiritual, moral and cultural growth of the children through studying Christianity and other world faiths;
- Provide opportunities for pupils to experience Christianity as a living faith.

Our policies on Worship and Religious Education are available on request for inspection. Parents/Carers are legally entitled to withdraw their children from either or both and to expect that they will, in that event, be properly supervised. It is, however, our hope that Parents/Carers will value the Christian ethos of our school and support their children in taking a full part in our activities.

### **Pupils with Special Educational Needs**

St. Mark's CE Primary School is an inclusive school with a Gold accredited Inclusion Quality Mark (June 2014). We welcome everyone. Staff ensure that the pupils they teach are suitably challenged by a curriculum that meets their individual needs. We identify children who are Gifted and Talented and more able. Our policies for Inclusion and SEND are available from the school office and the website. We have been commended for our proactive approach to children with special educational needs. Our building will provide access for pupils with disabilities, including ramps for wheelchairs and toilet facilities for the disabled.

We support identified individuals and groups with specially trained teaching assistants and work closely with external agencies such as the Education Improvement Service, the Educational Psychology Service and Speech Therapists. We also value our partnership with Parents/Carers. This partnership is vital to ensure children succeed and realise their potential.

### **Safeguarding Issues**

Where and when the school has concerns about a child's safety, health and well-being, the school policy follows the principles and proceedings laid down by the Local Children's Safeguarding Board. The designated teachers are Mrs V Hall, Mrs D Hindson, Mrs D Carr and Mrs D Dacombe.

### **School Parliament**

The members of the School Parliament are elected by the pupils. Each class from Year 1 to Year 6 votes in a secret ballot for a boy and a girl to represent them at parliament meetings. The parliament meets regularly to discuss school issues and representatives are required to feedback to their class groups. Initiatives include a Charity days, organising Theme Days, successful requests for clubs and fund-raising for items of school equipment for pupil use. The meetings are supported by teachers, staff members and governors.

### **Behaviour in School**

At St. Mark's we encourage our pupils to see that they have choices to make about their behaviour. They learn to take responsibility for their actions and any consequences of those actions. Our approach is a very positive one. We reward desirable behaviour as a means of encouraging others to follow. We believe that this is a whole school issue and we have clear guidelines and a consistency in applying them, whilst recognising that some individual pupils will require special support to meet their particular needs. All staff, including our lunchtime supervisors and other non-teaching staff, work enthusiastically to support and develop further good behaviour. Our "Golden Rules" were devised by the children themselves and reflect our expectations:

- Be kind and friendly;

- Listen to others;
- Act sensibly and safely;
- Share with others;
- Look after your own, and other peoples' property;
- Take responsibility for your own learning.

All children belong to a house: Victoria (red), Millennium (blue), Princess of Wales (green) or Infinity (Yellow). Children are allocated their house when they enter Reception and stay in that house until they leave our school. Pupils can gain house points for exemplary attitude, behaviour or school work. House captains are chosen from the children in Year 6, and they collate the house points weekly. During Praise Worship the winning house for each week is announced. In addition to this, there are termly events, where children compete along with their peers, and overall termly winners. Annually the winning house is acknowledged and celebrated.

In our Friday worship teachers are asked to nominate pupils for certificates. One child from each class is selected in connection with the qualities that we are exploring in our theme for worship that week, as well as certificates linked to the curriculum. All adults in school contribute to these systems and reward children with stickers, memos to teachers etc. There are some special awards you may hear about, these include:

- The weekly "Womble Award", given by the cleaning staff to the class that has the tidiest classroom;
- The Golden Post Box in which messages are left to alert us all to examples of good behaviour and positive attitudes.

The majority of our pupils make good choices about their behaviour and respond well to our reward systems. Where a child chooses to make the wrong choice on a regular basis we operate a clear system to complement our positive approach to behaviour management. Details are available on request from school as part of the school's Behaviour Policy. Your role as parents supporting the school is vital to the success of this policy.

The school has an anti-bullying policy, is signed up to the Anti-Bullying Charter and is a Stonewall Accredited School.

## **Health and Illness**

From time to time, medical and dental inspections are held in school and Parents/Carers are encouraged to attend. Our School Nurse assists in screening arrangements concerning hearing, eyesight and health education. Any parent wishing to seek advice from the School Nurse is warmly invited to contact her on (01642) 606591.

Should your child become unwell in school and we consider he/she should be sent home, we will contact you as soon as possible. Should illness or injury be serious, an ambulance will be called and every effort will be made to contact Parents/Carers in time to accompany their child to the hospital. Please make sure that we have at least one contact number, but preferably more than one. **We would urge you to notify us immediately of any change to the contact number. This is vitally important in the**

**event of an emergency.** A data-checking sheet will be sent out and we request that this is completed and returned to school.

### **Sick Child Protocol**

St Mark's CE Primary School recognises its responsibility to promote a learning environment that is safe and healthy for all. In order to maintain a clean and healthy environment this policy provides guidance for staff and Parents/Carers as to when children should or should not be in school if showing signs of sickness. The health and well-being of all children is of paramount importance to enable them to be successful learners in everything they do.

We will:

- Ensure that sick children are appropriately and correctly identified.
- Ensure sick children are cared for appropriately.
- Protect children and adults from preventable infection.
- Enable staff and Parents/Carers to be clear about the requirements and procedures when children are unwell.

Guidance:

Children should not be brought to school if they are displaying signs of illness. If Parents/Carers do bring children to school and staff feel that they are unfit for school, Parents/Carers/carers/emergency contacts will be contacted and requested to come and collect their child and requested not to return their child to school until symptom free. If a child is thought to be unwell while at school they will be seen by a qualified first aider as the condition of the child needs to be assessed. This will be done in a kind and caring manner. The child may be distressed, so it is important to be calm and reassuring. A senior manager will be informed of any sick children.

We understand the needs of working Parents/Carers and do not aim to exclude children from school unnecessarily. However, the decision of school is final when requesting that a child is collected due to illness or infection. Decisions will take into account the needs of the child and those of the other children and staff in school.

Children with infectious or contagious diseases will not be permitted to attend for certain periods. If staff suspect that a child has an infectious or contagious disease they will request that Parents/Carers/carers consult a doctor before returning the child to school and the school may seek advice from the Health Protection Agency.

Should a child become ill whilst at school, a member of staff will contact the parent/carer/emergency contact. While awaiting the arrival of Parents/Carers, the staff will ensure the comfort of the child, taking appropriate action, which would include seeking medical advice if necessary. If the child is in danger, the staff will seek medical advice immediately. Staff will report any worries about a child's health to Parents/Carers/carers immediately. Parents/Carers are responsible for keeping the school informed about their child's health.

We recommend that children do not attend school while suffering from one of the communicable diseases and they should remain at home for the minimum periods recommended by their doctor.

Coughs and colds do not normally require the child to be absent from school but this depends on the severity and how the child is able to cope with the school routine. A child who is, or appears to be unwell may be refused admission.

**A child who has sickness or diarrhoea whilst at school (or at home) should be collected immediately and kept absent from school for 48 hours following the last bout of sickness or diarrhoea.**

**The 48 hour rule is essential in order to protect other children or staff from contracting a bug. Unfortunately, this may mean that a child misses a school event.**

To prevent the spread of conjunctivitis, suspected cases will be reported immediately to Parents/Carers who will be requested to take their child from school to seek medical advice from a GP or Pharmacy. When treatment commences, the child may return to school.

If your child has not been their normal self at home but is not showing signs of illness when brought to school, Parents/Carers should mention this to staff and ensure that contact details are correct and that they are obtainable.

Where Parents/Carers have specific wishes about the treatment of their child they should request a care plan or leave specific written instructions.

Should a member of staff consider an illness/situation to warrant immediate medical attention, they will report to a First Aider and Senior Manager who will contact emergency services and the parent/carer notified accordingly.

## **Medicine in School**

Strictly speaking all medicines should be administered at home, but in certain circumstances, illness does not impair a child's ability to function normally at school. In these situations, we will administer medicine only if the following conditions are met in full:

1. The medicine is clearly labelled with what it is, who is to take it, the correct dosage and how often
2. Staff are not held responsible for forgetting to administer the dose or failing to provide special conditions to maintain the effectiveness of the medicine. A disclaimer notice must be provided by the parent releasing school staff from such responsibility.

Parents/Carers who wish to administer medicine to their own child during the school day, may do so at an appropriate time, in consultation with the class teacher.

Medicine for asthma (preventer/reliever inhalers) is kept in a special place in each class area and is easily accessible to the child at all times. Please ensure that your child's

inhaler is clearly named and that it is checked regularly for adequate content and expiry date.

Procedures for dealing with pupils' chronic conditions will be agreed on an individual basis according to the needs of the child and the capacity of the school.

### **Dental, Hospital and other Appointments**

We expect routine medical and dental appointments to be made out of school hours where possible.

In exceptional circumstances children will be allowed to leave the school premises only if accompanied by a parent, or other adult notified to us by the parent. In no event will children be allowed to leave the school unaccompanied.

If the appointment is likely to affect lunchtimes, please let us know if a school meal will be required.

### **Contact between Home and School**

We are always pleased to welcome Parents/Carers at school on open evenings, of which we hold three every year, one each term, and for individual consultations with the Headteacher/class teacher or SENCO.

If you need a personal appointment, please arrange a time with the school administrator unless your need is very urgent.

We do not encourage Parents/Carers 'having a word' with the class teacher at the beginning of the school day as this is teacher preparation time and lessons must begin promptly in order to ensure full delivery of the curriculum.

A member of our support staff is available at each entrance, however, for Parents/Carers with urgent queries. If they are unable to assist you then you will be referred to someone who can! The Headteacher is normally available to attend to urgent matters first thing in the morning.

Parents/Carers will receive regular information about additional events or new developments within school. A weekly Newsletter is uploaded to the school website on a Thursday, which keeps families informed about events in school. We also operate an email and text service, where information is sent out to Parents/Carers by both the Headteacher and class teachers. Parents/Carers also receive useful information as well as posts outlining reasons for celebration throughout school through social media - Facebook.

We welcome ideas and suggestions from Parents/Carers and help in the classroom from any who are available.

Parents/Carers have direct representation on the Governing Body through their elected members. Governors hope always to work in partnership with staff and Parents/Carers for the good of the children.

We have a Parent Welfare Officer who can help with any issues to do with parenting or family finance. She is called Pat Thornton and is available in school Monday to Friday between 9.00am until 3.30p.m on telephone number (01642) 580774.

## **School Uniform**

Although not compulsory, we strongly encourage the wearing of school uniform. We believe that it helps to give the children a sense of group identity and a pride in their school.

We have tried to be as practical and accommodating as possible, bearing in mind the following criteria: school colours, comfort, safety, suitability for school, ability to stand up to the rigours of the school day, economy, ease of local purchase and Parents/Carers' willingness to cooperate.

For these reasons the school uniform will be as follows:

- Purple sweatshirt
- White polo shirt, white shirt, or blouse.
- Grey skirt/trousers
- Black school shoes (no trainers)
- Grey or white socks

### **Summer:**

- Grey shorts
- School dresses (check/stripe) in purple
- Sun hats
- White or Black school sandals, worn with socks

### **PE uniform:**

- Plain white T-shirt and dark shorts
- Plain or dark tracksuits for outdoor work in winter
- Plimsolls or trainers for outdoor work
- Appropriate swimwear (no long shorts or bikinis)

PE and games kit should include a full change of clothing from that worn by the child during the school day.

### **Swimming:**

This is part of the curriculum and an essential skill. Parents/Carers will be notified about when their child will be swimming. The swimming pool management does not permit the wearing of goggles.

Sweatshirts and polo shirts featuring the school badge can be ordered through the school office. Jeans, sports strips, tracksuits, trainers and sandals are not considered to be suitable for school uniform and should not be worn. In the interest of health and safety, heavy boots, and high heeled or pointed shoes are not allowed.

It is essential that all items of clothing worn by your child are clearly marked with their name. Many costly items go missing at PE times and home time and cannot be

identified because there is no nametag or proof of ownership. The school cannot accept responsibility for any losses.

At the end of each term we make a final effort to trace the owners of any lost property.

The wearing of jewellery including earrings cannot be worn at school on health and safety grounds. Your support in this matter is very much appreciated. Watches are regarded as helpful to developing independence and are therefore accepted in school.

Hair should be neat and tidy, with no shaved or patterned styles. Hairbands and bobbles should be plain and dark coloured, for children's safety. We do not allow large bows, ribbons or slides.

We do not permit the wearing of make up by children and they will be asked to remove it if they arrive at school wearing it. Children are not permitted to wear nail varnish at school and will be asked to remove it if they arrive at school wearing it.

### **School Meals**

At St. Mark's Elm Tree, we subscribe to the Stockton –on –Tees Healthy Eating policy. Meals are provided by Stockton Contract Services and are cooked on the premises. A wide choice is available including hot and cold meals.

For details of current costs please refer to Appendix 4. Please send the money for the week to school on Mondays in the envelopes provided. Payment should be made through Parentpay. Please note that any enquiries about payments etc. should be directed to Mrs Todd, School Administrator on telephone number (01642) 580774.

As an alternative to school meals, Parents/Carers may provide a packed lunch. We ask that you do not provide sweets, chocolate bars or crisps (and crisp like products) as part of the lunch. Food is required to be put into unbreakable containers. All drinks should have a beaker, straw or sports bottle style drinking spout please. If your child wishes to change from school meals to packed lunches (or vice versa) please give at least **two weeks' notice in writing** please.

All Reception and Key Stage 1 children are entitled to a free school meal. You will be contacted by letter about this.

### **Breakfast Club and Healthy School Award**

Breakfast Club provides pupils who wish to join with a healthy breakfast of cereal and milk, fruit and a drink. The Club is run by Mrs Pinkney and Mrs Noble.

Breakfast Club commences at 8a.m each day and children are supervised in the school hall until they go to their classrooms at 8.40a.m. There are games and activities for the children once they have finished their breakfast.

Parents/Carers/responsible adults need to accompany their children to school at this time and enter school via the front entrance.

For current costs please refer to Appendix 4.

St. Mark's Elm Tree CE VA Primary School has achieved the National Healthy School Award. Fruit is provided free of charge for our youngest children in Foundation Stage and Key Stage 1 as part of a Government scheme, and can be brought from home in Key Stage 2.

### **What to do if your child is absent**

We would appreciate it if you will notify school immediately should your child be unable to attend school. If your child is to be absent from school please ring the school office on (01642) 580774 and leave a message with a brief explanation. Staff need to account for all absences in their attendance registers, so your note of explanation is vital to us.

Parents/Carers who have failed to notify school of an absence may be contacted for an explanation. Registers are checked regularly by the Attendance Officers and absences that cannot be accounted for are classed as "unauthorised".

For current absence data relating to the school, please refer to Appendix 6.

**Non arrival at school. Some of our older pupils may walk to school unaccompanied by an adult. School must be informed if this is the case. Should such a child not arrive at school and there is no explanation, we will contact Parents/Carers to inform them that their child has not arrived at school. Children should not be in the school site unaccompanied before 8.40am.**

### **Attendance Policy Key Points for Parents/Carers**

We expect you to ensure:

- your child attends school.
- you contact school before 8.50am on your child's first day of absence.
- your child arrives at school punctually, at the correct door, between 8.40a.m and 8.50a.m.
- your child is appropriately dressed and properly equipped for the day.
- you avoid making appointments for your child during school hours.

Electronic registers will be called promptly at 8.50a.m and at the beginning of the afternoon sessions. Pupils arriving late will be noted in a separate book as late. The Parents/Carers of any pupils arriving late at school and unaccompanied will be contacted for an explanation.

The electronic school doors are open between 8.40a.m and 8.50a.m. After this time the doors will automatically lock and children will need to enter school via the main entrance.

### **How we will promote good attendance and punctuality**

Children will be encouraged to celebrate their successes. The class achieving the highest percentage will take a trophy into their classroom and be recognised in praise worship.

This data will also be included on the weekly newsletter to Parents/Carers and

governors.

Annually those children with 100% in both attendance and punctuality will be entered into a draw for a prize which will be advertised throughout the academic year.

Each term there will also be an Attendance and Punctuality Treat for those pupils achieving 97% attendance and who are never late, this will be decided by consultation with the School Council.

**Absence will be unauthorised if:**

- No explanation is given or if the school is dissatisfied with the explanation.
- The pupil is absent for unexceptional circumstances (e.g. a birthday).
- The pupil is away from school on a family holiday. No holiday will be authorised except in particularly exceptional circumstances agreed in writing with the head teacher.
- A pupil has been absent from school for other reasons causing their attendance to be monitored.

If you would like to see the full version of the Attendance Policy please ask at the main office or download from the website.

# APPENDICES

## **Appendix 1: The staff of the school**

Chair of the Board of Directors'	Mr D Bowes
Headteacher	Mrs V Hall
Senior Administrator	Mrs N White
Administrator	Mrs J Todd
Administrator	Miss C Hails
Caretaker	Mr K Blackburn
Cook	Mrs K Davison

## Teaching Staff 2017/2018

<b>Headteacher</b>	Mrs V Hall	
<b>Foundation Stage</b>	Nursery	Mrs L Kidd
	Reception	Mrs G Munns Mrs L Worrall
<b>Key Stage 1</b>	Year 1	Mrs Headlam/ Miss Jolly
	Year 1	Miss K Morgan
	Year 2	Mrs D Dacombe
	Year 2	Miss B Boagey
<b>Key Stage 2</b>	Year 3/4	Mr D Mount
	Year 3/4	Miss H Johnson
	Year 3/4	Miss S Quinn
	Year 5	Mrs D Carr Mrs H Edinboro
	Year 5/6	Miss R Ashford
	Year 6	Mrs D Hindson
<b>Teaching Assistants</b>	Mrs M Gudgeon Mrs S Tebbs Mrs R Chapman Mrs A Stephen Mrs D Mason Mrs D Menzies Mrs S Fryer Mrs F Burton Mrs L Teasdale Miss C Watson Mrs D Henderson Mrs D Gibbons Mrs P Bell Mr A Trotter	

### Additional Resource Base (ARB) Teacher

Mr C Tosh

### Additional Resource Base (ARB) Teaching Assistant's

Mrs D Menzies

### Lunchtime Supervisors:

Mrs J Pinkney

Mrs L Noble

Mrs A Durham

Mrs K Hebdon

### Pupil Welfare Officer

Mrs P Thornton

**Kitchen Staff** are under the supervision of Mrs K Davison

**Cleaning Staff** are under the supervision Mrs L Dalkin.

**Visiting Staff**

School Nurse

Tees Valley Peripatetic Music Service

Stockton Learning Support Service

Stockton Behaviour Support Service

Stockton Psychologist Service

Occupational Therapist

Speech and Language

Alliance

Apollo

Rev P Neville, Vicar of Holy Trinity with St Marks parish

Visitors from secondary schools

**The Friends of St. Mark's**

This is a group made up of relatives, school staff and friends of the school. It has been very active, principally in raising funds to support school initiatives. The group welcomes anyone who might like to become involved and meets in school on a regular basis.

Please speak to Mrs Todd, school Administrator or any teacher if you are interested and one of the Friends will contact you.

### Appendix 3: Useful contacts

Local Authority	Stockton Borough Council Municipal Buildings Church Road Stockton on Tees TS18 1LD  Telephone: (01642) 393939
Durham Diocese Board of Education	Church House St Johns Terrace North Shields NE29 6HS  Telephone: (0191) 270 4163
School Nurse	(01642) 606591
School Admissions	(01642) 526605

## **Appendix 4: Current costs**

### **School Meals**

£2.05 per day

£10.25 per week

All queries regarding the administration of school meals should be addressed to Mrs Todd, School Administrator on telephone number (01642) 580774.

### **Breakfast Club**

Places at breakfast club must be booked with Mrs Pinkney or Mrs Noble. A charge of £2.50 applies and this is to cover the cost of breakfast.

## **Appendix 5: Homework**

### **KEY STAGE 1 HOMEWORK**

Homework will be given out on a **Friday and should be returned completed the following Thursday.**

Homework should be completed each week and signed to say that it has been completed.

Spellings – high frequency words and words with sounds your child is learning in school. Spellings will be issued weekly for a spelling test each Friday. Please help your children to learn to read and spell these words.

Maths – appropriate reinforcement activities to support your child’s learning throughout the week.

Reading – Reading books will be handed out and changed weekly. Your child will be given a specific day when their books will be changed.

Children will take home four reading books; which comprises of 2 ‘Read Write Inc.’ books and 2 tricky readers.

Children who have finished the ‘Read Write Inc.’ Programme will be able to independently choose a home reader.

Children should be heard reading at least 3 times a week (and in some instance children will be asked to read more frequently). Please sign your child’s diary when you have heard them read. Diaries will be checked on a Friday and the books that have been read will be changed.

**Children must bring their homework diary to school every day.**

## KEY STAGE 2 HOMEWORK

- The children in Years 3 to 6 must bring their homework diary to school **every day**.
- Children will choose a reading book (colour coded red, orange or white dependent upon ability) from the class collection and this must also be brought in to school **every day**. These should be changed once the child has finished the book.
- Children who are still taking part in ‘Read Write Inc.’, or have recently finished the program, will also have a ‘Read Write Inc.’ reading book.
- At home Parents/Carers and carers should listen to their child read for around **15 minutes at least three times a week** and a comment should be written into the diary. There should be at least three comments each week.
- Diaries will be checked weekly any children who do not complete their reading homework and do not have three signed comments, will be asked to do so during Golden Time.
- Children also have Times Tables homework (or homework related to learning key maths facts) – they should write their work in to a separate homework book. Parents/Carers and carers should then help their child learn the facts by asking their child to recite and recall facts orally. This book should also be returned weekly, on the designated day (again if the work hasn’t been completed, children will be given the opportunity to do so during Golden Time).
- Spellings to learn will be sent home weekly. Children should use the look, say, cover, write, check method to help them learn the words. These should be written in the Spelling homework book and children should practise them during the week.
- At times, extra homework will be given. Class teachers will inform Parents/Carers of the date it should be returned.

One of our Golden Rules is “I take responsibility for my own learning”, this includes homework, children who do not follow this rule will be issued with a red card and will use Golden Time to do their homework.

## **Appendix 6: School Holiday Dates**

The 2017/18 school holiday dates are available on the school website or visit [www.stockton.gov.uk](http://www.stockton.gov.uk) for further information.

Please note that Friday 1<sup>st</sup> September and Monday 4<sup>th</sup> September 2017 has been allocated as a Professional Development Day for teachers, therefore children are not required in school. **Children will return to school on Tuesday 5<sup>th</sup> September 2017.**

Three further Professional Development Days will be taken throughout the 2017/18 academic year and Parents/Carers will be informed of these when they have been confirmed.

## **Appendix 7: School statistical data**

### **Attendance Data:**

**1 September 2016 to 26 May 2017**

- Whole school attendance: 96.7%

The Statutory Assessment Tests (SATs) date for 2018 has not yet been confirmed but tests will be held in May 2018.

The Year 1 Reading test will be held in the third week in June 2018.