

Shilbottle Primary

Fun, Respect & Friendship



Information Booklet

2023 - 2024



Shilbottle Grange,

Alnwick,

Northumberland.

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<https://www.shilbottle.northumberland.sch.uk>

Fun, Respect & Friendship – Every child matters to us

Welcome

The Pupils, Staff and Governors of Shilbottle Primary would like to welcome you and your child to our school. We hope that your child's time at our school will be an enjoyable and valuable experience. We look forward to meeting you and believe that together we can prepare your child for a positive start to school. We have a busy, happy and cheerful school with an experienced, hardworking staff and a supportive dedicated Governing Body. We have been identified as an outstanding school by OFSTED three times.

We are a National Support School and a strategic partner in a Teaching School with schools both in Northumberland and beyond.



Our vision

- We aim to enthuse and challenge our children.
- We have high expectations for every child.
- We ensure that the skills of Literacy and Numeracy are rigorously taught.
- We embrace equal opportunities and ensure all children are included.
- We take account of individual ability and differentiate learning so that each child progresses in every lesson and achieves their full potential.
- We reward effort as well as achievement.
- We develop children's awareness of moral, spiritual, social and cultural values, physical and mental wellbeing and demonstrate sensitivity towards the needs of others.





10 non-negotiables we offer children

As a staff we have come up with this list of 'non-negotiables' - a set of opportunities, in no particular order, that we pledge to provide for every child in our school.

Every child will:

- be able to learn in an environment where everyone is respected and valued
- be rewarded for trying their best, helping others and working hard
- play and learn in the optimum learning environment, both inside and outdoors
- perform in plays at school
- be offered the opportunity in Key Stage 2 to take part in adventurous and cultural residential experiences
- learn to play an instrument as part of their music lessons and peripatetic music lessons for those who wish
- have the opportunity to take part in sporting activities, festivals and competitions with other schools.
- grow and tend vegetables, fruit and flowers in the school garden as part of the Healthy Schools initiative
- be made aware of the importance of e-safety and how to use the internet safely and respectfully
- take part in celebrations in our local church including Harvest, Christmas and Easter



Admission Arrangements

Admissions Policy

Please refer to Northumberland County Council's Education booklet for detailed information on admissions.

Our practice is to admit children to the Early Years Foundation Stage into Reception the term after their **4th Birthday**.

Children who are 4 years old before December 31st can be admitted 5 sessions a week to school as Pre- Reception children from January.

Those children who are 4 years old before March 31st can be admitted 5 sessions a week from April, providing there are spaces.

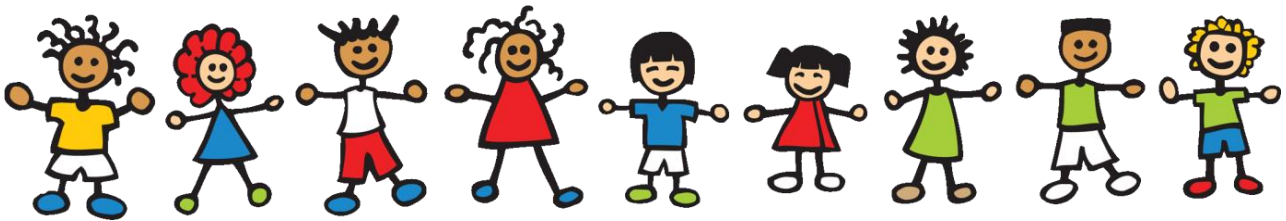
Children whose birthdays fall before September 1st will be admitted full time into the Reception Class in September.

If you have any questions, please phone the school.

Pre-school Visits

We have meetings for parents of new starters.

Our Early Years teacher Miss Harrison will be only too happy to answer any questions you may have.



Transfer from other schools

As long as there are places available, we welcome new children into school over the course of the year.

Families who are resident outside the school's catchment area who wish their children to attend the school may submit an application by completing a School Request Form (copies available from the school or County Education office) and returning it to the Director of Education at County Hall, Morpeth. NE61 2EF.

Parents will be informed by County if a place is available for their children.

Staff and Class Organisation

Mr Gary Parnaby	Head teacher
Mr Robert Phillips	Year 6
Mr Robert Phillips	Year 5
Mrs Amy Hunt	Year 4
Mrs Amy Hunt	Year 3
Mrs Karen Kelly	Year 2
Mrs Karen Kelly	Year 1
Miss Eleanora Harrison	Early Years/Year 1 (Autumn Term)



Office Manager	Mrs Heather Lowes
Classroom Assistants	<p>Mrs Tracy Slack (HLTA)</p> <p>Miss Lorna Hedley (HLTA)</p> <p>Miss Yvonne Hood (HLTA)</p> <p>Mrs Wendy Powell</p> <p>Mr Paul Wilkie</p>
Lunchtime Supervisors	<p>Mr Paul Wilkie</p> <p>Mrs Wendy Powell</p>
Caretaker	Mr Peter Dodd
Shilbottle Friendly Frogs (separate charity to the school 01665581377)	<p>Mrs Kelly McCann</p> <p>Miss Hayley Burn</p>

Curriculum Areas

The full range of National Curriculum subjects is taught to all pupils. The children are taught in a variety of ways according to the nature of the task being undertaken. This will range from whole class, to small groups or as individuals providing the most appropriate mode for both the child and the task. Careful planning and preparation is undertaken to ensure a balance is maintained between subject areas and that the content and approaches are relevant to all children.

Core Subjects

English

We use 'Read Write Inc' to teach phonics, reading and writing. We have a variety of reading scheme books and carefully organised 'free' reader books to support the Accelerated Reader programme we use in school. We encourage children to read every night and we have a home/school reading record for parents to write in. We have a structured spelling scheme and children bring home spelling tasks that we ask parents to practice at home. We encourage children to become independent writers and use the principles of 'Big Writing'

Mathematics

We aim to provide children with a wide experience of Math using the National Curriculum through practical real life situations. We encourage children to develop their computational skills to enable them to work accurately and have a quick recall of facts. We work with children using whole class, groups and individual tasks to develop children's knowledge and understanding. Homework is set on a regular basis and is linked to the work in the classroom

Science

Opportunities are provided to develop children's scientific skills and knowledge needed to understand the world around them. Classroom tasks require children to use scientific methods to observe, question and hypothesise through planned activities. We are fortunate to have extensive grounds offering a wealth of opportunities to explore the natural world.



Foundation Subjects

Design and Technology

We aim to raise children's awareness of technological needs and opportunities within their environment. Children are given tasks and problems, which require them to design and make objects, systems or environments using appropriate resources and materials

Computing

We have a great many computers in each class. Children use the school's and County's learning platforms to access resources and develop skills both in school and at home. Computing is integrated into all subjects as well as taught in its own right.

History

Children are offered opportunities to develop an awareness of the past and an understanding of the passage of time, gaining knowledge and understanding of events and people in the past, both locally and nationally and how it has influenced us to day.



Geography

We encourage children to make sense of their own locality through geography, gradually extending this to different regions. Other parts of the world will also be studied. A range of skills and knowledge learnt in geography will help children to make sense of the environment in which they live. Environmental issues are considered and a caring attitude towards our surroundings developed.

Art

The children are given the opportunity to experiment and acquire skills in the use and handling of different materials. Children are given a wide range of experiences. The ability to observe, analyse and record visual information is developed. An understanding of artists, sculptors and designers is developed by reference to their work.



Music

Through music pupils will develop their own skills in performing, composing and appraising. The use of voice, a range of musical instruments and pre-recorded music will help to develop these skills. We invite visiting musicians, to work with the children on activities using a variety of instruments. We also offer tuition from peripatetic teachers.

Religious Education

Our aims in R.E. are to support children and young people in reflecting upon developing and affirming their own beliefs, values and attitudes, through an exploration of shared human experiences. It is recognised that parents have the right to withdraw their child from RE lessons in its entirety or in part. If parents, choose to withdraw their child from RE then special arrangements will be made for them.

We have collective worship every day. We invite people from different religious groups to come and talk to children from time to time. Our worship is broad and balanced. If parents, choose to withdraw their child from collective worship.

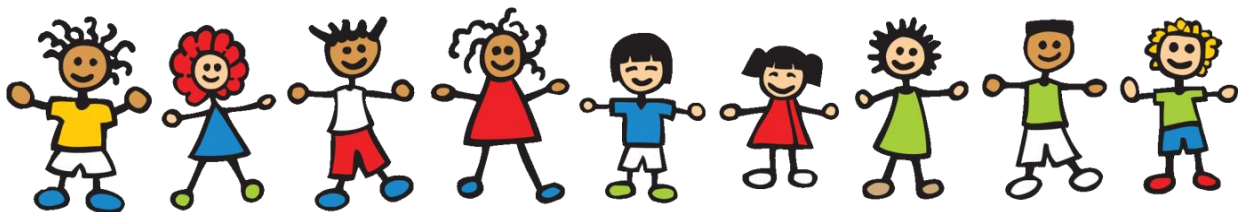
Physical Education

P.E. involves the process of planning, performing and evaluating with the emphasis on physical activity. We offer a variety of activities including games, gymnastics, athletics, dance/movement and swimming. Jewellery should not be worn at any time as it is a safety risk.

We have a variety of sporting activities on offer through after school club every week. Swimming is offered to selected year groups as an all year activity within the PE curriculum.

Sporting Aims.

Our children are encouraged to take part in competitive games at Sports day and Key Stage 2 children take part in sports festival and competitions, both during and after school. Children also experience dance, gymnastics, game skills and swimming using a variety of outside coaches who support our P.E. programme.



Sex Education

Sex education forms parts of our health education and is taught at an age-appropriate level through PSHE and the 'Jigsaw' scheme of work.

Special Educational Needs

We closely follow Northumberland County and Government guidelines on Special Educational Needs. Mr Phillips is our SENCO and intervention plans are developed for pupils with additional needs. Parents are closely involved in this process as they have a key role in support offered.

Assessment

Our assessment procedures encompass all areas of learning and pupil development. Through careful, systematic assessment and recording we are able to build a picture of pupil achievement and plan future learning. The school uses Classroom Monitor to both access progress and to report to parents.

Target Setting

As a school we are very committed to improving the basic skills of the children we teach. We have a target setting policy in our school. We use the Foundation Profile, SATs and STAR tests to monitor children's progress. Where we feel children are underachieving we support them by working with them to improve their skills. This could take the form of extra tuition or extra homework. Parents will be asked to be involved in this process.

We have two Parents' evenings, one in the Autumn term and one in the Spring to discuss your child's progress and we send out a written report in the Summer Term and the end of the academic year.



Uniform

It is important that children come to school in clothing that is comfortable and appropriate for the time of year and for the activities the children are doing. In particular, fastenings on clothes can be very difficult for younger children, so try to make sure they can manage the clothes and shoes they may be wearing. We ask that children come to school in black shoes with a low heel. Open sandals are not allowed. Wellies may be brought during winter months for children to change into.

We believe that the wearing of similar clothing can foster a sense of school identity and belonging



Dress Code

Yellow polo shirt with or without school badge

Red sweatshirt/cardigan with or without badge

Dark trousers, skirt, dress or shorts

Black shoes

No earrings

Long hair to be tied back,

PE Kit

Indoor – black shorts, red t-shirt and trainers

Outdoor— jogging bottoms/shorts, t-shirt/warm jumper and trainers Swimming - costume and towel.

No earrings should be worn at any time during the school day.

Sweatshirts, Cardigans, Polo shirts, Coats, Hats, P.E. kits, P.E. Bags, Book Bags, and Rucksacks are available to buy online from:

<https://www.totstoteams.com/schools/shilbottle-primary/>

<https://www.tesco.com/direct/shilbottle-primary/11496.school>

All school clothing and personal property must be clearly marked you're your child's name. We recommend you periodically check labels can still be read.



General Information

Times of the school day are as follows:

Gates open at: 8:30 am

Children enter school on arrival

Dismissal times vary between 3:05pm and 3:15pm to ease congestion.

There is a short break during each morning and afternoon session. For health and safety reasons we ask that children do not arrive at school before 8.30 in the morning, especially in cold or wet weather.

There are usually two members of staff to meet you at the school gate in the morning — you can ask questions / pass on messages.

The teachers collect their class from the school yard in the morning. We hope that you will always feel welcome in our school. If you have a particular query the teachers are usually available either first thing in the morning or at the end of a day. You may also send a Class Dojo message. Messages will be responded to between 8:30am and 5:00pm Monday to Friday. It may take up to 5 working days to respond.

This is also the same for Mr Parnaby as he is a teaching Headteacher, so if you especially need to see him it is usually best to make an appointment unless the matter is urgent and a child is at risk.

Shilbottle After School Club

We have a morning and after school club operating independently on our site – a leaflet is available in the office. Morning Club runs from 7:45 – 8:30 at a cost of £2.00 a child per day. After School club runs from 3:05-5:30, we charge £3.00 for the first hour and £1 per ½ hour after that per pupil. Unfortunately, we have to impose a late collection penalty of £10 after 5:30 to discourage late collection.



General Information

School Visits and Swimming

There are no charges made for books, materials or equipment. However, parents are invited to make voluntary contributions towards the cost of educational visits and swimming lessons. Should insufficient funds be available visits may need to be withdrawn.

Educational visits are made to different places or other schools and are seen as a valuable way of enriching the curriculum. These often give your child opportunities to develop their knowledge and understanding of an aspect of their schoolwork through first-hand experience that would not be possible in a classroom environment.

Sometimes the children visit places e.g. Cragside, Woodhorn Colliery. Holy Island, in connection with their programmes of work. Alternatively, a drama or music production will be brought into school and perhaps shared by a range of children from other schools.

We try to keep the cost to a minimum. We have to point out that if parents did not contribute to the cost of these activities we would not be able to afford them.

Parent / Family involvement

Parents / Family are invited into school to help any time they can. There are many areas of school life that parents could help with English, Math, hearing readers, computers, sewing and art activities. Volunteers will not work with their own children.

There are other ways of supporting your children and developing stronger links with school:

- Assemblies, Christmas concerts etc.
- Attending parent's evenings;
- Accompanying educational visits;
- Helping in school



Welcoming visitors

It is assumed that visitors with a professional role i.e. the School Nurse or members of the police already have relevant clearance but the office will endeavour to check this before admittance is granted and a note made of anyone entering without clearance.



Health and Wellbeing

School Meals

Our school meals are cooked on the premises and children are encouraged to stay for lunch or alternatively bring a packed lunch. Please make sure that your child's dinner money is in a marked envelope or plastic bag. Or use the online Parentmail system. A number of children have free school meals (forms are available from school office); in addition to the Universal Free Meals. School lunch is £2.50 per day. Please apply for Free School Meals if you think you are eligible as you may also be entitled to discounted trips.

Milk

Milk is also available at morning break. There is a cost for this, children eligible for free school meals and those under the age of 5 are able to have free milk.

Fruit

Children in Reception. Year 1 & Year 2 have a piece of fruit free of charge under the Government Fruit Scheme. Children in Years 3-6 children can bring fruit to eat from home. No sweet snacks should be brought to school.

Equality and diversity

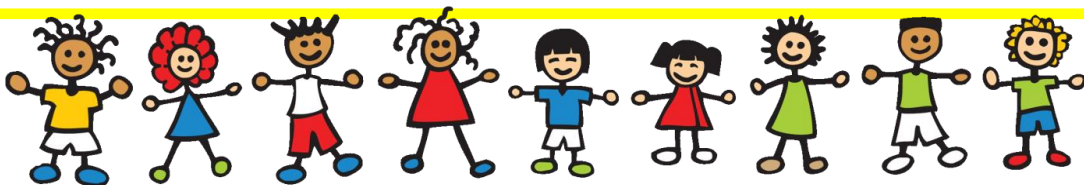
The school welcomes diversity in its pupils valuing differences in race, gender, sexual orientation, disability, religion or belief, class or age. We actively aim to remove all conditions that put people at a disadvantage, strive to improve access and to provide support to learners to help them succeed with us. We are committed to providing a caring and supportive environment inclusive of all learners. The school operates proactively to prevent inappropriate behaviour, discrimination or victimisation in any form.

Medicines

If your child is receiving medication prescribed by a doctor, we would usually expect the child not to be in school. However, if you wish any medicine (including inhalers) to be given in school time by a teacher, you must let us have the request in writing giving the correct instructions and see your child's teacher in order to fill in a consent form.

We also need to know about important allergies in case of emergencies.

No other medicine will be administered in school and parents may be requested to come into school to administer medicine. Forms for any child who has Asthma are available in the office.



Illness and Absence

Attendance

Research clearly shows that pupils' progress at school is hindered if they do not attend school regularly.

- It is very important that your son or daughter attends everyday unless they are ill.
- Every class has absence slips to fill in on the child's return or you can or send a letter in. Absences should be reported to the office no later than 8:45am.
- If a pupil is absent from school for any reason which is not justified, this will be marked down as an unauthorised absence from school. (Shopping trips, non-urgent appointments and holidays in term time are examples of unauthorised absences.)
- We will contact parents if any child is not at school to ensure their safety.



Illness

During their first year in school many children seem to catch all sorts of 'bugs' and viruses. To some extent this helps to build up their immune system, but please be thoughtful of other children to whom exposure to such infections might have more serious consequences.

If your child is ill, please phone school on the first day of absence and write a note on the child's return to school. This will ensure that your child does not receive an unauthorised absence mark.

Below is a list of illnesses and recommended absence periods

Chicken Pox	Until rash has crusted (6-7 days)
Cold / Cough	Until recovered
Conjunctivitis	Until recovered
Diarrhoea /Vomiting	Until 48 hours after the symptoms have stopped (2 full days)
Glandular fever	During acute stage of illness
Head Lice/ringworm	Until treatment has started
Influenza	Until symptoms have stopped
Impetigo/cold sore	Until lesions have healed
Scabies	Until symptoms have gone
Sore Throat (bacterial)	Until 5 days after antibiotics started

Safety

Child Protection Policy

The designated adults for Child Protection are Mr Parnaby, Mrs Hunt, Mr Phillips and Miss Harrison the designated governor is Mrs Hinchcliffe. The Governing Body's duty to ensure the Child Protection policy is reviewed annually and any deficiencies within the policy addressed immediately. Certain governors and all staff have had appropriate child protection training, which is updated at least every three years.

This school follows DfES guidelines 10/98 which asserts that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/ herself or to another. All staff have received Positive Handling training. All allegations of abuse by or complaints of a teacher will be dealt with following the Local Safeguarding Board procedures. Policy available.



Safeguarding

At Shilbottle Primary the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We therefore have to ensure that this expectation becomes reality.

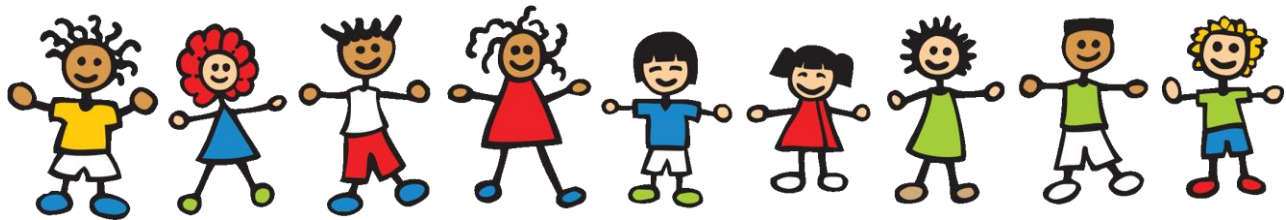
In order to do this a wide range of measures are put in place:

All staff that are appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made against them. Regular helpers also complete the DBS process.

If staff are found to have a criminal record the appointment is reconsidered by the Headteacher and the Governing Body. The LA is informed directly by the Criminal Records Bureau. The Headteacher sits on all appointment panels where the candidates are applicants. The Headteacher has undertaken the NCSL training on Safer Recruitment. New staff are inducted into safeguarding practices.

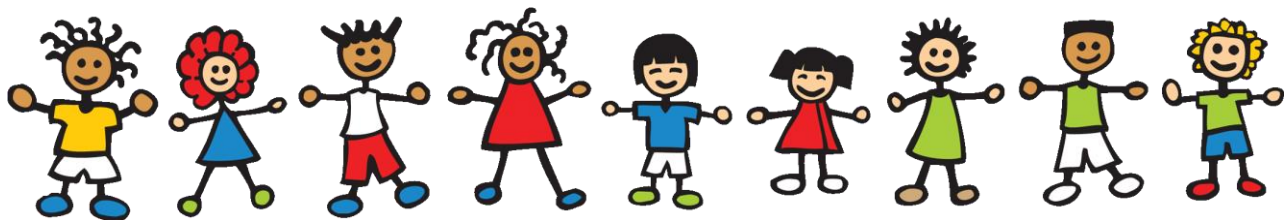
Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentors to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children. Policy available.

Staff and Governors have received PREVENT training.



Emergencies

If your child is involved in an accident or taken ill at school arrangements will be made either for treatment at hospital, if that is necessary, or for the child to be taken or sent home. It is vital that emergency information about your child is kept up-to-date and this must include either work or emergency contact number so that you can be informed as soon as possible. Please also ensure that numbers given as emergency contacts really will be available in the event of an emergency. Delays in finding contacts can be very distressing for children if they become ill. Please note that mobile phones that are kept switched off are not suitable as emergency contacts.



Internet Safety

E-safety is very important and all computers are only accessed by pass- words. Children are taught how to safety use the internet. Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. Parents are asked if they agree to their child using the internet. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay. As 'Designated Persons' Miss Harrison & Mr Skirving have overall responsibility for internet safety.



Behaviour

Our Golden Rules

Follow instructions.

Be polite, kind and helpful.

Move safely around the school.

Listen carefully.

Always do your best.



Behaviour

What happens if a child misbehaves?

The school always expects high standards of behaviour both in and out of school. We use positive behaviour management strategies and reward good behaviour. Parents will be informed of any *persistent* disruptive behaviour which warrants the parent being informed.

What does the school do about bullying?

The school has a firm Anti-bullying Policy and set procedures are followed. Please be assured that everyone in school takes incidents of bullying very seriously. Incidents of bullying in school are extremely rare. Parents are encouraged to discuss any incidents with staff so bullying can be stopped quickly.

Information & Communication

Policies

We have a wide range of policies in school, if parents would like a copy of any of these policies please contact the school. If parents have visual difficulties these can be printed in larger texts. Some policies are on our website

Newsletters

We try to keep you well informed of what is going on at school through regular newsletters via 'Parent Mail'. A copy of the Newsletter will be put on the School Website and also sent out on Parentmail. Please see Mrs Lowes to set up Parentmail.

Please note it is your responsibility to keep your own Parentmail account up to date.

Complain



Dealing with complaints

If a parent wishes to complain about the provision or a policy, they should, in the first instance, raise it with the class teacher, who will try to resolve the situation.

If the issue cannot be resolved within 10 working days, the parent can submit a formal complaint to the Headteacher in writing in accordance to the Complaints Policy

The Headteacher will reply within 10 working days.

Any issues that remain unresolved at this stage will be managed according to the school's Complaints Policy.

This is available, on request, from the school and on the School's website.