

Welcome

to

Whinney Banks Primary School



The Head Teacher will be very happy to discuss further any points raised in this booklet.

Please make arrangements to see her if you feel this would be of value.

IMPORTANT

There is a lot of important information in this booklet and it is hoped that parents will find time to read it all.

In particular, your attention is drawn to the paragraphs in *italics* which relate specifically to your child's safety and the smooth running of the school. We would be especially grateful if you would try to read these before your child starts in the Primary School.

Please note that the school is able to provide written materials in a variety of formats if required.

WHINNEY BANKS PRIMARY SCHOOL

The school is a primary co-educational school with pupils aged between 3-11 years, serving the needs of the area of Linthorpe, Acklam and Whinney Banks. It is anticipated that we will have approximately 410 pupils on roll in September 2018, plus the nursery.

The school opened in September 2003 as a result of the closure of the separate Whinney Banks Infant and Junior schools. As part of this, the building has been remodelled to create a well-resourced, light and spacious learning environment with a nursery and 7 paired teaching areas each including a practical area and networked computers. All main teaching areas also have a state of the art interactive whiteboard and visualiser. We also have a number of intervention rooms.

We are very well resourced and are able to offer pupils a wide range of specialist facilities such as an art studio and pottery kiln, a well-equipped computer room, specialist drama stage with lighting and sound facilities, a music room, outdoor classroom and an all-weather sports pitch. We also have 2 halls available for PE and a separate dining hall.

The school is organised around 2 quadrangles, the larger of which contains a pond on which ducks and moorhens usually breed each Spring.

The teaching staff and assistants, office staff and site supervisor are all highly committed and provide a friendly, secure and stimulating environment within which we seek to bring out every child's potential in all areas of the curriculum and help them to develop self-confidence, independence and self-respect.

Whinney Banks Primary School offer 15 hours Nursery provision, either morning or afternoon. We work closely with other nursery providers who can offer a further 15 hours provision to ensure continuity of education and support.

We also offer places in our school Nursery for 2-year-old children who are eligible. We have a limited number of places on a first come first served basis.



WHINNEY BANKS PRIMARY SCHOOL

OFSTED INSPECTION June 2019

Instead of a full inspection report, we now receive a letter confirming the findings. This is available on our school website and published on the Ofsted website.

Her Majesty's Inspector found that our school continues to be good and is moving from strength to strength.

Other comments include:

- Pupils and staff are overwhelmingly positive about the quality of education on offer at Whinney Banks.
- Parents and carers spoke of the high levels of commitment of staff to the school and how central the school is to the local community.
- Members of staff are very proud to work at Whinney Banks. They are committed to the pupils in their care and want to make a difference to their lives.
- Pupils are courteous and welcoming. In lessons, their level of focus is superb
- Children make rapid gains in their development.
- As pupils move through school, they make rapid progress from their individual starting points in subjects across the curriculum, including reading, writing and mathematics.
- Pupils leave having reached standards that are above the national average ... having made strong strides in their learning at Whinney Banks.
- Staff have created an environment at school where pupils feel safe to thrive, develop and mature into well-rounded young people.
- Effective curriculum coverage and a focus on respectful behaviour weave together to help to ensure that pupils are safe at school and learn how to keep themselves safe.

WHAT ARE WE AIMING TO DO IN **WHINNEY BANKS PRIMARY SCHOOL ?**

At Whinney Banks Primary School, we are committed to being an open-minded, supportive and professional team who respect one another and work together to make a difference.

We aim to create a positive atmosphere of trust, respect and high expectations between pupils, staff, parents and other professionals.

We are determined to foster a happy, safe and calm environment, where children behave well and become confident, independent life-long learners.

We encourage pupils to:

- Care for one another
- Develop self-esteem
- Take pride in their learning
- Take responsibility for their actions
- Strive for high standards in their behaviour and academic and personal achievement

In order for them to experience success and realise their potential, we seek to treat all children fairly and have high expectations of each individual.

We are passionate about providing children with a broad, balanced and enriched curriculum. This is delivered in a high quality, stimulating manner, using first-hand experience and practical activities wherever possible.

We strive to build effective learning partnerships between home, school and the community. By working together, our aim is to be recognised as a successful school, where parents are happy to send their children and to which children are happy to come.

We want children to leave Whinney Banks:

- Enquiring, independent thinkers
- Literate, numerate and ICT competent
- Creative, resourceful and able to solve problems
- Self-confident learners who are willing to try new things and make the most of opportunities
- Well rounded personalities who recognise their talents and have ambitions
- Emotionally healthy
- Having the confidence to express themselves and value their own and others' contributions
- Understanding their own and other cultures and traditions, with a strong sense of their place in the diverse world around them
- Having enjoyed their learning experience
- With the ability to lead safe, healthy and fulfilling lives

USEFUL ADDRESSES AND **TELEPHONE NUMBERS**

WHINNEY BANKS PRIMARY SCHOOL

Head Teacher: Mrs S Thorpe
Senior School Administrator: Mrs A Cattermole

Fakenham Avenue,
Middlesbrough,
TS5 4QQ

Tel: 01642 817713
Fax: 01642 828621

Web site: www.whinneybanks.org.uk

MIDDLESBROUGH LOCAL AUTHORITY

Director of Well Being, Care & Learning,
Civic Centre,
Middlesbrough

Tel: 01642 729500

EDUCATION SOCIAL WORKER

Education Social Worker,

Tel: Please contact the school to make an appointment

CHAIR OF GOVERNORS

Mrs L Green, c/o Whinney Banks Primary School.

SCHOOL TERMS AND HOLIDAYS 2019/20

School re-opens on

Tuesday 3rd September 2019

HALF TERM

School closes

Friday 25th October 2019

School re-opens

Monday 4th November 2019

CHRISTMAS

School closes

Friday 20th December 2019

School re-opens

Monday 6th January 2020

HALF TERM

School closes

Friday 14th February 2020

School re-opens

Monday 24th February 2020

EASTER HOLIDAYS

School closes

Friday 3rd April 2020

School re-opens

Monday 20th April 2020

MAY DAY

Friday 8th May 2020

HALF TERM

School closes

Friday 22nd May 2020

School re-opens

Monday 1st June 2020

SUMMER

School closes

Friday 17th July 2020

The Y6 SATs will take place during the week of 11th May 2020. It is very important that children are in school for these and they should not take holidays during this period.

The day before the start of the school year (i.e. Monday 2nd September 2019) will be a preparation day for teaching staff. In addition to the holidays shown there will be four additional days when the school will be closed while teachers are involved in training. These will take place on Friday 13th September 2019, Monday 14th October 2019, Friday 26th June 2020 and Monday 20th July 2020.

What to do if your child is absent...

Under current laws your child will be regarded as truanting from school if you do not let the school know why he/she was absent. ***We do ask you, therefore, to let the school know, by telephone, if your child is absent for any reason.*** Messages can be left on our answer phone and these are checked daily. This will prevent the Education Welfare Officer being asked to call upon you.

ARRIVING AT AND LEAVING SCHOOL

Times

In school the morning session begins at 8.50 a.m. and ends at 12.05 p.m. for the lunch break.

The afternoon session begins at 12.50 p.m. and ends at 3.00 p.m.

*In the Nursery the morning session begins at **8.45 a.m.** and ends at **11.45 a.m.***

*The afternoon session begins at **12.30 p.m.** and ends at **3.30 p.m.***

Time Keeping

*The school is unable to supervise or watch over the safety of children who arrive at school early. **Please do not send children to school before 8.40 a.m.***

*Arriving late also causes difficulties for both the class teacher, who must then go over work again, and for the secretary who must re-mark registers and alter dinner numbers. **We therefore appreciate your co-operation in helping to get your child to school in time to start at 8.50 a.m. and 12.50 p.m.***

If your child is habitually late for school, the Education Social Worker will be asked to take appropriate action.

***It is also very important that children are collected promptly at the end of nursery sessions (11.45 a.m. and 3.30 p.m.) and the end of the school day (3.00 p.m.).** If children are not collected from school on time we may need to assume that parents are happy for the child to be sent home on their own, although we will always try to contact parents first.*

***It is the school's expectation that parents ensure that an appropriate adult collects their child from school and they should not be under the age of 16.** Only children in Years 5 and 6 should be allowed to walk home unaccompanied at the end of the school day. It is parents' responsibility to ensure that children younger than this are collected by an adult.*

Parents' Holidays

The school does not grant leave of absence to allow children to accompany their parents on holiday in term time and all such holidays will normally be treated as unauthorised absence. Parents are asked to fill in a Leave of Absence Form, available in school, and return it to the Head Teacher at least 2 school weeks in advance of any absence. The Head Teacher may ask to speak to you in person.

Doctor's / Dentist's Appointments

Children cannot be allowed to leave school during school hours unless the child is collected from school by a parent and a letter is sent to the child's teacher. We regret that, for reasons of safety, requests made by telephone or by the children themselves will not be sufficient.

Car Park & Front Drive

*While parents may park in the school car park, the school can accept no responsibility for accidents that occur in this area. **It is essential that pupils are accompanied to and from the car park to the main pedestrian gates.** There is no direct access from the car park to the playground at the start and finish of school. **Parents should not drive along the main drive at the front of the school.***

WHAT DO WE TEACH?

Our overall aims in teaching can be summarised as follows.....

1. To teach all subjects in ways that stimulate interest and help make clear their links with pupil's own experiences and which highlight their relevance to the world the children live in. With this in mind we will.....

- use practical, first hand experiences wherever possible and relevant.
- use outside visitors and providers (e.g. drama groups, musicians, local historians etc.) to stimulate and broaden children's awareness and interests.
- organise visits to localities and facilities linked to areas of the curriculum studied (e.g. Houlgate Viking Village, Whitby, River Tees etc.).

2. To ensure, through targeted assessment and thorough planning, that what is taught and the way it is taught is matched to children's abilities and that achievement is recognised and praised whatever the learner's ability level.

Pupils are taught individually, in small groups and in class or year groups depending on the requirements of the learning tasks involved. Groups may be of mixed ability or organised to reflect particular learning needs, again depending on the tasks involved.

3. To encourage children to strive at all times to achieve high standards and to seek to raise standards wherever possible. The standards achieved last year by the Y6 and Y2 pupils are detailed on the following pages.

4. To ensure that all children are introduced to a wide range of areas of experience, knowledge and skills including R.E. and other areas such as personal, social and health development and all aspects of the National Curriculum

English	Maths	Science	Computing
Design and Technology	History	MFL (French)	P.E.
Music	Geography	Art	P.S.H.E.

R.E. is provided within the framework of the Agreed Syllabus. If the parents of any pupil request that he/she be excused from attendance at collective worship or religious education lessons the child will be excused and alternative arrangements made. Children meet as either whole school or upper and lower school groups for collective worship on three days each week. On the other two days collective worship takes place in year groups or class groups. The aim of collective worship is to provide the opportunity for pupils to:

- Respond to the acts of worship organised.
- Reflect on values that are of a broadly Christian nature and on their own beliefs.
- Develop a community spirit, common ethos and shared values.
- Consider spiritual and moral issues.

The Head Teacher will be pleased to discuss particular subjects with you in more detail.

We aim to ensure, through thorough planning and monitoring, that each of these areas is allotted sufficient time during the year for children to make acceptable progress.

Each day 4 hours and 42 minutes are spent on teaching giving a total of 23 hours and 30 minutes per week. This excludes daily acts of worship, registration and breaks.



Whinney Banks Primary Headline Results 2018

***National results as published on gov.uk website**

The following outlines results for each phase of school:

Early Years Foundation Stage (EYFS)

EYFS GLD (Good Level of Development)	2015 %	2016 %	2017 %	2018 %
School	46	55	62	63
Local Authority	57	60	63	64
National	66	69	71	72

Phonics

Phonics % rounded	2015 Year 1	2015 Year 2 (Cumulative)	2016 Year 1	2016 Year 2 (Cumulative)	2017 Year 1	2017 Year 2 (Cumulative)	2018 Year 1	2018 Year 2 (Cumulative)
School	63	92	75	90	85	93	86	95
Local Authority	71	64	74	72	76	72	80	89
National	77	90	80	91	81	92	83	92

Key Stage 1 (KS1)

% Achieving Expected Standard

KS1 Subject	% achieving Expected Standard School			% achieving Expected Standard Local Authority			% achieving Expected Standard National		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Reading	77	73	73	67	68	68	74	76	75
Writing	68	63	61	57	62	64	65	68	70
Maths	80	71	71	65	70	68	73	75	76
RWM	62	61	57	52	56	59	60	64	65

In writing TA, 70% of pupils reached the expected standard. Changes made within the 2017/18 writing TA frameworks mean judgements made in 2018 are not directly comparable to those made using the previous interim frameworks in 2016 and 2017.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/743499/Phonics_KS1_Text_1.2.pdf

% Achieving GDS

KS1 Subject	% achieving GDS School			% achieving GDS Local Authority			% achieving GDS National		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Reading	22	10	10	13	19	18	24	25	26
Writing	20	10	11	8	13	13	13	16	16
Maths	22	7	13	10	15	17	18	20	22
RWM	15	2	10	5	8	10	9	11	12

Key Stage 2 (KS2)

% Achieving Expected Standard

KS2 Subject	% achieving Expected Standard School			% achieving Expected Standard Local Authority			% achieving Expected Standard National		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Reading	58	78	85	61	69	71	66	72	75
Writing (Teacher Assessment)	80	80	83	68	75	80	74	76	78
Maths	87	80	85	70	75	74	70	75	76
GPS	72	93	88	69	77	76	73	77	78
RWM	55	67	77	49	60	63	53	61	64

% Achieving High Standard

KS2 Subject	% achieving High Standard School			% achieving High Standard Local Authority			% achieving High Standard National		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Reading	7	16	21	13	19	25	19	24	28
Writing (Teacher Assessment)	13	13	17	12	17	17	15	18	20
Maths	8	42	29	14	23	19	17	23	24
GPS	8	22	29	16	27	29	22	31	34
RWM	3	7	8	3	7	7	5	9	10

In writing TA, the proportion of pupils who reached the expected standard7 in 2018 was 78%, while 20% of pupils were working at greater depth. Changes made within the 2017/18 writing TA frameworks mean that judgements in 2018 are not directly comparable to those made using the previous interim frameworks in 2016 and 2017.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/743131/KS2_Provisional_publication_2018-Text.pdf

To achieve the floor standard the school must achieve sufficient progress scores in all three subjects at the end of Key Stage 2 - At least -5 in English reading, -5 in Mathematics and -7 in English Writing.

Subject	Progress Score			Confidence Interval		
	2016	2017	2018	2016	2017	2018
Reading	-0.9	1.1	2.3	-2.5 to 0.5	-0.8 to 2.9	0.6 to 4.0
Writing	2.0	1.3	2.7	0.4 to 3.6	-0.5 to 3.1	1.1 to 4.3
Maths	2.4	3.8	3.6	0 to 3.8	2.1 to 5.5	2.1 to 5.1

In 2018:

- Progress in Reading is 'above' average.
- Progress in Writing is 'well above' average.
- Progress in Maths is 'well above' average.

CARING FOR YOUR CHILD

Pastoral Care & Safeguarding

It is the responsibility of the staff to be as concerned about the welfare and safety of the children as with their educational progress. Our Safeguarding Summary Policy outlines the various policies that we follow including our Child Protection procedures. These are available in school and on the school web site.

It is of great help to your child's teacher if you let them know if there are reasons why your child may need especially sympathetic attention (e.g. recent illness, disability, serious illness of a close relative, marriage breaking up etc.).

For our part, if we are concerned about your child's behaviour or general wellbeing we will contact you to ask you to discuss this with us further. If you do have concerns about your child please contact your child's teacher. Alternatively please arrange to see Mrs Thorpe, the Head Teacher.

School clubs

Encouragement to develop individual interests and talents is given through various 'clubs' in the school. These vary from year to year but are likely to include art, drama, dance, computer skills, gardening, cookery and sports activities. Y6 may also have a homework club. These out of school activities depend heavily upon the help of members of staff which is greatly appreciated by both parents and children.

Bullying

We understand bullying as involving planned or deliberate behaviour intended to harm or cause distress to another person. It can be a one-off incident or a persistent pattern but while the latter is often more damaging both should be treated seriously.

We have a clear policy designed to ensure that :

- (a) We do all that is reasonable to prevent bullying.
- (b) We treat seriously all reports and incidents of bullying.

Please do not hesitate to contact us if you suspect your child is either being bullied or is bullying someone else.

Our policy regarding bullying is available in school and on our web site for parents to look at if they wish to do so.

School visits

Visits are seen as an important part of school life, enabling us to make learning more meaningful and enjoyable. The school has a detailed set of procedures that follow the guidelines set down by the DfE for ensuring that school visits are safe and educationally worthwhile and risk assessments are carried out whenever children are taken on trips.

No Smoking Policy

The school has a strict No Smoking policy covering the whole site. Copies of the policy are available from the school web site (www.whinneybanks.org.uk).

Security & Safety

In order to help make the school as safe as possible we seek to keep all doors shut during the school day. Parents wishing to enter the school should use the main entrance under the clock tower where you will be asked to log into our visitors system and to wear an identification badge. You must also leave school through the main entrance. Around school you may be asked to identify yourself. Please do not take offence at this. It is simply part of our arrangements for checking on visitors.

While parents may park in the school car park, the school can accept no responsibility for accidents that occur in this area. **It is essential that pupils are accompanied to and from the car park to the main pedestrian gates.** There is no direct access from the car park to the playground at the start and finish of school. **Parents should not drive along the main drive at the front of the school.**

We also ask that dogs, bikes or scooters are not brought onto the school site.

Special Needs & Disabilities (SEND)

We seek to provide each child with an education geared to his/her level of ability and need. Where children seem to be experiencing particular difficulties in learning or behaviour we will contact parents to discuss this with them. If your child does need special help in school, either because they are finding it difficult to make progress with learning or because they do not behave in an acceptable manner, they will be monitored closely by the class teacher. Each term the teacher will review your child's progress and write a brief plan for special help that will be given to your child in the term ahead. You will be invited to discuss this with your child's teacher who will probably ask you to do some regular work with your child at home.

If it is felt that your child needs more help than the school can offer or that extra advice would be helpful the school will discuss with you whether we should seek the advice of an Educational Psychologist or of the Behaviour and Learning Support Services.

As a school we are pleased with the success of our SEND procedures. Pupils' progress against clear targets is reviewed regularly, and with the support of parents they generally show sustained improvement, which often results in pupils achieving close to age related expectations.

If you would like further information about the school's approach to helping children with special needs please do not hesitate to contact the Head Teacher, Mrs Thorpe or Mrs Watson (SEND Co-ordinator).

Sex Education

We have recently updated our approach to sex and relationships education. Copies of our policy on Sex and Relationships Education and a leaflet for parents is available from the school and via the school web site. Enquiries which arise naturally within the class are dealt with at an appropriate level with due regard to moral considerations and the value of family life.

Equal Opportunities & Racial Tolerance

We aim to ensure that all of our policies and practices are supportive of equal opportunities for all pupils and we seek to avoid all forms of prejudice, stereotyping, sexism and racism. Incidents of racist behaviour are rare but are monitored closely and always reported to the LA.

Computer safety

As you may know, it is government policy to connect all schools to the internet.

As part of their learning we regularly need children to search for information from suitable web sites such as those of museums, libraries, news providers, the BBC and other educationally relevant web sites. In time pupils will also be able to exchange electronic mail with partner schools.

The school has prepared a detailed Internet Access Policy which is intended to help us make the most of the opportunities that the internet offers whilst minimising the possible risks. It includes the set of Rules for Responsible Internet Use which appear on the next page and which we expect children to keep to. A full copy of our Internet Access Policy is available in school for any parents wishing to read it.

To ensure that our pupils can access the internet as safely as possible we have purchased our internet access through OneIT, which operates a filtering system to block access to inappropriate materials. In addition all our computer screens are in public view and internet access is supervised. We therefore believe that the advantages of giving the children supervised access to the internet greatly outweigh any dangers.

While the use of the internet is now an integral part of school life and children would miss out if they were unable to use it, some parents do still have concerns about it and we consider it good practice to offer all parents the opportunity of asking that their child does not take part in lessons where they need to search the internet if they are unhappy about our security arrangements.

To date all parents have supported us in allowing their children to access the internet under the above tight conditions and we hope very much that this will continue. However, if you do not wish your child to have access to the internet please make an appointment to discuss this with the Head Teacher.



Rules for Responsible Internet Use

The school has installed computers with internet access to help our learning. These rules will help keep us safe and help us be fair to others.

Using the computers:

- I will only access the computer system with the individual login I have been given and the password I have been given or created;
- I will not tell anyone my password;
- I will not access other people's files;
- I will not bring in USB sticks or CDs from outside school and try to use them on the school computers, unless I have been given permission to do so;
- I will only use the computers for school work and homework.

Using the internet:

- I will ask permission from a teacher before using the internet;
- I will report any unpleasant material and switch off my monitor. I will report any unpleasant messages. I understand this report would be confidential and would help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the internet sites I visit;
- I will not complete and send forms or e-mails without permission from my teacher;
- I will not give my full name, my home address or telephone number when completing forms;
- Posting anonymous messages is forbidden;
- I understand that any messages or comments I post on the learning platform will be visible and checked by a member of staff.

Using e-mail:

- I will ask permission from a teacher before checking the e-mail;
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
- I understand that e-mail messages I receive or send may be read by others;
- The messages I send will be polite and responsible;
- I will only e-mail people I know, or my teacher has approved;
- Forwarding chain letters is forbidden;
- I will only send an e-mail when it has been checked by a teacher;
- I will never arrange to meet someone or give any personal information over the Internet (name, address, telephone number, name and address of school).

Taking and using photographs & recordings

Photographs to be displayed around school

We believe that it is important to celebrate the work of our pupils through displays around school and parents are very supportive of this. Photographs of children will often form part of these displays and may show their first name and we hope that all parents will be happy for this to happen. Full names will not be used. When photographs are taken down from displays children may be allowed to take them home. Alternatively they will be shredded. You will appreciate that it is very difficult to avoid children sometimes appearing in group photographs. However, should you wish individual photographs of your child not to be displayed please contact the Head Teacher and write a letter to us to this effect.

Photographs and recordings to be used on the school web site, school Twitter account and in the local press

We also believe that it is important to celebrate the work of our pupils through our web site, school Twitter account and the local press. This offers an important opportunity to share our achievements with the local and wider community.

We are fully aware of potential concerns about photographs being available both via the Internet and in the local press. To this end we operate within guidelines agreed with the Local Authority and the Department for Education to minimise potential risks to our children. Written work by children may only be identified by first names and any pictures on the web site are not accompanied by names. Where the local press wish to feature photographs of individual pupils we will always seek to contact parents beforehand if possible.

We hope that parents would wish to support this by allowing their child's work or photographs of their child to continue to be included on our website, Twitter account and in press publicity. However, if you would prefer that the web site and the local press does not feature your child we will of course respect your wishes and ask that you contact the Head Teacher and write us a letter to this effect.

Photographs & recordings taken at school events

There will be occasions during the school year where parents or carers may wish to take photographs or make a recording of their child taking part in a school activity. These activities will include school assemblies, school performances, sports events, school outings and educational visits. This may sometimes mean that your child appears in photographs alongside other children. Those taking photographs or recordings must do so on the understanding that these will always be used appropriately and not posted on any social media sites and you may be asked to sign to this effect before using a camera.

School Information Management System Photographs

A photograph of your child will be stored on our School Information Management System (SIMS).

DISCIPLINE AND BEHAVIOUR

The following statement of general principles has been agreed by the school's governing body. You will also receive a copy of our 'School Rules' leaflet which we hope you will discuss with your child. Further details on the school 'Behaviour Policy' and policy regarding the use of 'Positive handling strategies' to restrain pupils are available in school.

General Aims

In school we seek:

1. To develop pupils' self-discipline, self-respect and self-esteem and sense of responsibility for their own actions.
2. To develop mutual respect and tolerance between pupils and a sense of caring.
3. To develop pupils' respect for the adults with whom they come into contact.
4. To create the conditions for an orderly community in which effective learning can take place.
5. To develop pupils' respect for the environment in which they live and work.

We seek to achieve such aims within the framework of a pleasant and purposeful atmosphere in which pupils are encouraged to strive to improve and to achieve their best.

In particular we:

- a) Encourage children to take **RESPONSIBILITY** for their actions. We use the language of **CHOICE** and stress that children must choose either to behave in an acceptable manner or to accept the consequences. The school's understanding of acceptable behaviour is outlined in our **School Rules Leaflet**.
- b) **PRAISE** and **REWARD** acceptable behaviour rather than repeatedly focusing on undesirable behaviour. We have a 'Care Card' system in which children can earn care stickers for helpful and caring behaviour. Children are rewarded when they fill their card.
- c) Emphasise **FAIRNESS**.
- d) Seek to find the **TRUTH** about what has happened and to state this clearly before trying to fix situations.
- e) Make it clear that behaving badly does not make someone a bad person.
- f) Allow children a **FRESH START** after they have done something unacceptable.

SCHOOL MEALS

A cafeteria system is used offering a choice of menus. In September 2014 the government began funding school meals for children in Reception, Year 1 and Year 2. This does not depend on your household income. Your child has the choice of eating a free school meal or a packed lunch brought from home. Children who bring packed lunches should not bring hot or fizzy drinks or hot soup, or drinks in glass bottles or cans.

For children in Years 3 to 6 payment for school meals is collected in advance on Monday mornings. Parents should put dinner money into the envelope provided, with the child's name and class marked on the outside along with other details. ***It is important that dinner money is sent in full on Monday mornings and not in the middle of the week. Please note that any change required for dinner money will be credited to the next week.***

Free school meals are supplied to those children in Years 3 to 6 whose parents are in receipt of Income Support. Every effort is made to ensure that there are no distinctions between children receiving free school meals and those who pay. If you think your child may be entitled to free school meals please contact the School Office or the Education Offices for further information.

It is possible to change from school meal to packed lunch at the beginning of the week and any change of arrangements must be notified in writing, by the parent, to the school office at least one week before the change is to take effect. We regret that failure to do this may result in you being expected to pay for any meals ordered for your child by mistake.

Finally, we must stress that it is not possible for us to order a meal for a child after 9.30 a.m. It is therefore essential if your child is coming to school late due to a dental appointment etc. that you let the school clerk know the day before if you wish a meal to be ordered.

Any children coming to school late must report to the school office on arrival. Failure to do so may result in no dinner being ordered for them.

HEALTH AND EMERGENCIES

If your child is unwell please do not send him/her to school. The condition may get worse and it is not always possible to provide the care that a sick child needs or to contact the parent. Children who have suffered with sickness or diarrhoea should have two days clear of symptoms before returning to school.

Emergencies

We often need to contact parents quickly, usually because of a child's illness, a toilet accident or because of an accident that needs treatment.

It is vital that we have an UP-TO-DATE telephone number (home, work, neighbour, friend) so that we can contact you quickly and easily in cases of emergency. Parents are therefore asked to fill in, and keep up to date, an EMERGENCY ARRANGEMENTS form.

P.E./Swimming

If your child is unable to take part in these activities for any reason he/she must bring a note, signed by the parent, to the teacher.

Medicine in school

Would parents please note that in view of the possible effects of any mistakes made in the giving of medicine to children the following policy should be followed at all times.....

Wherever possible doctors should be asked to prescribe medicines in such a way that it is not necessary for them to be taken during school hours. In exceptional circumstances the school may be prepared to supervise a child taking a necessary medicine. In such cases parents should contact the School Office in person to complete the necessary forms. We regret that if a child simply arrives at school with medicine we cannot allow them to take it and cannot be held responsible for any ill effects resulting.

Asthma

We firmly believe that all pupils with asthma should be able to take part in all aspects of the curriculum and to this end we ask all pupils with asthma to carry an inhaler with them at all times. Parents of pupils with asthma are asked to inform the school and fill in a health form giving permission for the child to carry an inhaler with them at all times. Parents must also provide a spare inhaler to be kept at the school office. Further details of the school asthma policy are available from the Head Teacher.

ADHD, Anaphylaxis (severe allergy), Diabetes, Epilepsy

Parents of children with medical conditions such as ADHD, which may require regular administration of drugs such as Ritalin, or with conditions such as diabetes, epilepsy or severe allergies which may require quick emergency action, should contact the Head Teacher to discuss the child's condition and to draw up an individual health care plan.

Wetting and soiling accidents

When children have regular toilet related accidents parents will be asked to come into school to agree a way forward.

SCHOOL CLOTHING

Uniform - We ask that all children wear the school uniform which is as follows:

- Bottle Green jumper/sweatshirt
- Grey or black skirt/trousers/jogging bottoms
- White T-shirt
- **Flat** sensible shoes/trainers – it is particularly important that children do not wear shoes with high heels as the children take part in physical exercise every day.
- Checked green dresses in summer

For P.E. all pupils should wear a white or green T-shirt and black or green shorts. Children from Nursery to Y3 should also have a pair of soft P.E. shoes and are not allowed to wear trainers. For children from Y4 to Y6 trainers are permitted provided that they have flexible soles. During the winter months pupils may bring a track suit to wear for outdoor P.E. provided it is not also worn for the rest of the school day.

If children do not wear uniform for any reason they should wear something equally smart in green, black, grey or white. Other colours are not allowed. Children are not allowed to wear sports clothing (such as football strips) or jeans in class. If they arrive wearing unsuitable clothing they will be given a clean school sweatshirt or T-shirt to wear for the day.

Please note that we do not allow pupils to wear make-up, nail varnish, jewellery (other than small stud earrings), or other items such as indoor scarves in school.

If children are going out of school on trips or to represent the school in competitions they will be expected to wear a school uniform.

To help parents we sell bottle green sweat shirts, embroidered with the school logo. These are available from the School Office at a cost of £8.00. We also sell P.E. T-shirts & shorts embroidered with the school logo at a cost of £4.25 each. Book bags and P.E. bags are available for £4.00 and water bottles for £1.00.

The following also provide a full range of uniform complete with the school logo:

- www.myclothing.com
- Elizabeth's Embroidery, 8 Richardson Road, Stockton on Tees, TS18 3LJ.
Tel: 01642 674973 Web site: www.elizabethembroidery.com
- Dimensions Screen Print & Design, Unit 2 Victoria Street, Middlesbrough.
Tel. 01642 244604

It is helpful to school if all articles of clothing have the name of the owner clearly marked. If children lose clothing that is not named, especially coats, it is very difficult to find the item and return it safely to its owner.

The provision of a named shoe-bag of the drawstring type is very useful. Large bags of this sort may be purchased from the school office at the cost of £4.00. Alternatively pupils should bring their P.E. kit in a plastic carrier bag. Parents should note that we do not allow pupils to bring large, expensive sports bags to school.

Children attending swimming lessons should be provided with a towel and costume from home. They should not bring toiletries such as talc or sprays.



PARENTS AND SCHOOL

There is little doubt that your child's enthusiasm will increase if you take an active interest in what they are doing in school by talking to them about their work and by attending consultation evenings etc.

Talking to your child's teacher

An opportunity for all parents to meet their child's teacher for a short discussion about progress is given twice a year and at a Spring Term Open Afternoon. Parents are always welcome to come to school to discuss concerns with the child's teacher. If you wish to do so we do ask for your cooperation in two ways which will help this happen more easily:

Firstly, if you wish to speak to a teacher please come to see them well before school starts. School starts at 8.50 a.m. promptly and at that time teachers must be free to teach their classes. Parents who come to speak to the teacher when the bell goes at 8.50 a.m. or who are already talking to someone at that time will politely be asked to leave.

Secondly, if you need to talk to a teacher or look for lost property would you please come into school via the main entrance. Parents coming into school through other entrances will be asked not to do so and to use the main entrance instead.

Letters

You will receive quite a few letters from school about things that are happening. Unfortunately children often forget to show these to parents and we do urge you to ask them from time to time if there are any notes from school. You will also find lots of information on our website: www.whinneybanks.org.uk where you can also download our App which will help you to keep up to date with school events.

Reports

Reports of pupils' progress are given to parents in the summer term at the consultation evenings.

Helping in School

Parents' help in school is greatly appreciated as it means we can give your children more individual attention and a wider range of experiences. We are always very keen to enlist the help of more parents and if you feel you could help in some way please talk to your child's class teacher or Mrs Thorpe. An hour a week really is very valuable and really does make a difference.

The Home School Agreement

Early in the new academic year you will be sent a copy of our Home School Agreement. This sets out what we aim to do in school, how you can support us and what we expect of your child. We will ask you and your child to sign this and return it to school. We believe that this agreement is an important part of keeping a close working relationship between home and school and we hope that you will support it fully.

Homework

A copy of our policy on homework is enclosed and we hope very much that you will encourage your child to complete all tasks that are given.

Our Home School Book

While parents of younger children almost always bring their children to school and so have an opportunity to talk to teachers whenever they need to, this is not always the case for the older children.

Children from Y3 onwards therefore have a **HOME - SCHOOL BOOK**
Please look at it regularly with your child.

Its purpose is fourfold.....

- 1) It is somewhere that you can write a message to the teacher if you are pleased or concerned about something.
- 2) It is somewhere the teacher can write a message to you if he/she is pleased or concerned about something.
- 3) It will include reminders about things such as when your child needs to bring a P.E. kit etc.
- 4) Finally, it may also include details of HOMEWORK the children are asked to do. This could include 'regular homework' such as reading to you or learning tables and spellings and 'occasional homework' such as finding something out from the local library or completing a maths problem.

Family Liaison Officer

Our Family Liaison Officer is Karen McKeown.

What does a Family Liaison Officer do?

A Family Liaison Officer's role is mainly to support you and your child to get the very best from your school by providing support, advice and information. They will help you with any worries you may have in relation to your child's education, behaviour or attendance and provide support on how best to deal with it.

Family Liaison Officer's will aim to support and help you in the following ways:

- Provide direct and confidential support with parents/carers in a school context.
- Offer support with your child's behaviour.
- Provide information about school matters.
- Give opportunities to meet with other parents/carers through regular events.
- Provide families with learning opportunities.
- Offer a home visit.
- Provide access to parenting programmes.
- Put you in touch with other services that can help.

What does a Family Liaison Officer aim to achieve?

- Build your confidence in dealing with difficult parenting issues and behaviours.
- Support better achievements and attendance at school.
- Promote adult and family learning in school.
- Help you to speak with the school.

If you would like to talk with the Family Liaison Officer please contact the school for an appointment.

OTHER IMPORTANT INFORMATION

JEWELLERY and OTHER VALUABLES INCLUDING MOBILE PHONES

For safety reasons most items of jewellery are not permitted in school (e.g. dangling earrings, finger rings, necklaces). If children do wear stud earrings they must remove them for PE AND SWIMMING. This rule is enforced very strictly for health and safety reasons. If children are having their ears pierced we strongly advise that this is done at the start of the 6 week holiday to prevent problems with PE and swimming. Parents must realise that the school can accept NO responsibility for any jewellery or other valuables (e.g. watches, money) that children bring with them and we therefore prefer children not to bring any jewellery or valuables at all.

Make-up, including nail varnish, and items such as indoor scarves are not allowed. Mobile phones and other electronic equipment or games are not allowed. If they are brought into school they will be confiscated and will need to be collected by a parent.

LOSS OR DAMAGE TO PERSONAL PROPERTY

The Council/L.A. cannot hold itself responsible for the loss or damage to personal property of staff or pupils except where it can be shown or proved that the Council/L.A. has been negligent or has otherwise contributed to such loss or damage.

ADMISSIONS POLICY

We hope to welcome your child into Nursery as early as possible following their third birthday, although this is often not possible due to the high demand for places. Children are admitted in line with the Local Authority admissions policy. Details of this can be obtained from:

School Admissions, Middlesbrough Council, Ground Floor, Civic Centre Middlesbrough,
TS1 9FZ
School Admissions Enquiries: 01642 201890

Admission into full time school takes place in September for all pupils.

TRANSFER TO SECONDARY SCHOOLS

At the appropriate time we liaise with the secondary school of your choice.

Transition visits are arranged during the summer term to facilitate as smooth a transfer as possible. Continuous liaison with the secondary schools exists, allowing for contacts throughout the school year, to the benefit of the children.

The Local Authority issue a booklet to inform parents of the provision for secondary education. This is made available at the appropriate time.

WHINNEY BANKS PRIMARY SCHOOL

DATA PROTECTION ACT 1998 and General Data Protection Regulations – PRIVACY NOTICE

We, Whinney Banks Primary School, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school, the local authority, the government and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care.
- Assess how well your school is doing.
- Keep you safe (food allergies or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collection.

This information includes your contact details, national curriculum assessment results, exclusion information, attendance information and personal characteristics such as your ethnic group, language, nationality, country of birth, free school meal eligibility, special educational needs, unique pupil number, photograph, safeguarding information including support, care packages, plans and support providers, CCTV images and any relevant medical or behavioural information.

In addition for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role. However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please inform *your Secondary School* if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the LA website.

We do not share personal information about you with anyone outside school without permission from you or your parents/carers, unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with the Department for Education (DfE), local authorities, educators and examining bodies, Ofsted, suppliers and service providers – so that they can provide the services we have contracted them for, financial organisations, auditors, health authorities, health and social welfare organisations, professional advisers and consultants, police, courts, tribunals and social media platforms (Twitter). We may also receive and share data about pupils with other organisations including, but not limited to, other schools and the Speech and Language Therapy Service

We are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DfE). To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research. The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data. You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.middlesbrough.gov.uk/dataprotection> and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

If you want to see a copy of the information about you that we hold and/or share, please contact Mrs Thorpe.

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- | | |
|--|--|
| <ul style="list-style-type: none">• Data Protection Officer
Middlesbrough Council Members' Office
PO Box 503
Town Hall
Middlesbrough
TS1 9FX | <ul style="list-style-type: none">• Ministerial & Public Communications
Department for Education
Piccadilly Gates
Store Street
Manchester
M1 2WD
Website: www.gov.uk/DFE |
|--|--|

Telephone: 0370 000 2288

PUBLIC ACCESS TO DOCUMENTS & SCHOOL WEB SITE

The school web site will be found at www.whinneybanks.org.uk. Many key documents such as the Child Protection and Equalities policies are available on the web site.

The Freedom of Information Act requires schools to be clear about the information they publish. We have produced a Publications Scheme setting out all the information that we publish on a regular basis and where to find it. If you wish to see this scheme please ask at the school office. Requests for information or documentation should be made in writing to the Head Teacher.

PROCEDURE FOR CHARGING AND REMISSION OF CHARGES

The school has adopted the Local Authority policy on charges and remissions, full details of which are available in school.

In addition parents may, during the course of the year, receive letters requesting voluntary contributions towards the costs of school trips or towards the cost of materials required for cooking, craft work etc. We appreciate the almost total support parents give on these occasions as it allows us to give the children a variety of experiences that would otherwise be impossible for us to fund.

COMPLAINTS ABOUT THE SCHOOL CURRICULUM AND OTHER RELATED MATTERS

From time to time parents, and others connected with the school, will become aware of matters which cause them concern. To encourage resolution of such situations the Governing Body has adopted a "School Complaints Procedure".

The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly through the correct procedure
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur.

Full details of the procedure may be obtained from the School Office or web site.

PLEASE NOTE

The information in this brochure was prepared and published in June 2019 and relates to the 2019/2020 school year, commencing in September 2019 and the particulars it contains (about the school year) were correct at that time. It must not be assumed that there will be no changes affecting the relevant arrangements or certain matters before the start of, or during the 2019/2020 school year or in respect of subsequent school years, arising, for example, from variations in government or Local Authority policy for education.

Please keep this booklet for reference and add or amend items, as it becomes necessary.