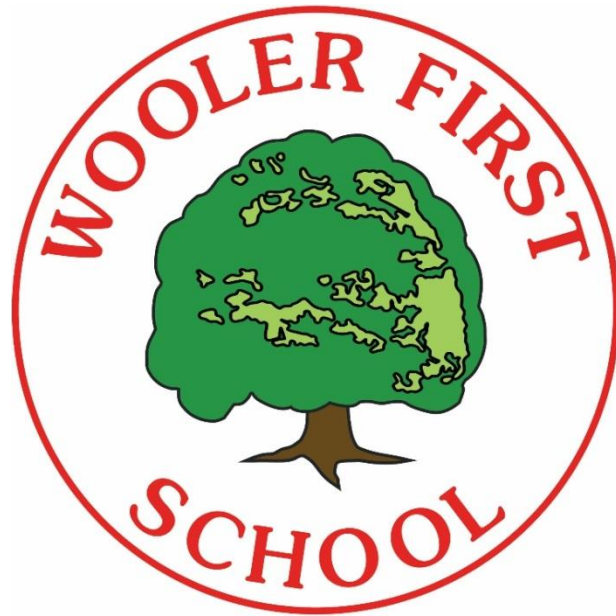


School Booklet

Information for Parents



Explore, Learn and Grow Together

2024 / 2025



NORTHUMBERLAND
COUNTY COUNCIL

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Introduction

Welcome to Wooler First School

This booklet provides information concerning Wooler First School and Little Acorns Nursery, for the parents of pupils who are expected to enter the school from within the catchment area, and also for other parents who wish to know about the opportunities available.

If you would like to visit the school, we would be delighted to show you round. Please contact the school office to arrange an appointment.

Telephone: 01668 281470

Email: woolerfirst@woolerandglendale.co.uk

Website: www.wooler.northumberland.sch.uk

Nursery email: preschool@woolerandglendale.co.uk

Information concerning the general arrangements in Northumberland is given in the Primary Admissions Handbook available on Northumberland County Council Website which is available for parents of pupils who are starting in Reception or transferring schools next September. Parents will be requested to apply for a place online at:

<https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx>

Parents who reside outside the school's catchment area who wish their children to attend the school may apply by completing the online application. Parents will be informed by the admissions department in County Hall whether a place at the school is available for their child.

The details contained in this prospectus are correct at the time of printing.

2- School Staff

Headteacher Mr M Deane-Hall
Deputy Head Teacher Miss V Symons

Teaching Staff

Reception- Oak Class
Miss V Symons / Mrs M Cockroft

Year 1 - Cherry Class
Miss R Moscrop (SEND)

Year 2 - Cedar Class
Mrs. Alexander/ Miss. Symons

Year 3 - Willow Class
Miss D Matthews

Year 4 - Maple Class
Miss Katy Malthouse

Music Teacher
Mrs H Humphreys

Classroom Support Staff

Mrs M. Cockroft	Higher Level Teaching Assistant
Mrs. J. Tait	Teaching Assistant
Mrs. M. Lewin	Teaching Assistant
Miss. J. Scott	Teaching Assistant
Mrs. J. Ross	Teaching Assistant

Nursery Staff

Miss V. Symons	Deputy Nursery Leader
Mrs M. Brown	Nursery Officer
Mrs I. Carr	Nursery Assistant
Mrs L. Devlin	Nursery Assistant

Administration

Mrs N Revell	Schools Business Manager
Mrs M. Beveridge	Administrative Assistant
Mrs G. Brown	Nursery Administrator

Lunch Time Supervisors

Mrs. L. Walsh - Senior Lunchtime Supervisor
Mrs G. Brown
Mrs. C. Shultze

Swimming Instructor	Mrs J. Ross	
	Miss. J. Scott	
Forest School Leader	Mr. M Deane-Hall	
	Mrs. D. Matthews	
	Mrs. J. Ross	
	Miss. K. Malthouse	
Premises Staff	Mr. J. Pearse	Caretaker
	Mr R. Lowrey	Assistant Caretaker
	Mrs C. Schultze	Cleaner
	Mrs J. Hunter	Cleaner
	Mrs K. Lawes	Cleaner
	Mrs H. Dziadosz	Cleaner
Kitchen Staff	Mrs. C. Jeffrey	Catering Manager
	Mrs Y. Daring	Assistant Catering Manager
	Mrs C. Schulze	Kitchen Assistant
Football Coach	Trident Soccer	
Piano/Violin Teacher	Mrs. J. Frost	

3- The Federated Governing Body

Chair Person: Mr David Wilson

Correspondence for Mr Wilson should be sent c/o Wooler First School, Little Acorns Nursery and Glendale Middle School

Vice Chair: Mrs Kate Logan

Name	Status	Appointment Dates
Mr David Wilson	Community	
Mrs Gillian Brown	Staff	01/05/2019- 30/04/2023
Mr Mike Deane-Hall	Staff	01/05/2015-
Miss Victoria Symons	Staff	01/05/2015- 30/04/2023
Mr John Pearse	Staff	01/09/2016- 31/08/2024
Mr Geoff Tong	Staff	22/01/2019 - 21/01/2023
Mrs Kate Logan	Parent	05/01/2022 - 05/01/2026
Mrs Dawn Holman	Parent	01/03/2022 - 01/03/2026
Mrs Susan Turner	Community	16/06/2022 - 16/06/2026
Mr Rob Parson	Community	16/05/2023 - 16/05/2027
Mr Jo Logan	Associate	- 10/01/2028
Mr Myles Mahon	Parent	

4- A letter from the Headteacher

Dear Parents

Wooler First School is situated in a rural location at the gateway to the Cheviots. Our children are happy, energetic and hard working. We believe every child has an entitlement to access a full, rich and varied curriculum. Therefore, we aim to provide an exciting, motivating and quality education for children through effective organisation, committed knowledgeable staff, well managed classrooms with high expectations and high standards of achievement and excellent behaviour.

You will find our school a safe, very caring and supportive environment. All our staff are dedicated and committed to bringing out the best in every child and we are very proud of their achievements. Children attending Wooler First School have great opportunities to participate in a wide range of curricular activities including violin, piano and penny whistle music lessons, football, gardening, Forest School, and Cooking. We are very proud of the fact that no child leaves Wooler First School without being able to swim and feel this is particularly important given our rural location where we are surrounded by ponds and rivers and the short distance to the coast.

Our school has a strong community spirit and a well-established P.T.A. We strive to encourage the children to look beyond the school and learn about their world in the broadest sense and we have close links with local schools and churches in our area. In 2015 we saw an exciting change for our school as we opened Little Acorns Nursery and moved site to share facilities with Glendale Middle School. This has created a vibrant learning community for children from 2 years old to 13 years old serving the Glendale area. This means that we are working increasingly closely sharing knowledge, skills, expertise and facilities to ensure your child's learning journey from Nursery to the end of Middle school is happy and successful.

We look forward to welcoming you and your child to our school.

Yours sincerely

M Deane-Hall

Mr Deane-Hall

5- The Aims of Wooler First School

The School aims to provide the children in its care with an excellent all-round education

Our children are the stars of the future. In our school children's happiness is of extreme importance. We know that children learn best when they feel happy and secure and because of this we place great emphasis on:

- Developing children's self-confidence and self-esteem
- Making learning fun!
- Developing a love of learning
- Encouraging each child to develop to his/her full potential
- Working in partnership with parents & local community in the education of our children.

We are here to help your children to become the best they can be. It is our aim for your children:

- To develop an enthusiasm for learning
- To have confidence using words, numbers, computers and exploring technology
- To have fun and be confident to explore their imagination and creativity
- To be an independent learner and achieve their best in everything they do
- To be proud of themselves and feel confident to express their individuality
- To have made it their way of life to treat everyone with respect and kindness
- To value their community, the richness of other cultures and the world we live in
- To understand and promote the importance of being active and healthy



6- Vision Statement

"Explore, Learn and Grow Together"

Our 'vision' for Wooler First School is to foster children who have enthusiasm for learning.

We will provide this by:

- providing a stimulating learning environment, a rich curriculum and skills-based approach for all learners. The children learn through cross-curricular topics based on first hand experiences, participating in a wide range of activities and educational visits.
- maintaining, developing and expecting high academic standards and high standards of behaviour for all children.
- encouraging our children to think of themselves as part of the wider community. Enriching the children's cultural experiences by expanding their horizons through exploration of the local area and the wider environment beyond Wooler.
- giving opportunities to engage in a range of sporting activities and sports festivals. We take pride in teaching all of our children to swim.
- giving opportunities to experience Forest School.
- giving opportunities to experience and take part in a range of creative activities such as art and music.
- giving opportunities to become confident and safe users of computers & technology.
- giving opportunities to participate in extra-curricular clubs.
- giving opportunities to learn how to prepare / cook healthy food.
- giving opportunities to develop as good listeners who are confident to speak in a group / public.
- giving opportunities to establish the pupil voice through development of a school council.



7- Admissions Policy

The statutory dates for a child starting school in any academic year are as follows:

- Children whose 5th birthdays occur between 1st September and 31st December (inclusive) start school in the September Term.
- Children whose 5th birthday occurs between 1st January and 31st March start school in the Spring Term.
- Children whose 5th birthday occurs between 1st April and 31st August start school in the Summer Term.

However, here at Wooler First School most children start school in the September of the academic year in which they are five. Children start their time in Reception all together at the start of the academic year each September. Places in Reception and throughout the school are allocated in accordance with Northumberland County Council Admissions Policy.

If parents want their children to start school in the Reception Year other than in September, then they should discuss this with the Headteacher.

If you feel that your child may not be able cope with a whole day at school then do discuss the matter with the Reception Class teacher who will be pleased to make arrangements which will be suitable for your child's individual needs. Children are only admitted to the reception class in the academic year that they turn 5. We do not admit children at a younger age.

To apply for a place in reception please go to school admissions on County Council website <https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1.aspx> where you will also find the Northumberland First & Primary School Admissions Handbook:

The Online Portal for Admissions to reception in first and primary school places usually opens on the 1 November and close on the 15 January. Please check with Northumberland County Council website for more information.

If your child is on our register the details will be sent to you in good time, please ensure you complete them promptly. School will advise you further where to find the forms if you require help.

Nursery

The Nursery can offer places to children from the age of 2yr old. Please see a member of staff about this or contact Mrs Gillian Brown in our nursery on 01668 282296. All Please check the Government's Childcare Choices for further details on how to get help with childcare: <https://www.childcarechoices.gov.uk/how-apply-help-childcare-working-parents> . Please also see the separate Nursery Booklet for further information.

8- Communication

Newsletters

We write newsletters which are sent to all parents and carers and are put onto the school website before school holidays.

Text Messages and emails

These are our most preferred methods of contact with you and are used on a fairly basis

School website

Visit the school website for current news, events diary, our photo gallery, information on the curriculum and much more.

www.wooler.northumberland.sch.uk

If you have any concerns, please come and talk to us. We are always happy to see you.

9- School Uniform - a sense of belonging

We believe in encouraging high personal standards of dress. Our uniform helps to give the children a sense of pride in their school community and helps the children to feel part of our school family.

We hope you find our uniform highly practical and smart. Through our uniform we emphasise being part of a whole school family.

School uniforms can be ordered from Border Embroideries on www.beschoolwear.co.uk or My Clothing on www.myclothing.com.

- Black or grey trousers/shorts (knee length) / skirt / pinafore / summer dress (knee length)
- Red or white polo shirt / school shirt
- Red sweatshirt or red jumper/cardigan
- Black shoes (must be flat - not trainers)
- Black or white socks / black, red or grey tights
- Waterproof coat

All clothing must be clearly named.

Every child should have a school book bag. These are essential as they are used for letters and important communications between home and school. They are also used to transport and keep safe books, reading diaries and learning resources during your child's time at school.

We recommend that your child wears a coat to school in all weathers. As our climate is quite changeable they often need a coat to warm them at break times. Coats should have a 'tag' from which they can be hung.

Indoor PE Kit PE bags should only be taken home at the end of each half term for laundering.	Outdoor PE Kit To be sent into school at the beginning of every week.
T-shirt - plain red Shorts - plain black Socks - black Plimsolls	Joggers / track suit - plain black T-shirt - plain red Shorts - plain black Socks - black Trainers in a shoe bag
<p>All clothing must be clearly named.</p> <p>Children are not permitted to wear designer sports-wear.</p>	

Please do not let your child wear plimsolls that have black soles as these tend to indelibly mark the hall & gymnasium floors. Leotards can be worn for gymnastics lessons. **All items should be named** and kept in a **named** drawstring PE bag.

Children are encouraged to wear gym shoes or plimsolls during PE lessons.

If possible, it is helpful not to wear tights on PE/swimming days.

If your child has lace-up shoes please help them by teaching your child how to tie laces.

- **Footwear**

Please send your child to school in sensible footwear (plain black shoes). Shoes with raised heels, open toes and shoes with straps are not suitable for the rough and tumble of the playground.

If wellingtons or boots are worn in wintertime children **must** bring a change of shoes for indoor use or they will be asked to wear their PE plimsolls. Again, all footwear must be named.

- **Swimming**

One-piece swimming costume / trunks, swimming hat (available through school for £1.50) and a towel. These should be clearly named and put in a bag which is also easily identified. Please do not send goggles as they hinder progress of swimming.

- **Jewellery & Hair**

We do not allow the wearing of any jewellery other than watches or items having religious significance but these must be removed for PE and swimming. If you wish to have your child's ears pierced, please do so during the first week of the summer holidays. Piercings must be removed on their return to school.

Medical identification bracelets may be worn by children who have significant medical needs eg. Diabetes or epilepsy.

If parents wish to have their child's hair dyed, they should ensure that the end product looks natural, i.e. no reds, yellows, greens, pinks, stripes, etc.

We embrace all hairstyles but styles should exclude extreme/severe cuts, differences in lengths and/or designs and patterns cut into the hair. Pupils with long hair should tie it back for safety reasons.

10- Lost Property

We encourage your child to take care of their school clothing and property.

The school has a lost property box, which sadly often contains unnamed and unclaimed items. Please label everything with your child's name. Name labels can be purchased or names can be written using a pen, but should be rewritten frequently as they disappear through wear and washing. Any unnamed and unclaimed uniforms will be washed and sold at a second-hand uniform sale at Wooler First School's PTA events throughout the year.

11- Lunchtimes

Lunchtimes take place as follows:

- Oak Class finish their morning at 11.50 am ready for their lunch
 - Cherry and Cedar Classes finish their morning at 11.55am ready for their lunch
 - Willow and Maple Classes finish their morning at 12noon ready for their lunch
- All children return to afternoon lessons following registration at 13.00pm.

Lunchtimes are supervised by staff who look after the children in the dining hall and on the playgrounds.

Children of First School age are growing fast and hopefully becoming more active. Children's energy and nutrient needs are high in relation to their body size compared to adults. Wooler First School was accredited 'Healthy School' in 2009 and in line with government initiative we ask parents to consider carefully the contents of packed lunches. Sweets, crisps, confectionary, nuts, fizzy or sweetened cordial drinks are not allowed. It can be a challenge to keep packed

lunches varied, interesting and healthy but there are a number of websites <https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/> which offers some brilliant packed lunch ideas. Glass drink containers or hot drinks are not allowed. Water can only be consumed if contained in a clear bottle. These can be purchased from the school reception. **No nut-based products allowed as there are children in school who have allergies.**

a. School Meals

The government has placed a duty on schools to ensure that every child is healthy and has invested hugely in improved school meals, free fruit for schools and **The School Food Trust** which encourages healthy eating. Eating healthily is important because it will help children to:

- Be fitter and healthier now and later in life.
- Learn more quickly and behave better.

Our School meals are freshly prepared each day by our school kitchen team. Meals in school conform to government nutritional guidelines with less sugar, fat and salt and more fresh fruit and vegetables. School lunches also provide a good balance of "complex carbohydrates" such as pasta, rice, bread or potatoes with dairy and other protein foods.

The school provides a daily two course meal which is cooked fresh on the premises. The menu is available on the school website. Social interaction is an important aspect of the lunch period.

b. Dinner Money

All dinners are paid in advance. The price of a meal is £2.40; school dinner money is to be paid via the online payment system SchoolMoney/Eduspot. You won't need to sign up to this system as this is done automatically through the school and as long as you have provided us with up to date contact details we will send you a password. This password will give you access to your SchoolMoney/Eduspot account. The school office will also provide instructions on how to first login.

c. Universal Infant Free School Meals and Free School Meals

From September 2014 all infant children (Reception, Year 1 and Year 2) are entitled to a free school meal each day.

Although your child in Reception, Yr1 and Yr 2 is entitled to receive Universal Free School Meals, you may also be entitled to income related Free School Meals.

The wording of both offers is very similar and can be confusing. Universal Free School Meals are offered to all children from Reception class to Year 2 regardless of individual financial circumstances. Free School Meals are income related and may offer additional personal benefits.

We can see from the demographic of our two schools that only a few parents apply to income related Free School Meals in the early years of a child's education. This results in very important funding missed out by Wooler First School to support our budget.

Free meals are also available for children of eligible families in Year 3 and Year 4. It is very important that families who think that they are entitled to Free School Meals complete the registration form as the school receives additional funding for each child registered which can be spent on improving educational outcomes. If you believe that you may be entitled to Free School Meals, please apply and if you are successful the school will automatically receive this additional funding:

<https://www.northumberland.gov.uk/Education/Schools/Meals.aspx>

d. Packed Lunches

Provisions are made for children to bring packed lunches to school. Please make sure that your child's name is on the box. Packed lunches must be a healthy balanced lunch. They should not contain chocolate, sweets, nuts or fizzy drinks.

Please read our packed lunch policy to see school expectations. If you would like a copy of the school Packed Lunch Policy please contact the school office.

e. Milk

Milk is available in school. Milk money is paid in advance at the end of the previous term (July, December & March). Free milk is provided to pupils under 5 years of age for the whole of a particular term. Milk is payable from the term your child turns 5.

All pupils eligible for Free School Meals are entitled to receive their milk free of charge. Pupils in receipt of Universal Free Meals do not qualify for free milk.

12- School Fruit and Vegetable Scheme

Under the Government's Fruit and Vegetable Scheme, each child aged four to six will be entitled to receive a piece of fruit or vegetable each school day. The fruit and vegetables will be fresh and of good quality. The aim is for the children to have a positive and enjoyable experience of fruit and vegetables. Key Stage 2 pupils are welcome to bring a fruit or vegetable snack from home to eat during morning break time. (Sweets, cakes, crisps biscuits and snacks masquerading as fruit etc. are not permitted).

All children have regular access to drinking water throughout the day.

All Children should bring a named clear water bottle to school every day. Children are provided with one when they start school. (Please note that juice or other types of drink are not permitted.)

13- Arrangements in case of Absence

Good attendance is essential for all children and attendance data is recorded carefully and is monitored. The Education Welfare Officer regularly checks attendance registers. We aim for all children to achieve 96% attendance or better each year.

Therefore, if your child is absent from school for any reason:

- Please **always** telephone or email the school before 9.00 am on the first day explaining the reason for absence by ringing 01668 281470 or emailing

woolerfirst@woolerandglendale.co.uk so the absence can be authorised (answer machine messages can be left out of school hours).

- In the case of long absences continue to keep the school informed throughout.
- When your child does return to school send a short note to confirm the absence. This will be proof that your child has not had an unauthorised absence.
- Dental appointments and other appointments should be arranged for out of school hours or school holidays.

• Leave of Absence Forms

The law changed on 1st September 2013. Absence from school during term time is discouraged and will only be authorised in exceptional circumstances. Please note: Family holidays, outings and celebrations are not counted as exceptional circumstances and will therefore be recorded as unauthorised absence.

Family holidays should take place during school holidays. We are required by law to record all reasons for absence.

Please note: Any child who arrives after 8.55 am will be recorded as 'late'.

Absence for holidays is not permitted at any time during September when children are settling into the new school year or **during the period of assessments that normally take place between February and the end of June.**

14- Arrangements in Case of Accident or Illness

If your child becomes ill or has an accident at school we may need to contact you quickly. Please give the school a telephone number or address where you can be reached in such an emergency. **It is most important that this information is kept up-to-date.** If it alters in any way, please let the school know at once.

a- Medicines

Current regulations state that staff should not administer medicines to pupils. In exceptional circumstances approved oral medication that is prescribed for 4 times a day (or if the medication dictates a dosage at a set time) may be administered

by staff. All medication must be handed in to the school office in its original container as prescribed by the pharmacist and include your child's name and prescriber's instructions. A parental authorisation form must be signed by the parents/carers. Parents may come into school to administer medicine if they wish to do so. We will only administer oral medicines. We will only administer calpol, eye drops, etc. in exceptional circumstances.

If your child has asthma a parental authorisation form must also be completed in the school office. If your child needs an inhaler in the classroom please ensure that this is clearly named and it is your responsibility that it is kept up to date.

If your child requires long term medication, you will be required to sign for the quantities and dosage of medicine into the medicine log book at the time it is brought into school. Occasionally children require on-going medical treatment. In these cases, a medical protocol will be created (one may be received from medical professionals) and agreed between home and school. Parents will be expected to confirm protocol arrangements in writing and keep the school updated regarding any changes required.

b- Infections

Sickness and Diarrhoea - Coughs and Sneezes etc.

It is important that children do not return to school too soon after an illness to help prevent the spread of infection to others. We follow the Health Protection Agency recommendations that you keep children off for at least 48 hours after sickness, diarrhoea, flu etc.

c- Head-Lice

It is the parents' responsibility to regularly inspect their children for head-lice. It is also their responsibility to inform the school at once if they find them. If a child is identified in school as having headlice parents will be contacted to request that they come and collect their child, treat the infection and return their child to school. If families are unable to collect their child we will sensitively manage the child's contact with others during the school day. At all times the school deals with such instances sensitively and discreetly.

15- Travelling to and from School

If you bring your child to school in a car, please ensure that you park safely and with consideration to others. You must **never** park in the school bus/taxi bays (the parking spaces that are adjacent to the grass at the front of the school), or where you would cause an obstruction. It is far better for children to walk to school; even a short walk is highly beneficial. We encourage families to walk to school - parking a short distance from the school and then walking in is beneficial to health, will reduce pollution & congestion around the school and improve safety. Please always park showing respect for our neighbours.

a. School Transport Children

If you live out of Wooller your child may be eligible for free school transport. Please apply online. All children who travel on school transport are issued with a bus pass.

School is not responsible for day to day arrangements with the transport providers. Parents must liaise directly with the driver or transport company if they are changing from their normal daily routine and also inform the school office.

Further information regarding school transport can be found on the NCC website:

<http://www.northumberland.gov.uk/Education/Schools/School-transport-1/Transport.aspx>

If for any reason the school transport does not arrive to collect your child in the morning and you decide to bring him/her to school yourself, then you must check that there will be transport available to return your child in the evening. Please inform school to let staff know what the arrangements are.

b. Service Bus Children

If your child does not have a bus pass but you wish to use a Service bus morning and evening, please inform us in writing. However please be aware that although school staff will ensure your child gets on the bus at the school gate, the school has no responsibility for your child's safety after this point.

If your child travels home from school on a service bus and you decide to change this arrangement, then you must let the school know.

Remember! Small children are easily confused. Any change in your child's arrangements for going home after school must be communicated by you to the school office, by telephone or a letter in your child's bag. Please do not email after 2pm as we cannot guarantee the message will be received in time to pass to the children before they go home. If you do not do this then the school will assume that the normal arrangements still apply.

Parents are responsible at all times for ensuring that their child is well-behaved on the bus.

16- The School Day

School starts at 8.55am. Staff are on duty from 8.30am to receive children using school transport - all other children should arrive at school no earlier than 8.45am.

a. School starts

Morning	8.55 am	
11.50 am	Lunch	Oak Class
11.55 pm	Lunch	Cherry Class & Cedar Class
12.00 pm	Lunch	Willow Class & Maple Class

Afternoon registration at 1pm

End of the day

Oak - 3.15pm

Cherry/Cedar - 3.20pm

Willow Maple - 3.25pm

The morning sessions have a break for 15 minutes. Where appropriate KS1 children will have a break for 15 mins during the afternoon session.

b. Nursery starts

9.00 am - 12.00 pm	Morning Session
12.00 pm - 1.00pm	Lunch (included in afternoon sessions)
1.00 pm - 3.00 pm	Afternoon session

Wrap-around childcare is available within the nursery from 8am to 5.30pm - please speak to a member of the school office team regarding this service.

c. Beginning of the Day

Children to arrive at school no later than 8.55am and go straight in to classrooms where they will be greeted by their teacher. Please be aware that before this time your child is your responsibility. We have found that it is far better for parents to drop off their children and then depart from the school site promptly. This reduces congestion around the school site in the mornings and also helps our younger children to separate from parents more easily. For our children who arrive at school using school transport a member of staff will be on duty from 8.45am to ensure that they safely alight from the busses. .

For the safety of all children, we are very careful about visitors to the school. All visitors, including parents, should report to the school office.

Total Teaching Time (excluding registration, assemblies and breaks)

Reception:	24hrs 55mins
Year 1 / Year 2:	25 hours 15 minutes
Key Stage 2:	26 hours 5 minutes

d. Late arrivals at School

Late comers who arrive after 8.55am should enter via the school office where they will be entered in the Late Register. Children arriving after 9.00am receive an unauthorised absence mark unless the school has been notified and agreed in advance a legitimate and exceptional reason. If you have arranged an emergency appointment please telephone the school to let us know you will be late and when you expect to arrive. Messages can be left on the school's answering machine out of school office hours (4pm to 8.30am)

e. End of Day

Reception, Year 1 and Year 2 children will not be allowed to leave school without an accompanying adult. Year 3 and 4 children may walk home alone if the class teacher has been notified in writing. If you wish your child to be collected by

another adult or by an older sibling, **please ensure their details are on your child's 'Home time Arrangements' form.** If you wish to change any details regarding home time arrangements, please email the school office. Children using school transport are escorted out to the buses where they are joined by our Middle School children at 3.35pm. Duty staff then ensure that all children are safely on their busses and taxis for the journey home. Younger children using our after-school provision are escorted to the nursery at home time by a member of staff.

F. Speaking to a member of staff

We are always pleased to see parents, but please remember that between 8.55am and 3.30pm staff are teaching. If you need to see us please call in from 8.45am or after 3.30pm. Alternatively, please contact the school office to make an appointment.

17- Out of School Activities

The school offers a range of out of school activities which include: lunchtime football club, Piano, guitar and Violin tuition. Other activities vary from term to term and on staff/coach availability. Some of the activities are for specific year groups only and at specific times of the year. Children will be invited to join these activities at the appropriate time.

In the interest of safety we ask parents to ensure that:-

- you know the day and times of the club your child attends.
- you inform the teacher/coach taking the club of the travel arrangements you have made for getting your child home.
- you let the teacher know in writing if your child will not be attending the club on any particular night.

Wooler Breakfast and After-School Club - please contact the Nursery directly on 01668 282296 for further details. We offer a range of activities for the children. During term time this runs from 8am until 8.55am and from 3.30pm until 5.30pm. It is the parents' responsibility to ensure that the after-school club staff knows when a child is not attending. The club also runs during the school holidays - times may vary during school holidays depending on demand.

We will always assume that a child is attending a club activity unless we hear from parents to the contrar.

18- Swimming

All children attend swimming lessons while at Wooler First School. Our younger children generally start their swimming sessions after a couple of weeks of starting in Oak Class once they have settled into school. **It is essential that families support this element of the work of the school by taking their child swimming before they start school in September and during the summer term to prepare them for their school swimming lessons – children do not necessarily need to be able to swim but they should be water confident and be happy to enter the pool and get wet!**

Swimming is an important part of our P.E. Curriculum and all children are expected to participate.

On swimming day (this will be confirmed once your child has started school) your child will need swimming costume / trunks, swimming hat (available through school) and a towel. These should be clearly named and put in a bag which is also easily identified. Please do not send goggles as they hinder progress of swimming.

On swimming days Reception children are able to wear school uniform or black jogging pants with their normal school sweatshirt and trainers. Please do not send your child to school in tights or leggings on their swimming day and as it makes getting changed challenging!



Verrucae should be covered in the swimming pool and changing rooms.

A charge for swimming of £2 per lesson was re-introduced in September 2018 to support the costs of operating the pool. These payments are payable on schoolMoney at the end of every term

19- School Policy on Charging for School Activities

(Visits in support of the curriculum which are desirable but not essential.)

The Governing Body recognises that there are many activities which enrich the curriculum such as visits to museums and places of interest which incur an entrance fee or transport cost. In such cases voluntary contributions from parents are essential and greatly appreciated. No child will be excluded from participating in an activity during the school day because of a lack of parental contribution. However, the activity will not take place if there is a shortfall of funds.

Private specialist music tuition is available in school and a charge is made for this.

The Governing Body's policy is to encourage the school to work jointly with parents in this respect, and invite voluntary contributions from parents, either generally to school funds or specifically for certain activities, in accordance with Section 118 of the 1988 Act.

In encouraging such co-operation the Governing Body is anxious to ensure that parents are made aware that such contributions are **VOLUNTARY** and that pupils will not be treated differently according to whether or not their parents have made any contribution.

The Governing Body recognises that the viability of visits in support of the curriculum which are desirable but not essential depends upon the level of voluntary financial support received from parents and delegate to the Headteacher responsibility for decisions to the viability of such visits.

The only exception to this is the school may also offer optional opportunities for pupils to broaden the range of experience in connection with certain curriculum areas during school hours. Such opportunities might include a residential educational visit. Attendance to such activities is wholly dependent on parental contributions but a payment scheme would be set up to spread the cost across several weeks in order to avoid hardship.

If you are experiencing particular financial hardship please speak directly to a member of school staff, all such discussions will be treated as confidential.

20- The Curriculum

We promote excellence in teaching and enjoyment in learning. We aim to provide a rich, stimulating curriculum distinct to our school and building on our strengths. We establish a secure foundation for all children within English, mathematics and computing. We ensure enrichment and access to the Arts throughout with emphasis on the teaching of music, dance and drama. We are creative and innovative in our use of whole school projects within sports, science, design and technology and humanities. We feel the extra-curricular activities we provide are important to develop interests and enthusiasm outside the classroom.

a. The Early Years

At Wooler First School we follow the EYFS Early Statutory Framework (2021). Within this framework there are four guiding principles which shape our practice.

These are:

1. **Every child is a unique child**, who is constantly learning and can be resilient, capable, confident, and self-assured.
2. Children learn to be strong and independent through **positive relationships**.
3. Children learn and develop well in **enabling environments** with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.
4. Children **develop and learn at different rates**. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities (SEND).

Play

At Wooler First School we understand that play is essential to support the development of successful, happy, confident and resilient learners of the future. Therefore, in our EYFS children have extended opportunities to explore and learn through play. We believe learning should be fun and meaningful, should build upon what children already know and what they are interested in, as well as provide opportunities for them to broaden their experiences. In order to ensure this, sometimes learning opportunities are planned for by the adult; while at

other times planning occurs 'in the moment' where practitioners take the child's lead and 'teach' them the skills and knowledge they need as their play evolves.

Our Learning Environment

Our learning environment provides important opportunities for the children in Little Acorns or Oak Class to consolidate and progress their own learning in all aspects of the curriculum. We ensure that our learning environment is engaging, challenging and supportive to all children whatever their starting point and as an EYFS team provide high quality interactions in order to develop and deepen children's skills, knowledge and understanding. The children in Little Acorns and Oak Class also access the Forest School for half a day per week where they have the opportunity to explore, consolidate learning and develop new skills. Evidence of learning in the Forest is recorded in our Forest School Portfolios.

Planning

Each half term as an EYFS team we identify relevant and enriching learning opportunities, experiences and events and record them in a half termly overview. This is used alongside our progress models and children's interests to provide appropriate learning opportunities. Any teaching activities or interactions that staff have with groups of children are written up on the Weekly Planning Sheet that is kept in the class. This is then used to inform the planned activities and provocations for the following week. Learning from each week is shared with parents and carers regularly through Tapestry.

In Little Acorns and Oak Class teaching inputs (or when adults teach key concepts in small or larger groups) happen a number of times throughout the day. The majority of this work is practical, hands-on and is recorded using photographs. Once children start reception PE and Music are also taught as standalone subjects at various points during a regular week. Pre-school children begin these activities in the summer term as part of transition.

Phonics focuses on phase one in Nursery and then moves on to follow Read, Write Inc. when children enter their reception year. (Appendix II)

Opportunities for practicing and learning mathematics are provided throughout the learning environment and new concepts are introduced and taught using White Rose Maths Materials. (Appendix III)

Opportunities for physical development are provided throughout the learning environment, however new skills are developed and taught in PE using the Get Set 4 PE scheme



Children start in Oak Class (Reception) in the September of the year in which they have their fifth birthday. We ensure a smooth transition into school by establishing a close working relationship with local childcare providers and our own nursery which many of our children attend prior to starting school. We welcome children from other settings and will always endeavour to find out as much about your child as we can before they start school. We invite parents to a welcome meeting in the Summer Term to explain about the school routine and to answer any questions about starting here. Your child will then be invited to come on several visits during the summer term to meet the teachers and explore their new school.

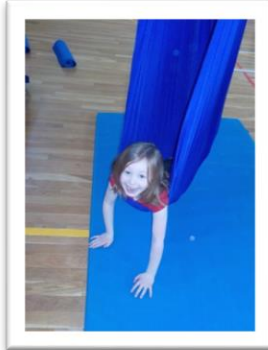
Your child's learning journey will be documented on their personal online learning journal called Tapestry. Further information about Tapestry can be found by following the link below:

<https://tapestry.info/about.html/>



b. Key Stage 1 and Beyond

From Year 1 the National Curriculum is taught at Wooler First School. During the 2020-21 academic year children are taught in single year classes.



Parents are sent an outline of the main topics that their child will be studying at the beginning of each term.



In addition to the National Curriculum the school offers:

- Swimming to all year groups
- Penny Whistle, Piano and Violin tuition.
- Football Club
- Forest School



Each classroom has an interactive whiteboard and/or Smart TV. Information technology and computing is taught as part of the National Curriculum. The school uses I-pads which are integrated into all areas of their learning. As we share our school site our children are also able to access the computer suite to further develop their skills, knowledge and understanding. Other areas where our children gain the benefits of a shared site with the Middle School are the gymnasium, sports facilities and food technology room.



Every child is expected to do PE, Games and Swimming unless the class teacher receives a written note explaining why he/she is temporarily unable to take part in these activities.

Music is taught to all classes by our specialist music teacher on Tuesdays. We aim to enrich the curriculum through an extensive programme of visits and visitors.



This year we will continue to enjoy our Forest School teaching across the whole school and develop our exciting woodland space on our shared site

21- Parents' Guide to Forest School

What's it all about?

Forest Schools have developed from the Scandinavian education system. It is a wonderful way for children to build self-esteem and independence through exploring and experiencing the natural world on a regular basis. The ethos of this kind of education allows learners time and space to develop skills, interests and understanding through practical, hands on experiences. It also allows teachers to step back and watch the children in order to then encourage



and inspire individuals to achieve through careful scaffolding and facilitating.

Forest School has demonstrated success with children of all ages who have the opportunity to learn through play, as well as take part in adult lead activities.

Children will encounter challenges and problems that will help them to use their own initiative to solve problems and co-operate with others.

Forest School runs throughout the year, going to the woods in all weathers (except for high winds). Children use tools, play, learn boundaries of behaviour; both physical and social, establish and grow in confidence, self-esteem and become self-motivated.



Forest School Staff

Miss Malthouse is currently studying for her NOCN level 3 certificate to become a Forest School Leader. In addition, she holds a First Aid Certificate.

Mr Deane Hall, Mrs Matthews and Mrs Ross also have Forest School experience and qualifications.



Our Woodland

The middle school site already had an area that was historically used for Forest School sessions. It is at the far side of the school playing field. Over the last couple of years safety checks have been completed, trees removed or cut down and new trees planted to further improve the site. We have moved the shed that we used at the old site into its new position on the edge of the Forest School. As the children continue to use the forest school site for their weekly session, the area itself will change and develop over time. We have received lots of help from The Environment Agency and from Duke of Edinburgh volunteers which has enabled us to create several fire circles and we are aiming that we will be able to create a natural self-composting loo over there too! This year we have been able to build a Forest Classroom thanks to the fantastic support of our PTA and school community.

What should my child bring?

Children need to be dressed in appropriate clothing so that they are able to enjoy their Forest School experience. Everyone in school should have a forest school kit on their peg. This is really just some old clothes; jogging bottoms (not jeans), long sleeved top, hoodie, spare socks and hat & gloves in colder weather. In Reception and Nursery we have enough waterproofs and wellies for everyone. Further up the school it would great if you could send any waterproofs and wellies in that you may have at home on rainy Forest School days. A cap and sun cream is good in the summer too. As with all clothing that your child has in school **PLEASE NAME EVERY ITEM!** Shorts and short t-shirts are no good for Forest school, even on the hotter days (just to avoid the nettle stings).

What happens in bad weather?

Wooler First School has a commitment to providing learning opportunities in the outdoors all year round. Sometimes this means that we have to amend our activities but there is still plenty to do. We now have our forest school classroom for shelter. You should not expect us to cancel if the weather seems poor. The only weather that may cause us to cancel is likely to be severe winds which make the woodland environment dangerous.



What you can do to help

The natural resources in our woodland are limited. We use branches, sticks and logs for activities such as den building, creative work and general maintenance. In the past we have had to bring resources to the site. If you know anyone who is cutting down a tree, having gardening work done or has spare logs then please let Mrs Ross or Mrs Matthews know - they may be perfect for your child's next creation! For further info <http://forestschoools.com/what-are-forest-schools/>

22- Community

Our curriculum creates opportunities across the school for children to work together. We have an elected School Council. In addition, parents, specialists and community groups enhance the provision for all our children. We regularly take part in local festivals and events that inspire and motivate our pupils.

23- British Values

At Wooler First School we are committed to serving our community and recognise the multi-cultural, multi faith and ever-changing nature of the United Kingdom.

We also understand the vital role we have in ensuring that groups or individuals within the school are not subjected to intimidation by those wishing to unduly, or illegally, influence them.

We follow equal opportunities guidance which guarantees that there will be no discrimination against any individual or group, regardless of faith, ethnicity, gender, sexuality, political or financial status, or similar. Wooler First School is dedicated to preparing pupils for their adult life beyond the formal curriculum and ensuring that we promote and reinforce both personal and cultural values to all our pupils.

24- Homework

Staff and governors believe homework makes a relevant and important contribution to pupils' progress. Homework is any work or activity that pupils are asked to do outside planned lesson time, whether on their own or with parents / carers. The setting of homework is the responsibility of each class teacher. Tasks will be planned for in an appropriate and manageable way. Any comments or observations you may have on this subject will be very welcome and considered in the regular reviews of the homework policy.

The school encourages all the children to work at home with their parents in order to reinforce work that has been done in the class. Homework gives parents an important opportunity to support and encourage their children and to let them know how they are getting on at school.

- Each child will take his/her reading book home each night, but we encourage all children to read more widely than just their school reading book.
- Children in Years 3 and 4 currently do topic homework projects. English and maths work are weekly.

You can help you child best by talking with them (a lot!), sharing books and stories, singing songs and rhymes together, discussing colours and shapes and

counting everything. As your child gets older instantaneous recall of times tables facts must be considered as essential (they will be expected to know their times tables up to 12x12 in Year 4). In Yr3 & Y4 children can access twinklstar timetables on the internet - daily practice really help them to mentor their timetables.

25- Relationship and Sex Education

No formal Sex Education is given. Relationship education is woven into school life as children develop and grow. The children, in their studies of science and the natural world, encounter ideas of human growth and development. Where issues arise within class, they will be addressed by the staff member with sensitivity and as appropriate to the maturity of the child. Formal sex education takes place at Middle School, starting in Year 5.

26- Religious Education

Our aim is for children to respect and to be tolerant of others' beliefs and cultures. We ensure we promote the spiritual, moral, cultural, academic and physical development of children and prepare them for the opportunities, responsibilities and experiences of life. The school works to the Northumberland agreed syllabus for Religious Education. This includes studying Christianity and other world religious faiths such as Islam and Hinduism. Local church leaders are regularly invited to lead our assemblies. School assemblies (which are broadly Christian based) are an integral part of the R. E. syllabus and make a significant contribution to the spiritual and social development of the children.

Parents can withdraw their children from all or part of the religious education and collective worship provided. Any such children will be supervised by a member of staff. **It is your right to choose to withdraw your child / children from all of the Religious Education and Collective Worship provided** but parents must provide appropriate materials for any children withdrawn from these sessions. If you have an issue, please contact the Headteacher to discuss this.

Further Information

Details of documents relating to the curriculum, schemes of work, syllabi, the School Profile and the statutory complaints procedure are available from the school upon request.

A useful website for parents is <https://www.gov.uk/education/school-curriculum>

27- Pupil's Progress

a. Parent / Teacher Consultation Meetings

Parents are invited to come and meet their child's class teacher during the Autumn and Spring terms. In Nursery and Oak Class we have developed a system whereby parents meet with the class teacher in the week after their child has been the 'focus child'. For more details, please ask to speak to Miss Symons. A formal written report is provided in the Summer term. Teachers are always happy to discuss a child's progress with parents and appointments can be made at any time.

In July of each year reports will include the teacher's assessment of your child's progress in all subjects. Year 2 children's end of Key Stage 1 assessments are also included, as are the results of teacher assessments for children in Years 3 and 4, and Foundation Stage Profile results for the Reception children. Teacher assessments and phonics test results are also included for children in Year 1. Parents have the opportunity to make an appointment for a further meeting with the class teacher at this stage.

b. Classes for New Academic Year

Parents and children are notified of details of their child's new class/teacher in July as part of our transition arrangements.

c. Parents' Appointments

Parents are welcome to visit school. If, however, there is some matter that will take time to discuss they are asked to contact the Headteacher or class

teacher beforehand to make an appointment. In order that there is no confusion about what has been discussed during the appointment:-

- The teacher and parent will fill in a Discussion Record which will outline the main points discussed and actions agreed.
- The teacher and parent will sign the record.
- A copy of the record will be given to the parent and a copy will be kept in the child's records.

d. How Children Are Assessed

Assessment is an integral part of teaching and provides information about specific strengths, difficulties and achievements of individual pupils. Class teachers continually assess progress. This takes many forms: judgement made on daily work, weekly tests and specially measured assessment targets, which may vary in terms of quantity and the time required to achieve them. Pupils' level and rates of progress are regularly recorded to provide information for the next class teacher.

e. On-going Assessment

Each teacher continually marks and assesses the children's work and from this is able to judge whether or not a child is making satisfactory progress.

Each child has a reading record to record their reading at home and school. All children must take their reading book home every night. The School's core reading scheme is Oxford Reading Tree but this is supplemented by a wide range of other books and the school's phonics scheme. If children are to become good readers and writers they must read and be exposed to a wide range of reading material at home and at school. The reading scheme book is the bare minimum that they should read.

f. Annual Assessment

Pupils' performance is assessed and reported upon at the end of each year.

Nursery: The Early Years Teacher and Deputy Nursery Leader will assess the children against the age bands set out in the Development Matters document.

Yr R: The teacher will assess the children according to Early Years Foundation Stage Profile.

Yr 1: The teacher will assess the children in all subjects. This is referred to as Teacher Assessment. A statutory Phonics assessment takes place at the end of Year 1.

Yr 2: End of Key Stage One statutory assessments in English, maths and science. This is based on teacher assessment, including use of standardised assessment test materials

Yr 3: The teacher will assess the children in all subjects supported by standardised assessment tests. This is referred to as Teacher Assessment.

Yr 4: The teacher will assess the children in all subjects supported by standardised assessment tests. This is referred to as Teacher Assessment.

The results of all tests and teacher assessments will be included in your child's report at the end of the summer term.

g. Pupil Premium Information

From April 2012 the Pupil Premium is awarded to schools for the number of children who have been eligible for Free School Meals at any point in the last six years.

Wooler First School adopts a number of strategies and activities in order to raise the attainment and progression of disadvantaged children. These may include small targeted group work and 1: 1 support.

For further information regarding pupil premium at Wooler First School please see the school's website.

h. Accessibility Plan and Disability Equality Scheme

This plan sets out our proposals to increase access to education for disabled pupils and members of the community as required by the Disability Discrimination Act 1995 (DDA) and is available on request from the school office. Progress is reviewed annually by the governors. As part of our school improvement plan we have a Disability Access Audit and Action Plan. As any work is done to develop our premises the DDA is always considered to ensure that we make our school accessible.

i. Gifted and Talented Children

If your child is found to be significantly exceeding the school's expectations, you will be informed. The school will construct a differentiated programme of work to meet his/her needs. Full details of the process are in the school's SEND policy. We use a range of strategies to identify more able and very able children.

As the children progress through the school we test them regularly to ensure that they are making the sort of progress that we are expecting of them in their personal targets. We identify them as more able when they achieve high levels of attainment across the curriculum or in particular aspects of subjects. The identification process is on-going and begins when your child joins our school.

28- Special Educational Needs & Disabilities

All staff share responsibility for meeting the needs of all pupils: teachers will differentiate the work to meet the needs of individuals through quality first teaching. If it is found that your child is not meeting the school's expectations in any aspect of their learning then you will be informed immediately and asked to work with the school to work towards improving outcomes for your child.

The school's Special Needs Policy outlines what support is available. This Policy is based on the recommendations of the Code of Practice in the Identification and Assessment of Special Educational Needs.

Children who are experiencing difficulties (or not meeting the school's expectations) are identified at an early stage in their school life and, with the agreement of their parents, are placed on the school's intervention register. This means that the class teacher, for the child concerned, designs a detailed individual programme of work. Teachers and Teaching Assistants then work closely with the child and parents are regularly informed of progress made. Parents are invited to discuss the pupil profile and SEND support plan with class teachers/SENDCo. Their progress is closely monitored and reviewed at regular intervals by the SENDCo/Class Teacher and parents. The school works closely with outside agencies and medical professionals in order to support children with specific learning difficulties.

If plans have continued for a reasonable period of time without success, a request may be made to the Local Authority for a statutory assessment. Once the advice has been received the LA will decide whether further assessment/support is required.

Please do not hesitate to come and share any concerns you may have about your child's progress.

A full copy of the school's SEND policy is available on request and is accessible on the school website.

29- Child Protection

Wooler First School believes that pupils have a fundamental right to be protected from harm. We work in partnership with a variety of other agencies to provide the best possible care and support to children. We have a number of designated Child Protection Officers and all staff receive regular training to ensure they are familiar with and skilled in implementing child protection procedures. We have a duty of care to report to the appropriate authority any concerns regarding the wellbeing of children in school. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or any other forms of abuse, staff will have no alternative but to follow Northumberland Safeguarding Children Procedures.

30- Health and Safety

The safety of children whilst in our care is our first concern. Children are supervised at break and dinner times by adults who do not allow any behaviour that may cause harm. Accidents do happen but all staff are required to have an up to date First Aid qualification. Parents are informed of any accident.

- Delivery and visitor vehicles are not allowed beyond the school car park at the beginning or the end of the school day.
- Smoking (including e-cigarettes) is not permitted in any area of the school grounds or perimeter.
- Dogs other than guide dogs are not allowed on the premises.
- Parents/carers are expected to observe routines and procedures outlined in school publications. Positive behaviour is expected from all adults on site to set a good example to the children.

31- Behaviour

At Wooler First School we expect the highest standards of behaviour possible within each child's capability, maturity and context in which they are operating. Through our Behaviour Policy we aim to:

- Promote a positive, caring and supportive whole school ethos which values and fosters the contributions of all
- Develop self-esteem and self-discipline
- Promote understanding of and respect for others and a regard for their safety and well being
- Provide a consistent approach to behaviour by all adults working across the school
- Promote children's respect for the environment, their own property and the property of others
- Foster positive values including honesty, trust, fairness, courtesy, tolerance and compassion
- Promote children's spiritual, moral, social and cultural development throughout their school life.

Good behaviour arises from positive attitudes and this principle underpins our approach to behaviour and discipline.

We aim to encourage:

- High standards of politeness and courtesy
- Respect for other people, children as well as adults
- Respect for views, race, culture, beliefs and property
- Children to try their best in everything they do
- Children to get on well with each other by listening to what others have to say and helping each other and staff where possible
- Respect for property of school and others and the wider environment
- Orderly and attentive behaviour in class
- Calm and considerate behaviour at playtime and lunchtimes

Staff, parents and governors can help encourage these behaviours by:

- Giving children praise and celebrating it with others
- Rewarding children using class or school incentives
- Displaying good work
- Being consistent in their approach and following up poor behaviour with an appropriate consequence.
- Acknowledging those pupils who always demonstrate exemplary behaviour.

Behaviour in school is the responsibility of the whole school community, including children, parents, teaching assistants, helpers, lunchtime supervisors, administration and site staff, governors and teachers and all should feel confident in emphasising what is and what is not acceptable behaviour.

All staff, teaching and non-teaching will:

- Provide children with positive role models
- Set high expectations of behaviour and ensure they are explained to the children
- Show mutual respect to children
- Establish clear and consistent boundaries by using clear directions, positive recognition and sanctions
- Be fair and consistent in their approaches

We will teach children appropriate social and moral behaviour and self-discipline through the integration of personal, social and moral education into the school curriculum, thematic assemblies and through individual, group and whole class discussions.

At Wooler First School our five golden rules are:

- Be kind, gentle and helpful

- Listen carefully
- Be honest
- Work hard
- Look after property and each other

The School Behaviour Policy is available at the office or on the school website.

32- School Rules

We have a consistent whole school approach to behaviour that promotes a secure safe environment with clear boundaries so everyone knows what is expected of them. Our behaviour policy underpins our equal opportunities policy and states clearly that Wooler First School does not tolerate bullying. We expect a high degree of self-discipline from all the children in school. To help them we have a system of positive rewards and incentives in place. We encourage good manners and behaviour which will enable all pupils to work in harmony for the common good and help them to become responsible caring citizens. If a child is having problems of any kind at school early contact is made with parents/guardians.

Parents, children and staff will show mutual respect for each other and treat each other politely.

Teachers

- ⇒ will encourage and support each child to develop to his/her full potential.
- ⇒ will make sure children are supervised in the playground and in the classroom.
- ⇒ will make sure apparatus and classroom equipment is safe for children to use.
- ⇒ will inform children of safety rules.
- ⇒ will see that children depart from school safely and on time.
- ⇒ will at all times act in accordance with the school's child protection policy.

Parents

- ⇒ will see that their children arrive at school safely and on time, not before 8.45 am, and are collected promptly at the end of the school day.
- ⇒ will inform school if someone else is to collect their child from school.
- ⇒ will inform school of any absences.
- ⇒ will ensure that any money sent to school is placed in a sealed named envelope.
- ⇒ will ensure that jewellery, toys, mobile phones & other electronic devices are kept at home.

- ⇒ will follow the school's policy on medicines.
- ⇒ will keep sick children at home.
- ⇒ will tell school if their child reports dangerous behaviour.
- ⇒ will be considerate and responsible when attending assemblies and concerts.

Children

- ⇒ will use equipment with care.
- ⇒ will follow school rules.
- ⇒ will walk in school.
- ⇒ will let an adult know if they leave the classroom or school premises at any time.
- ⇒ will tell an adult about dangerous or unacceptable behaviour.
- ⇒ will not wear ear-rings or jewellery at school.
- ⇒ will not bring toys or anything that may be a danger to themselves or others.
- ⇒ will not bring mobile phones or other electronic devices to school.
- ⇒ will not disrupt the learning of others and will treat others work with consideration.
- ⇒ will treat school property with respect.
- ⇒ will not drop litter on the school premises.

33- General Information

a. Class Sizes and Organisation

The admission number for each Year Group is 30.

When the number of applicants exceeds the number of places available, priority is given according to the Northumberland LEA School's Admissions Policy.

Infant classes (Reception, Year 1 and Year 2) have a statutory limit of 30 children per class.

Children are taught in single age classes.

For the 2024-2025 academic year our classes are organised as follows:

Oak Class	Reception
Cherry Class	Year 1
Cedar Class	Year 2
Willow Class	Year 3
Maple Class	Year 4

b. Library

Each class has a weekly library session where every child is encouraged to choose a book to borrow.

If library books are damaged or lost, parents will be expected to replace the book or to pay for it to be replaced.



c. Emergency Closure

Such closures will only occur in exceptional circumstances. If we ever need to close the school due to severe weather conditions we will text families so please check for emails & text messages from the school. There will also be information on the school's Facebook page.



A fast way to find information about school closures is also to look at the Northumberland County Council website www.northumberland.gov.uk/

If any child has to be sent home before the scheduled closing time then his/her parent/guardian will be informed beforehand. Only when you have been contacted will arrangements be made to send your child home from school. No child will be allowed to return home without your consent.

d. Ofsted Reports

Copies of the school's Ofsted Report can be obtained from the school. A summary report can be found on the school's website: www.wooler.northumberland.sch.uk

e. Parental Involvement

It is our policy to involve parents in the life of the school and promote positive relationships with the aim of together providing the highest quality education

for your child. There are a variety of opportunities to encourage you to support your child's education.

- Reading Record which doubles as a home-school diary
- Open days and Parent/Teacher Consultation Meetings
- Class Assemblies, Stay & Play sessions and seasonal events
- School concerts & events
- Welcoming parents and grandparents to work alongside us in school to
 - provide non-teaching help in classrooms
 - help on swimming days
 - help on trips and outings & sporting events
 - help in the school library, garden and Forest School

The Parent Teacher Association is a group of parents and teachers who work in partnership for the benefit of the school community as a whole. Your support is vital as it is very important to have a full working committee. Please take an active interest in this association as the Parent Teacher Association makes significant contributions to the work, success and ethos of the school.

Regular committee meetings of the P.T.A. are held in school. If you wish an item to be placed on the agenda of any of these meetings please contact either a P.T.A. rep, one of the parent governors (see page 5) or the Headteacher. All school volunteers including PTA members are required to complete a DBS disclosure form before they will be allowed to help in the school.

34- Little Acorns Nursery at Wooler First School

Our Nursery is situated next to the main school building and is managed by the school. Nursery provides care and education during school term time and childcare during school holidays. Children are accepted from the when term they turn 2 years old until they start in Oak Class (Reception). The contact number for Nursery is: 01668 282296 and email address is: preschooladmin@woolerandglendale.co.uk

35- Wooler Children's Centre

The Centre operates from offices within Wooler Fire Station. The contact telephone number is 01668 283372.

36- Data Protection and School Health Service

For many years schools and the School Health and Dental Services have worked together to ensure that all children in school are offered immunisation, health and dental surveillance, advice and support. To do this the School Health and Dental Services need population databases - an up-to-date list of all children attending school. These are used to provide programmes, including immunisation against tuberculosis (BCG) and meningitis C and dental, hearing and vision screening. In response to changes in the Data Protection Act we are required to ensure that parents know that the school gives your child's name, home address and date of birth to the School Health and Dental Services for this purpose. **This information will be shared unless you advise the Headteacher in writing that you do not wish this to happen.** Information about the services offered by School Health and Dentist are sent to you via an NHS link when immunisation or health surveillance is due in school. Please note that no immunisation is carried out without a signed consent form from the parent or guardian.

The information we hold about pupils is kept securely and is only disclosed to those agencies that we have declared under the Data Protection Act. In most cases this information is used for statistical purposes only, but some personal details are exchanged for example with partner schools.

37- GDPR - General Data Protection Regulation

The 1998 Data Protection Act has been replaced by the General Data Protection Regulations (GDPR) from the 25th May 2018.

Information on the school's privacy policy and a privacy Notice indicating the personal data the school processes, for staff, pupils, parents/carers and governors is available on the school website.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact the school office.

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.northumberland.gov.uk/About/Contact/Information.aspx#privacynoticesdataprotectionforschoolsotherchildrensservices>

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact the LA or DfE as follows:

Data and User Liaison Officer
Children's Services Group
Northumberland County Council
County Hall
Morpeth
Northumberland
NE61 2EF

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Telephone: 0870 000 2288

Website: Please see below

<https://www.gov.uk/government/organisations/department-for-education>

38- School Policies

Copies of school policies are available via written request from the school office. Usually policies can be supplied within 10 working days of receiving a request. More time will be needed to provide multiple policies. A charge will be made to cover photocopying and administration costs. Costs are reviewed annually. Currently the charge is set at 20p per sheet. This cost also applies to the Freedom of Information requests although additional processing and administration costs can also be applied depending upon the extent of the request. Please note that payment is required in advance.

39- Payments made to the School

Wooler First School is using an online payment system SchoolMoney/Eduspot. This means that you have the facility to make online payments with your debit or credit card for school expenses, such as trips, school dinners, milk and more recently 'shop' items such as swimming hats and book bags.

This payment system benefits both us as a school and you as a parent. It gives you access to your account at any time to see if there is anything you need to pay for. SchoolMoney enables the school to experience a more streamlined, cost-effective and efficient payment system in a secure and safe environment.

You won't need to sign up to this system as this is done automatically through the school and as long as you have provided us with up to date contact details we will send you a password. This password will give you access to your SchoolMoney account. The school office will also provide instructions on how to first login.

To log into SchoolMoney, visit the website www.eduspot.co.uk and click on the sign-in button in the top right hand corner. In the drop down, select the SchoolMoney Parent login option and this will send you through to a page where you need to enter your mobile number, email address, the password we have sent to you, and your child's first name.

If for any reason you are struggling to log in, it may be because you have not provided us with the correct contact details. Please let us know immediately if either your mobile number or email address changes.

Please note that we are trying not to take cash due to the increasing difficulties of banking cash following the bank closures in Wooler and nearest towns.

41- Complaints against the school

We hope that any concerns will be resolved by informal discussions with Class teachers or the Head Teacher. If the situation requires a formal complaint about the curriculum, religious education or worship, a copy of the full complaints

procedure is available from the office on request, as required under arrangements pursuant to Section 23 of the Education Reform Act 1988.

42- Operation Encompass



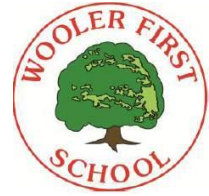
The school has been given the opportunity to take part in a new Home Office approved project. It is being led by Northumbria Police and Crime Commissioner Dame Vera Baird and Northumbria Police in partnership with Barnardo's and Operation Encompass. The project, named Operation Encompass the Next Steps, aims to form part of a wider strategy to break the cycle of Domestic Abuse through education and support. The project will help all children in Northumbria to learn about friendships, relationships, emotions and rules so that they can live and work together safely.

Our school will also benefit from having one of twelve School Safeguarding Liaison Officers who will:

- Work with our teachers to deliver an age appropriate session exploring aspects of Domestic Abuse/friendships /relationships/emotions
- Be available in school at specified times so that children and parents can talk about issues that they may have around relationships and Domestic Abuse.

We are keen to offer the best support possible to all our pupils and we believe this will be extremely beneficial for children and the whole school community.





Safeguarding

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We are committed to safeguarding and have a culture of 'it could happen here' in all aspects of safeguarding and child protection. **Any of our staff can listen and act appropriately on your concerns.** We have specially trained safeguarding leads in our schools - these are our safeguarding team.

Our safeguarding team



Mike Deane-Hall
Headteacher
and Designated
Safeguarding
Lead (DSL)



Victoria Symons
Deputy
Headteacher and
Deputy DSL



Geoff Tong
Deputy
Headteacher
and Deputy DSL



Jennie Dunn
SENDCo and
Deputy DSL



Rachel Moscrop
SENDCo and
Deputy DSL



Sarah Milner
Designated
Teacher for
LAC and
Deputy DSL

If you are worried about a child you can:

- Contact our safeguarding team via the usual school contact channels including our main phone number 01668 281 470
- Talk to the local safeguarding team 01670 622 720 or One Call, the Local Authority's single point of access on 01670 536400
- If you believe a child is in immediate danger you should call 999 and report your concern immediately to the police.

More information and our policy on safeguarding and child protection can be found on our website.

The following organisations websites can also provide information and their helplines can listen if you have concerns:

- NSPCC 0800 800 500
- CEOP
- Childline 0800 1111