



**School Brochure  
2019-20**

## Welcome to Wolsingham Primary School



## Mission Statement



At Wolsingham Primary School our aim is to provide the very best for your child within a caring environment where everyone is happy, safe and secure. With commitment and support from fully trained professional staff every child is guided and encouraged to develop their full potential in all areas of learning.

We recognise that everyone has an important part to play in children's development and that all contributions no matter how big or small are valued.

We therefore seek to work in close partnership with yourselves and other professionals at all times.



Dear Parents and Carers

Our brochure is designed to help parents and carers find out more about our school. All of the information relates to the academic year 2019 – 2020.

Since the brochure was printed there may have been a few changes but you are more than welcome to contact us or visit school anytime if there is anything else you need to know.

Thank you for taking time to find out about us.

Our address is:

Wolsingham Primary School  
Uppertown  
Wolsingham  
Bishop Auckland  
Co Durham  
DL13 3ET  
Telephone number 01388 527457  
Facsimile 01388 520972  
Email:- [wolsinghamprimary@durhamlearning.net](mailto:wolsinghamprimary@durhamlearning.net)  
Website <http://www.wolsingham-pri.durham.sch.uk>

Headteacher: Mrs S Kitching  
Deputy Headteacher: Miss L Stoker

For any further information about school policies, procedures or any other aspect of school practice please contact the school office in writing, by email, by telephone or in person or access the school website.

**All policies are available in hard copy from the school office or on the school website.**



## **A Message from the Governing Body**

Dear Parents and Carers,

The Governing Body is a strong team made up of parent, community, local authority and staff governors. Every member dedicates their time and varied expertise to work with the staff to ensure that we provide the best possible education, opportunities and care for each individual pupil.

Standards are a priority but we also strongly believe that education is about developing children's social, emotional, creative and physical skills.

Our school building and extensive grounds reflect our values and standards, which are high but realistic. We are proud of our rural location and strive to use our local environment whenever possible to help with the children's education.

We very much look forward to working with parents and carers who chose our school.

## **STAFF**

Our school is committed to high standards and employs people who all work towards this goal. All our staff are police checked and fully trained.

Shortly before the end of the summer term parents are involved in discussion and notified about class organisation for the following year. Staffing and school organisation as of September 2019 is as follows:

### **Headteacher**

Mrs S. Kitching

### **Deputy Headteacher**

Miss L. Stoker

### **Teaching Staff**

Mrs S. Kitching	Headteacher
Mrs K. Robson	Nursery (0.6) (EYFS Leader)
Miss M. Reed-Robinson	Nursery (0.5) and PPA Teacher (0.5)
Mrs M. Breen	Reception
Miss L. Stoker	Year 1 (SENCO)
Mrs S. Wilkinson	Year 2 (KS1 Leader)
Mr T. Anderson	Year 3
Mrs L. Meek	Year 4
Miss L. Coote	Year 5
Mr M. Paterson	Year 6 (KS2 Leader)
Mrs K. Crowe	PPA Teacher (0.4)

### **Teaching Assistants**

Mrs K. Emerson, Mrs W. Hall, Mrs L. Marshall (0.8), Mrs J. Smith (0.6), Mrs S. Crinnion, Mrs S. Ross-Hawkins (0.7)

### **Lunchtime Supervisory Assistants**

Mrs J. Robertson, Mrs D. Stephens, Mrs Y. Bell, Mrs E. Lambard, Mrs V. Routledge

### **Office Manager**

Mrs V. Redfern

### **Administration Assistant**

Mrs S. Rowell

### **Premises Manager**

Mr M. Stephenson

### **Cleaners**

Mrs Y. Bell, Mrs L. Gray, Mrs S. Rowell

## **SCHOOL GOVERNORS**

The Governing Body of the school consists of parents, teachers, non-teaching staff, members of the local community and representatives from Durham Children's and Young People's Services.

In addition to timetabled meetings, governors are very active in school during the year. For example, they help out in classes, with swimming, school visits and support with fundraising as well as participating in monitoring activities across the school year.

### ***Headteacher***

Mrs S. Kitching

### ***Staff Governor***

Mr M. Paterson

### ***Co-opted Governors***

Mrs L.E. Clark, Mr P.J. Eastwood (Chair), Miss F.N. Moralee, Mrs K. Robeson, Vacancy x 1

### ***Local Education Authority Representative***

Mrs M.A. Savory

### ***Parent Governors***

Mr J. Howe, Miss J. Huggan (Vice Chair), Mr G. Roberts, Mrs A. Ashcroft

### ***Associate Members***

Vacancy x 2

All school governors have current police checks.

Should you wish to contact a member of the governing body about any aspect of school life please do so by:

- Email: [wolsinghamprimary@durhamlearning.net](mailto:wolsinghamprimary@durhamlearning.net) with the subject "**Governors**"
- Website: follow the link on our website [www.wolsingham-pri.durham.sch.uk](http://www.wolsingham-pri.durham.sch.uk).
- Letter: Addressed to the Headteacher and for the attention of school Governors.
- Verbally: should you wish to chat with a member of the Governing body informally they are available on a daily basis on the school playground and can be identified from the Governor information board displayed in the school foyer.

## **OUR SCHOOL**

Wolsingham Primary School is in a rural setting within the beautiful Wear Valley. The school lies towards the edge of a small market town amongst private and council housing. The school building is a mixture of old (1911) and relatively new build (1976), with a Nursery unit and stone built outdoor classroom on site. There are two playgrounds and a playing field, which are used extensively during the day.

As of September 2019 there are approximately 174 children on roll in the primary school (Reception to Year 6) who come from both Wolsingham and surrounding areas. Our Nursery unit at present has provision for 52 children (26 full time equivalent).

### **Equal opportunity**

School operates an equal opportunity policy and is organised and managed in such a way that it is free from discrimination and bias irrespective of people's sexuality, race, religious convictions and ability or disability. School operates a policy of inclusion for everyone and works with all services and professionals to ensure that this occurs.

*\* See Equality information and Objectives Policy*

### **Pupil Welfare (Child Protection)**

As a school we have the duty to promote and safeguard the welfare of our pupils. This responsibility includes: the production of a Child Protection policy and procedures; to be alert for possible signs of abuse; ensuring staff are appropriately trained; where appropriate sharing information and working in partnership with other agencies.

Should you have any concerns around child protection or safeguarding please contact the Headteacher who is the designated person for child protection, safeguarding and looked after children. Should the concern relate to the conduct of the Headteacher please contact the Chair of Governors.

*\*See Keeping Children Safe in School - Child Protection Policy for further information*

### **Health and safety**

Health and safety of all children is of paramount importance.

### **School security**

All visitors including parents are asked to report to the school office at the main entrance when they come into school. This also applies to children who are late. External doors cannot be opened from the outside and all areas of the school are alarmed. School grounds are also monitored by security cameras.

*\* See School Security policy and procedures*

### **Collection procedures**

When children are taken out of school during the day they should be collected by an adult who must report to the office first of all.

### **First aid procedures**

Sometimes accidents or illnesses do occur. When medical attention is needed children are taken to an identified member of staff (qualified first-aider) who is on duty each day. All accidents are recorded and treatment administered in accordance with Local Authority policy.

Parents are notified as soon as possible when children are too ill to remain in school or when a serious accident occurs. Parents or carers are always informed in writing and by text message when children bump their heads. In the event that parents cannot be contacted in

an emergency a member of staff will either take the child to hospital or call for an ambulance.

### **Medicines in school**

Only prescribed medicines for the child may be administered on completion of a permission form. All medicines should be brought to school by an adult and given to a member of staff. In the interest of safety children are not allowed to have throat pastilles or lozenges. Inhalers are kept in a secure locker.

*\* See Drugs Education and Substance Misuse policy*

In consultation with parents and health workers a medical plan is written for children who have long term medical needs.

*\* See Intimate care policy*

### **Fire safety**

All staff and pupils have training in fire safety procedures and each term we have emergency evacuation practices.

*\* See Fire safety policy and emergency evacuation procedures*

### **Data protection (Consent / Contact Forms)**

During admission to the school we send out consent and data checking forms for confirmation of details and signature as part of the school induction pack. Under the terms of the Data protection Act 1998 school must ensure that the information held about young people is accurate and up to date. We request any change of details be forwarded to the office staff as soon as possible. School also sends a Fair Processing Notice which explains about data held on your child/ren. We also use text and e-mail to contact parents.

*\*Anything to update should be brought to the attention of the office.*

### **Home /school links**

We pride ourselves in having very good home school links and place a great deal of importance on open communication. As well as daily conversations or appointments we communicate with parents in a number of ways. A newsletter is sent out each week, which contains general information about dates, events, and holidays as well as after school clubs, school notices what is coming up in the weeks ahead. Parents are, at appropriate times, welcome to talk to any member of staff either informally or by appointment. Parent curriculum overviews for each class are sent out at the beginning of each term. Newsletters, key dates and policies information are also available on the school website.

### **Healthy lifestyles**

We encourage children to walk, cycle or scooter to school. Bikes and scooters are stored in an outdoors shed during the school day. We encourage all our children to wear cycle helmets. Vehicles should not be ridden once inside the school grounds.

*\* See Health and Safety policy*

### **Water bottles**

Children are encouraged to drink water throughout the day through access to a fresh water dispenser. Children should bring their own water bottles to school and remember to take them home for washing.

### **Smoking**

Wolsingham Primary School is a no smoking school. This includes all grounds and playing fields. *\* See No smoking policy*

### **Visitors and helpers**

Besides teaching staff there are many other people who work in school. These include parents, student teachers, trainee teaching assistants, fire officers, police and other professionals such as actors, musicians and artists. All visitors and volunteers are subject to rigorous safeguarding procedures. Visitors and helpers work under the direction of the class teacher at all times. Should you be interested in supporting in school please contact Mrs Wilkinson.

## **SCHOOL ORGANISATION**

### **The School day – Reception, Key Stage 1 & 2**

Parents are requested to send their children to school to arrive no earlier than 8.45am each day when the Key Stage 1 and Key Stage 2 door will be opened for access. Any messages for teachers may be passed on via Support staff who will be supervising access doors. Pupils should be in school by 8.55am when registration session begins.

Morning break is normally from 10.45 – 11.00am for Key Stage 1 and 2 children. Our lunchtime is from 11.45am to 1pm for Reception children, midday until 1.15pm for Key Stage 1 children and midday until 1pm for Key Stage 2 children.

The school day finishes at 3.15pm. Children are brought out onto the Key Stage 1 and Key Stage 2 yard before being collected or going home by themselves (If written consent has been provided).

### **The School day – Nursery**

Nursery operates two half day sessions. The free 15 hours entitlement enables parents to place children in nursery for a 3 hour session every day. Session times are as follows:

Morning Session - 8.45am – 11.45am

Afternoon Session - 12.45pm-3.45pm

*\*The school requests parents and carers use the Lydgate Lane entrance when collecting children at the end of the morning session and dropping children off at the beginning of the afternoon session.*

### **Breakfast club**

Breakfast club runs from 8am until registration at a cost of £2 per pupil per day. A variety of activities are available to children and a breakfast menu including cereal, drinks, toast and on Friday's sausage sandwiches at an additional cost. Breakfast club is open to pupils from Reception class to Year 6 and can be accessed on the day without prior confirmation by any pupils in these year groups.

### **After school care**

After school care is available to pupils in Nursery (limited numbers) to Year 6 at a cost of:

£4.00 – between 3.15pm and 4.30pm

£5.00 – between 3.15pm and 5.30pm

It is imperative that the school office is informed of any change to After School Care attendance to ensure all children are safe and accounted for.

If a child is not collected or expected to attend the facility at the end of the school day, parents / carers will be telephoned to find the reason for non-collection.

## ADMISSIONS

All admissions are managed by Durham County Council and admissions forms can be downloaded from the Durham County Council website or requested from the admissions team on:

### Primary Admissions

Children and Young People's Services  
County Hall  
County Durham  
DH1 5UJ

email:  
[primaryadmissions@durham.gov.uk](mailto:primaryadmissions@durham.gov.uk)  
Tel:  
03000 265895

*\* For more information see Admissions policy*

Admission numbers as of September 2019 were as follows:

Cohort	Number of pupils on roll	Admission limit
Nursery – morning	1	26
Nursery – afternoon	16	26
Reception	18	30
Year 1	25	30
Year 2	28	33
Year 3	19	33
Year 4	21	33
Year 5	33	33
Year 6	32	33

### Nursery Admissions

In line with Local Authority guidelines children start Nursery the term after their third birthday, however if spaces are available children are invited to start Nursery from their third birthday. They are invited for two visits with their families before starting. The initial length of the sessions varies according to the need of each individual child. The majority of children build up to the full 3 hours per session within a few days.

*\*Contact the school office or Mrs Robson for admission forms or more information.*

### Reception Admissions

New starters in Reception follow a programme of induction, which begins towards the end of their nursery education. Children have weekly visits to our Reception class. Prior to children starting, parents are invited to an induction meeting. At the start of the Autumn term, new starters begin school on a staggered basis for the first week, this period can be extended around individual pupil need.

## ATTENDANCE

### Attendance 2018-2019

\* Figures inclusive of Years R – 6

School actual attendance 2018/19	School authorised absence	School unauthorised absence
96.1% (High)	2.7%	1.2%

. \* Figures accurate and most recent available at time of production

Attendance is high in relation to national averages over a three year period. The school works very closely with the Attendance Improvement Team to ensure families who are having difficulties with attendance are supported.

Attendance is promoted within school through weekly class awards and annual 100% attendance, improved attendance and great attendance awards.

### Pupil Absences

If your child is unable to attend school because of illness, please call the school as soon as possible so we may mark the daily register. If we have not received notification school will try to contact parents during the morning of the first absence, if we are unable to contact parents or no legitimate reason for absence is provided an unauthorised absence mark will be given. Pupil attendance is always carefully monitored by the Headteacher, who will contact parents should absence be of concern and which could detrimentally affect a child's progress.

### Unauthorised Absences

We believe that pupils need to be in school for all sessions, so that they can make the most progress possible. If your child is absent from school, please ensure that you contact the school on 01388 527457 on the first day of absence. We naturally expect parents to take their family holiday in the normal school holiday periods. In line with the change in the attendance policy of the Department for Education, all holiday absence requests (unless they are **exceptional circumstances** and authorised by the Headteacher) will be recorded as unauthorised absence. A Leave of Absence request form is available from the office and is also available on the school website.

## **CURRICULUM ORGANISATION & PLANNING**

The curriculum at Wolsingham Primary School is the whole learning experience offered by the school. It is not only the activities and experiences which are planned, organised and provided while the children are at school, but also the tone, standards, attitudes and values that the school puts forward.

Our school caters for children aged from 3 to 11:

Nursery and Reception = Early Years Foundation Stage

Y1 – Y2 = Key Stage 1

Y3 – Y6 = Key Stage 2

The National Curriculum forms the basis of the education pupils receive in the school. Mathematics, English and Science form the core, with History, Geography, Art, Music, Design & Technology, Computing, PSHE, M.F.L and P.E. forming the other foundation subjects. Religious Education is not part of the National Curriculum, although it is a compulsory subject and is taught in every year group.

Teachers produce a parent curriculum overview at the start of each term to inform parents of curriculum coverage over the term.

The staff and governors are committed to offering the children of Wolsingham Primary experiences that enrich their education in the form of visiting artists, musicians, dancers, theatre groups, puppets, circus performers and sports coaches as well as educational visits away from school.

Planning is thorough to ensure that the children's full entitlement to the National Curriculum is met. Subjects are taught via a variety of methods, including whole class, group and individual approaches.

The aim is to channel the child's natural curiosity and eagerness to learn through a rigorously planned, broad, structured programme to meet each child's individual needs. The staff work very closely to co-ordinate planning of all curricular subjects, in order to ensure progress and continuity.

### **Religious Education**

The school follows Durham's agreed syllabus for RE. We aim to provide children with a wider understanding and appreciation of other religions and cultures. RE is linked to other subjects including citizenship.

### **Collective worship**

In accordance with statutory requirements collective worship is held each day in the form of: a prayer, hymn, story and/or time for personal reflection.

*\*Parents are entitled to withdraw their children from collective worship and should inform the Headteacher in writing should they wish to do so, see Collective worship policy.*

The school has established links with different faiths and actively encourages people from all religions to work alongside children in school. Children will also visit different places of worship.

### **Personal, Social and Health Education (PSHE)**

PSHE is an integral part of our curriculum and seeks to support children in developing positive, caring and understanding relationships with other people and the environment. PSHE also aims to help children understand themselves and to be able to express their feelings. It is taught in a variety of ways including as a separate subject, through group work or individual meetings. Every opportunity is used to reinforce positive attitudes and actions.

## **Relationships and Sex Education**

The curriculum for Relationships and Sex Education is taught through Science and PSHE. Year 5 & 6 children take part in a talk on puberty and relationships. This takes place during the summer term by our school nurse. Issues relating to puberty and sexuality are discussed as and when appropriate. Teaching is complementary and supportive to the role of parents who have the right to withdraw their child from these lessons.

*\*Parents are entitled to withdraw their children from Relationships and Sex Education lessons or puberty talks and should inform the Headteacher in writing should they wish to do so. See Relationships and Sex Education Policy*

## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)**

School follows a policy of inclusion. We have a Special Educational Needs and Disabilities Co-ordinator (SENCO) and a Special Educational Needs and Disabilities Manager. Our special needs policy meets all of the requirements as identified in 'The Code of Practice.'

Every child who is placed on our SEND register has an individual support plan or targets specific to their learning need which is written with parents. Targets are reviewed and updated on a termly basis. Consultation with parents takes place at all times, and when appropriate support from other agencies is used.

Should you have any concerns about your child's progress contact the class teacher. For further information on Special Educational Needs and Disabilities provision contact the school SENCO, Miss Stoker.

*\* See Special Educational Needs and Disability policy*

## **More Able / Gifted and Talented**

Pupils who are working beyond age related expectation or in the top 10% of their year group across key subjects such as English and Maths are identified as 'More Able'.

Pupils who have a specific talent or ability (i.e. drawing, sport, musical instrument) are identified as 'Gifted and Talented'.

More Able and Gifted and Talented pupil are supported with a wide range of extension activities and opportunities both within the curriculum and through extended learning. Parents will be informed if pupils are included on either register during parent pupil consultation meetings.

## **Extra-Curricular Activities / Extended Learning**

School continues to provide a wide range of activities, which mostly take place at the end of the school day. Extra-curricular timetables are published on the school website on a half termly basis. Our activities are provided by school staff, outside agencies and will require a small charge. Clubs are accessible to pupils from Reception to Year 6 depending on the activity. Parents can sign their children up to a club through ParentPay or by speaking to a member of office staff. Pupils are encouraged to extend their curriculum learning through homework.

## **Assessment**

We make use of continuous assessment that begins when a child starts nursery/school. Information from assessment helps to ensure children continue to make progress and that any issues are identified and addressed.

Children in Nursery and Reception are given a baseline assessment against which over the course of a year helps to complete a comprehensive picture of their development. At the end of Reception Foundation Stage Profile assessments are reported nationally. Parents are encouraged to contribute to children's Learning Journals during Foundation Stage and will be given the Learning Journal as a record of development once pupils have completed the Foundation Stage.

Staff make use of a range of assessment activities which include the following: marking, individual discussions with pupils, moderation of work, work scrutiny, formal tests, observations and Teacher Assessment.

SATs are taken in May of each year. Statutory KS2 SATs are marked externally. (Children and parents are notified of results as soon as we have them.)

## **Reporting To Parents**

Pupil progress update meetings are held in the middle of the Autumn and Spring terms for parents and carers in the form of Parent Pupil consultations. These meetings provide opportunity for parents/carers to discuss achievements and targets with their child and the class teacher. Teachers prepare progress reports at the end of the Autumn and Spring terms, as well as an annual report, which summarises progress and attainment over the year. Children also contribute to the report which gives clear targets for the next academic year as well as giving children and parents the opportunity to comment.

## **Links with Partner Schools (Transition)**

At the end of Key Stage 2 the majority of our children transfer to Wolsingham School and Community College. Towards the end of Year 6 our children spend 2 days in the comprehensive school in readiness for their transfer. Year 5 also have an activities day at the Comprehensive School. Transition arrangements are also put into place for children transferring to other establishments.

Partnership with other schools, in Weardale and other Education Authorities, are used to extend learning, support resourcing and share good practice.

## **School Council**

Every class from Year 1, elects 2 children who form the School Council. The council meets once a half term and is involved in various activities during the year, for example fundraising and school development initiatives.

## **Action Groups**

Every child from Year 1 to Year 6 has an opportunity to contribute positively to the wider community. At the beginning of each academic year, each child signs up to be a member of one of our four action groups. The group meets once a half term and is involved in various activities during the year, for example fundraising and school development initiatives.

## **Mini Police**

Our Mini Police are recruited from our Year 5 class. Children wishing to take part are encouraged to write a letter of application and attend a short interview with our PCSOs. The Mini Police have a day each week when they are 'on duty' in school. They come to school in

uniform and monitor the playgrounds, helping children where needed. Our Mini Police also take part in various activities within the local community and across the county.

### **Playtimes**

Children are discouraged from bringing their own resources to play with as equipment is provided in both playgrounds. Personal possessions are the responsibility of the child and not the school.

Children in both Key Stages have the opportunity to become 'Playground Buddies or 'Play Leaders' to support other children and manage equipment at break times and at lunchtimes.

### **Lunchtimes**

Our lunch break lasts from 11.45am until 1.15pm. During that time children who remain on the premises come into school to eat a school lunch (which is cooked on the premises) or their packed lunch. We use national guidelines on nutrition and encourage our children to have healthy packed lunches. We therefore discourage too many crisps and chocolates in their lunch box. Each morning children who bring a packed lunch place their boxes on a key stage trolley to ensure its safekeeping. Water is provided for children having a meal in the hall.

We request that one week's notice in writing is given when children swap mealtime arrangements. Current costs are: £2.05 per meal per pupil and £2.45 for Nursery pupils. Reception and Key Stage 1 pupils currently receive free school meals through the national scheme.

Lunchtimes are supervised by 5 trained Lunchtime Supervisory Assistants. Playground resources are available for children to use.

### **Management of Behaviour**

We believe that school should be a happy, safe and secure place where all individuals value themselves and have respect for others as well as the environment.

Every member of staff contributes to helping children achieve high, but realistic, standards of behaviour within a positive setting. School does have a number of rules, which ensures children's well-being, and on admission each family are required to complete a home school agreement (Playing and working together) which details our expectations. These are part of a system where praise, encouragement and reward are used to reinforce good behaviour.

When anti-social behaviour does occur it is dealt with immediately. Children may have a sanction placed against them, but opportunities are always made for discussion as a means of learning. We have a policy in place which covers incident reporting and investigation. We ensure that all children are treated fairly and as individuals. Consultation with all parties concerned is actively encouraged.

When serious incidents occur or when disruptive behaviour continues, parents are requested to meet in school to discuss how progress can be made.

School works closely with external agencies to support every child's social development.

*\* See Anti-bullying and Behaviour policies*

### **Celebration of Success**

Every opportunity is taken to praise and reward every child by all staff. In addition to daily praise we hold a weekly Star of the Week assembly where achievement is recognised in different ways, including Dojo VIPs for behaviour. Star of the Week children have their name

added to the Star of the Week board for a week as well as receiving a certificate. There are also awards for tidy classroom and attendance as well as for lunchtime behaviour.

At the end of the year further awards are given for progress, attendance, creativity, residential visits and sporting activity during the Annual Celebration Assembly.

## School Uniform

We strongly support the use of school uniform and expect every child to wear uniform in school and when visiting other places at all times of the year.

Wolsingham Primary School Uniform consists of:

- Burgundy or grey sweatshirt or cardigan
- White polo shirt or shirt
- Grey or black trousers, short trousers or skirt
- Gingham checked summer dresses (preferably red and white)
- Black Shoes
- PE kit: T-shirt (Preferably white or house team colour), shorts (preferably black or Navy), tracksuit, trainers or sandshoes (indoor use)

*\* Uniform at cost price can be ordered from the school office or sourced at most local supermarkets. PE kit, PE bag, book bags, back packs document cases, reversible jacket, storm proof coats and knitted hats are also available from the school office.*

## Personal Possessions

We cannot accept responsibility for children's personal possessions such as mobile phones, jewellery and pencil cases. Valuables should be given to the class teacher for safe keeping. Mobile phones are not permitted unless confirmation is received from parents. Mobile phones must be handed in to the office and collected at the end of the day. We do ask that jewellery be kept to a minimum of a watch and stud earrings. If parents wish their child to wear any items of jewellery in school, a form of consent and indemnity **must** be completed, a copy of this form is available from the school office. All jewellery must be removed by the child for all PE lessons.

## School Charging Policy

By law no state school can make a charge for:

- Education wholly or mainly within school hours
- Materials and ingredients for things made in school, which parents or pupils do not wish to keep
- Visits in or outside school hours, which are necessary for examinations
- Some after school activities

Parents maybe asked for a voluntary contribution for certain activities. Should insufficient funds be collected school reserves the right to cancel the activity.

Charges are made for the following:

- Individual music tuition which is not part of the syllabus
- Certain excursions where a third party is involved
- Board and lodging where a school activity involves a residential element
- The exact cost of optional extras, i.e. things not directly connected with the National Curriculum

We believe in keeping costs for school activities to a minimum and wherever possible subsidising them from school fund. Donations are requested to help guarantee that an activity takes place. We will always inform parents well in advance and support those who have difficulty in paying.

## **Fundraising**

School has a very clear policy on fundraising. Every child benefits directly from activities as all money raised goes back to supporting the costs of resources, educational visits and activities. Each term we hold one event to raise money for school (Usually through The Friends of Wolsingham Primary School) and also one charity (local, national or international) fundraiser. On occasions an additional event may take place if we are raising money for a particular project.

## **Complaints Procedure**

We take pride in that school receives very few complaints. When concerns are raised they are dealt with openly, immediately and efficiently.

Depending on the nature of concerns normal procedure is that we ask parents to talk to teachers first, then to a senior member of staff, the Headteacher or Deputy Headteacher. In the event of major concerns the Headteacher should be informed straightaway, either verbally or in writing.

The above procedure does not take away the parents' right to contact the Chair of Governors or the Local Authority who will then refer any complaint back to the Headteacher

*\* See Complaints procedure*

## **Ofsted**

In September 2016 the school had an Ofsted inspection. Inspectors spent one day with us and reported that we are a good school.

*\* A full copy of the report is available from the school office.*

## **A FINAL MESSAGE**

We hope that you have found this brochure helpful and that it has answered all your questions.

We are always keen to improve on the way that we communicate with parents and would be pleased to receive any suggestions that you may have regarding our brochure.

Thank you once again for expressing an interest in our school. We look forward to hearing from you.

*Mrs S Kitching*

Headteacher

*\* For a full list of school policies or for further information access the school website or ask at the school office.*

### School Holiday and Term Dates 2019/20

<b>Holiday</b>	<b>Closing Date</b>	<b>School Opens</b>
Autumn Half-Term	Friday 25 <sup>th</sup> October 2019	Monday 4 <sup>th</sup> November 2019
Staff Training Day	Thursday 28 <sup>th</sup> November 2019	Monday 2 <sup>nd</sup> December 2019
Christmas Break	Friday 20 <sup>th</sup> December 2019	Tuesday 7 <sup>th</sup> January 2020
Spring Half-Term	Friday 14 <sup>th</sup> February 2020	Monday 24 <sup>th</sup> February 2020
Easter Break	Friday 3 <sup>rd</sup> April 2020	Monday 20 <sup>th</sup> April 2020
May Day	Thursday 7 <sup>th</sup> May 2020	Monday 11 <sup>th</sup> May 2020
Summer Half-Term	Friday 22 <sup>nd</sup> May 2020	Monday 1 <sup>st</sup> June 2020
Summer Break	Friday 17 <sup>th</sup> July 2020	To be confirmed