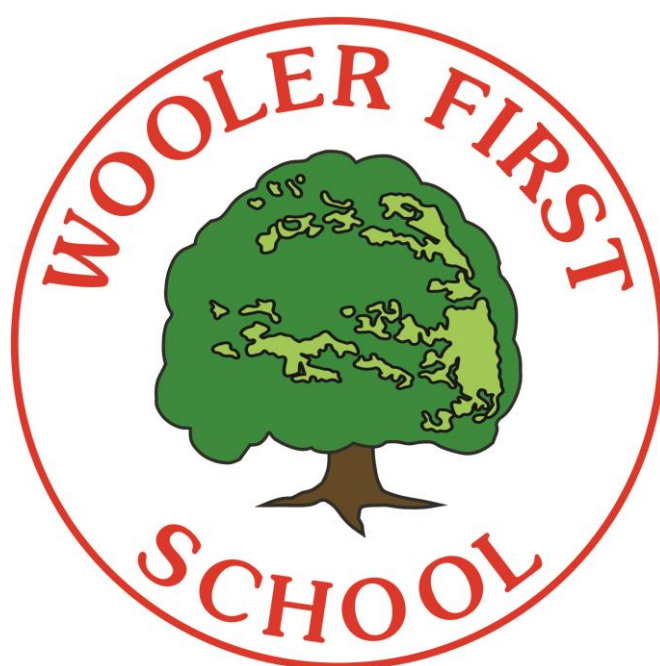


# **School Booklet**

## **Information for Parents**



**2015 / 2016**

**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: [admin@wooler.northumberland.sch.uk](mailto:admin@wooler.northumberland.sch.uk)

Website: [www.wooler.northumberland.sch.uk](http://www.wooler.northumberland.sch.uk)

Nursery email: [gillian.brown01@northumberland.gov.uk](mailto:gillian.brown01@northumberland.gov.uk)

Information concerning the general arrangements in Northumberland is given separately in a County Education Booklet, copies of which are available for parents of pupils who are starting in Reception or transferring schools next September. Parents will be requested to complete a "School Preference Form" to state their preferred choice of school destination for their children when starting Reception.

Parents who reside outside the school's catchment area who wish their children to attend the school may submit an application by completing a school Preference Form (copies of which are available from the school, the Local Authority or on-line) and sending it to:

Director of Children's Services  
County Hall  
Morpeth  
Northumberland  
NE61 2EF

Parents will be informed by the admissions department in County Hall whether a place at the school is available for their child.

Children from this school usually transfer at the age of 9+ to Glendale Middle School, Wooler, and then at the age of 13+ to either Berwick Academy or The Duchess's High School, Alnwick.

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

## School Staff

**Headteacher** Mr M Deane-Hall

**Teaching Staff** Reception- Oak Class  
Mr P Lindley

Year 1 - Cherry Class  
Mrs D Matthews

Year 2 - Cedar Class  
Miss V Symons

Year 3 - Willow Class  
Mrs K Shell

Year 4 - Maple Class  
Miss R Bullen

Music Teacher  
Mrs H Humphreys

<b>Classroom Support Staff</b>	Mrs. J. Morton	Higher Level Teaching Assistant
	Miss. J. Scott	Teaching Assistant
	Mrs. J. Furness	Teaching Assistant
	Mrs. W. Turnbull	Teaching Assistant
	Mrs. J. Tait	Teaching Assistant
	Mrs. M. Lewin	Teaching Assistant
	Mrs. M. Fletcher	Teaching Assistant

### Administration

Mrs. M. Stimpson School Business Manager

Mrs. S. Larmour Admin Assistant

<b>Lunch Time Supervisors</b>	Mrs. S. Taylor Mrs. J. Tait Miss. J. Scott	
<b>Swimming Instructors</b>	Mrs. S. Wilson Mrs. M. Logan	
<b>Premises Staff</b>	Mr. J. Pearse Mrs. E. Robinson	Caretaker Cleaner
<b>Kitchen Staff</b>	Mrs. C. Jeffrey Mrs. L. Cummings Miss. E. Snaith	Unit Manager Kitchen Assistant Kitchen Assistant
<b>Football Coach</b>	Trident Soccer	
<b>Piano/Violin Teacher</b>	Mrs. J. Frost	

## The Federated Governing Body

**Chair Person:** Mrs .S. Murray John

Correspondence for Mrs S Murray John should be sent c/o Wooler  
First School, Little Acorns Nursery and Glendale Middle School

**Vice Chair:** Pending re-appointment of Mr Anthony Murray

<b>Name</b>	<b>Status</b>	<b>Appointment Expires</b>
Mrs. S. Davidson	Local Authority	31 March 2017
Mrs M Temple	Local Authority	19 July 2018
Mr. A. Booth	Community	30 April 2019
Mrs J Dean	Community	30 April 2019
Mrs. S. Strother	Community	30 April 2019
Mrs S Burston	Community	20 November 2016
Councillor Murray-pending re-appointment	Community	
Mrs. S. Mills	Parent Governor	30 June 2017
Mrs. P. Sage	Parent Governor	30 September 2016
Mrs. S. Murray John	Chair Governor Parent Governor	31 October 2015
Mrs G Brown	Parent Governor	30 April 2019
Mrs A Bickmore	Parent Governor	22 October 2017
Vacancy		
Miss V. Symons	Teacher Governor	30 April 2019
Mrs A Borthwick	Teacher Governor	18 November 2015
Mr M Deane-Hall	Headteacher Governor	
Mr J Pearse	Support Staff Governor	30 April 2019
Mrs A Simpson	Support Staff Governor	31 October 2017
Mrs V Rathbone	Minutes	

## **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 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, Let's Get Cooking, skipping, Tri Golf, Young Life Savers and badminton. 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. This year has seen an exciting change for our school as we have opened Little Acorns Nursery and have 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



## 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
- 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.

### Our Aims

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 their self 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



## Vision Statement

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 creative 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 users of ICT.
- giving opportunities to participate in a range of 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 / forum
- the
- continuity of provision for the Early Years - joined up thinking between all providers on our school site.



## Admission Policy

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

- Children whose 5<sup>th</sup> birthdays occur between 1<sup>st</sup> September and 31<sup>st</sup> December (inclusive) start school in the September Term.
- Children whose 5<sup>th</sup> birthday occurs between 1<sup>st</sup> January and 31<sup>st</sup> March start school in the Spring Term.
- Children whose 5<sup>th</sup> birthday occurs between 1<sup>st</sup> April and 31<sup>st</sup> 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. The school staggers the intake over a period of two or three weeks. 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.

Admission and preference forms must be filled in and sent to school before your child starts. If your child is on our register the forms will be sent to you in good time, please ensure you complete them promptly. School will advise you where to find the forms if you require help.

## Nursery

Some children may be eligible for 2yr old funding the term in which they turn 3yrs - please see a member of staff about this. All children are eligible for 3yr old funding in the term **after** they have turned 3yrs. Please see the separate Nursery Booklet for further information.

## Communication

- **Newsletters**

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

- **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](http://www.wooler.northumberland.sch.uk)

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

## 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.

Boys	Girls
Black or grey trousers Red or white polo shirt / school shirt Red sweatshirt or red jumper Black shoes Waterproof coat	Black or grey trousers / skirt / pinafore Red or white polo shirt / school shirt Red sweatshirt or red cardigan Black shoes Waterproof coat
<b>All clothing must be clearly named.</b>	

We recommend that your child wears a coat to school in 'most 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.

*(We enclose with this booklet an optional order form for sweat shirts/pants, pullovers and tee-shirts).*

<b>Indoor PE Kit</b> PE bags should only be taken home at the end of each half term for laundering.	<b>Outdoor PE Kit</b> To be sent into school every Thursday
Shorts - plain black T-shirt - plain red Socks - black Plimsolls	Joggers / track suit - plain black T-shirt - plain red Shorts - plain black Socks - black Trainers in a shoe bag
<b>All clothing must be clearly named.</b> Children are not permitted to wear designer sports-wear.	
<b>Forest School Kit</b>	
Suitable outdoor gear long sleeved / full length trousers An extra layer / spare set of old clothes in the winter Spare set of old clothes with a cap and sun cream in the summer	

Please do not let your child wear plimsolls that have black soles as these tend to indelibly mark the hall floor. Girls may wear leotards for gymnastics lessons. **All items should be named** and kept in a **named** drawstring PE bag. Because of restrictions of space we are unable to accommodate large ruc-sacs or sports bags.

Children are encouraged to wear gym shoes during PE lessons.

If possible, it is helpful if girls do not wear tights on PE/swimming days.

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

## Swimwear

See page 29

## Art Clothing

All children (with the exception of Nursery and Reception children) must have in school some kind of protective covering for Art and Craft lessons - an apron, pinafore or old shirt (**which is clearly named**).



## **Footwear**

Please send your child to school in sensible footwear (black). Shoes with raised heels 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 should be named.

## **Jewellery**

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. Earrings must be removed on their return to school.

## **Lost Property**

We encourage your child to take care of their school clothing and property. The school has a lost property box, which is 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.

## **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 at 1pm

Lunchtimes are supervised by staff who look after the children in the dining hall and on the playground. Children go straight to the Hall for their lunch after lessons.

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 [www.food.gov.uk](http://www.food.gov.uk) (*search within site for packed lunches*) which offers some brilliant packed lunch ideas. Glass drink containers or hot drinks are not allowed.

## **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. Sample menus are available from school. Social interaction is an important aspect of the lunch period.

## **Dinner Money**

Dinner money should be brought in by the children for the week on Mondays in a named purse or envelope and handed to their class teacher or class teaching assistant. All dinners are paid in advance. Cheques should be made payable to 'Wooler First School'. The current price of a meal is £2.10.

If your child needs to bring any money to school, please send the correct amount in a named purse or envelope clearly stating the amount enclosed and what it is for.

## **Universal Infant Free School Meals**

From September 2014 all infant children (Reception, Year 1 and Year 2) are entitled to a free school meal each day. Free meals are also available for children of eligible families in Year 3 and Year 4. Free School Meal forms are available from the school office and must be completed well in advance of your child starting school. It is very important that families who 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 your financial circumstances change and you think that you may qualify for free meals, then please do not hesitate to contact school for information. All enquiries will be treated in the strictest confidence. We also request that you please inform school if your entitlement ceases.



## **Packed Lunches**

Provision is 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. There is no reason why a packed lunch cannot provide the same nutrition as a cooked meal. 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.

## **Milk**

Milk is available in school. The current price per term is listed on the enclosed appendix. 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.

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.

## **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 piece of fruit from home to eat during morning break time. (Sweets, cakes, crisps biscuits etc. are not permitted).

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

All Children should bring a named water bottle to school every day. (Please note that juice or other types of drink are not permitted.)



## **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 calls into school regularly to check attendance registers. We aim for all children to achieve 95% attendance or better each year.

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

- Please **always** telephone the school before 9.00 am on the first day explaining the reason for absence by ringing 01668 281470 so the absence can be authorised.
- 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 1<sup>st</sup> 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.**

## **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.

### **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), 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. Parents may come into school to administer medicine if they wish to do so. We will only administer oral medicines. We do not administer calpol, eye drops, etc.

**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 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.

If a child has an accident or is ill during the school day, every effort is made to contact you. It is therefore essential that we have an up to date contact number for you and also at least one other contact number if you are unavailable in case of an emergency.

### **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.

### **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.

## 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. Parents may use the visitor's car park at the front of the school - it is expected that parents using this facility will park for short periods of time only. 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.

### School Transport Children

If you live out of Wooler your child may be eligible for free school transport. Please ask at school if you think your child qualifies and you will be advised who to contact at County Hall. 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.**

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.

### Service Bus Children

If your child does not have a bus pass but you wish to use the Service bus which travels to and from High Fair every 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 class teacher, by a letter in your child's bag. Please do not use email or telephone 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.**

## **The School Day**

School starts at 8.55am.

### **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

1.00pm - 3.30pm

The morning sessions have a break for 15 minutes.

### **Nursery**

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 6pm - please speak to a member of the school office team regarding this service.

### **Beginning of the Day**

All children should be on the school yard when the bell goes at 8.55am. Children should arrive at school no earlier than 8.40am when a member of staff will be on duty. 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 8.30am to ensure that they safely alight from the busses and into school. We also benefit from sharing our site with Glendale Middle School as a team of Year 8 children also guide our youngest children safely into school.

Parents of Reception age children in Oak Class are welcome to bring their children into the classroom from 8.50 am

**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 / Year 1 / Year 2: 21 hours 45 minutes

Key Stage 2: 23 hours 30 minutes

## **Late arrivals at School**

Late comers who arrive after 8.55am should call at the school office as 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.

## **End of Day**

Lessons end at 3.30pm. 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 call at the school office. Children using school transport are escorted to the school hall 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. Children using our after-school provision are escorted to the nursery at home time.

## **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.

## **Out of School Activities**

The school offers a range of out of school activities which include: lunchtime football club, Piano and Violin tuition. Other activities vary from term to term and include: Yoga; Ball skills; Athletics; Football; Forest School; Penny Whistle, Art and Gardening Club. 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 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 6.00pm. It is the parents' responsibility to ensure that the after-school club staff know when a child is not attending. The club also runs during the school holidays.

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

## **Swimming**

All children attend swimming lessons while at Wooler First School. Our younger children generally start their swimming sessions in January 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 September to Christmas 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, bathing hat (available through school) and towel. These should be clearly named and put in a bag which is also easily identified.

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!

Please ensure that your child wears a coat and hat.

Verruca's should be covered in the swimming pool and changing rooms.



## **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 with in the strictest confidence.

## **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 the Humanities. We feel the extra-curricular activities we provide are important to develop interests and enthusiasm outside the classroom.

## The Early Years

The Early Years Curriculum begins at birth and finishes at the end of the school year in which your child turns five. It is a vibrant play based curriculum which can be easily adapted to the stage of development of every child. At Wooler First School we believe that young children learn best through a balance of play based child led activities; practical adult led activities and experiences to extend your child's interests. We aim to ensure that your child's first year in school is fun and engaging. There are four aspects to the Early Years Foundation Stage Curriculum, these are:-

### The Unique Child

Each child is valued as an individual, a unique learner with their own experiences and perspective on the world. Each child has their own Learning Journal which parents are invited to contribute to. This ensures that your child's progress and interests are tracked and furthered throughout the year.



### Positive Relationships

Friendship and understanding are built on mutual respect and care.

We recognise and appreciate that children are happier and as a consequence perform better in a calm, respectful environment where they are listened to and where their feelings are respected by those around them. We support children in the foundation stage to better understand their emotions; this enables them to consider how to cope with their problems and feelings.

### Enabling Environment

We provide a stimulating indoor and outdoor learning environment which changes regularly to reflect the interests of the children in our care. We know that young children benefit from investigating and exploring outdoors and provide regular Forest School experiences for your child throughout the year.



### Learning and Development

Young children learn best when they are actively engaged in play through exploring, investigating, questioning, creating, listening and communicating. As educators we cannot foresee the roles our children will be fulfilling in society in fifteen years' time but we do know that resourceful, persistent, happy, confident children will continue



to learn throughout their lives. Children need to feel empowered to try new things, make mistakes and learn from them.

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 will then start school in September, when we take children into school in small groups which helps them to settle quickly. This is carefully managed over a two week period.

The start of the school day is 8.55am however Oak Class has an open door policy from 8.50 am to 9.00 am when you are welcome to come and read or play with your child in school. The class teacher is available to chat to during this time and your child's learning journal will also be available for you to look through.

There are seven areas of learning and development in the Early Years Foundation Stage:-

- Communication and language
  - Physical development
  - Personal, social and emotional development
  - Literacy
  - Mathematics
  - Understanding the world
  - Expressive arts and design
- } Prime areas  
} of  
} learning

Your child's achievements in these areas will be recorded throughout the year and this is generally recorded as either photographs or written observations and put in your child's individual Learning Journal. From September 2015, this will be our online learning Journal, Tapestry.



## Key Stage 1 and Beyond

From Year 1 the National Curriculum is taught at Wooler First School.

During the 2015-16 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 for all ages.
- Penny Whistle, Piano and Violin tuition.
- Football Club



Each classroom has an interactive whiteboard. Information Technology and computing is taught as part of the National Curriculum. The school has a portable suite of Samsung netbooks and ipads which are used by children in 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, food technology room and science lab.



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

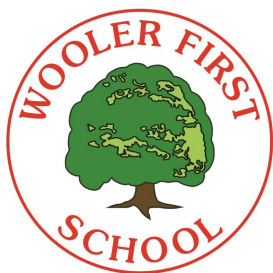


We aim to enrich the curriculum through an extensive programme of visits and visitors.





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



## 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

Mr Lindley is a Qualified Teacher. In 2012 he attained the OCN Level 3 Forest School Certificate. In addition he has a Paediatric Outdoor First Aid Certificate. Mrs Fletcher is the most recent member of staff to attain OCN Level 3 Forest School Certificate. As well as this she holds a Level 3 Teaching Assistant qualification and has worked extensively with Scouting organisations at home and abroad. In addition she has a Paediatric Outdoor First Aid Certificate and a Food Health and Hygiene Certificate.



## Our Woodland

Our school benefits from having a small woodland on site. This area has been developed over a number of years to provide a rich learning environment for our children to enjoy. Over the coming years we aim to further develop our 'Forest School' through joint projects with our Middle School. We hope to build shelters, fire circles, animal watching hides, dens, challenges courses and magical walks. We hope to include parental and community volunteers in our Forest School development so if you have any relevant skills please come and join us when we ask for help.

## What should my child bring?

Children need to be dressed in appropriate clothing so that they are able to enjoy their Forest School experience. Children should bring in their own wellies were possible. The school can provide some waterproof trousers, jackets and wellies, however if your child has their own suitable outdoor gear please send it in. An extra layer/spare set of old clothes in the winter is a good idea along with a cap and sun cream in the summer. As with all clothing that your child has in school PLEASE NAME EVERY ITEM!



## 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 usually have a temporary shelter erected and will put up others in the event of rain. 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. If you know anyone who is cutting down a tree, having gardening work done or has spare logs then please let a member of staff know-they may be perfect for your child's next creation!

## **Community**

Our citizen programme 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.

## **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 annual review 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 reading scheme book.
- Children in Years 1, 2, 3 & 4 also receive a piece of Numeracy or Literacy homework each week. This should be returned on a Monday. Occasionally other pieces of homework may also be set.
- All children in Years 1 - 4 will be given spellings to learn for a weekly spelling test.
- Children are set and are expected to complete a summer holiday homework challenge. For example reading (linked to Wooler library's annual reading challenge or the 'mend, move it' health / physical activity campaign).

You can help your 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).

## **Sex and Relationship Education**

No formal Sex Education is given. 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.

## 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. The daily 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.

Throughout the year we have a series of class assemblies on Friday afternoons at 3.00pm to which all parents and friends are invited. Dates of Class Assemblies can be found in our Newsletters.

## 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 [www.direct.gov.uk](http://www.direct.gov.uk)

Information about the National Curriculum and the Early Years Foundation Stage (EYFS) can be found here. Look at the section on 'Education Learning'. Go to 'School Life' to find 'National Curriculum'. Go to 'Key stages, Early Years' to find out about the EYFS.



## **Pupil's Progress**

### **Parent / Teacher Consultation Meetings**

Parents are invited to come and meet their child's class teacher during the Autumn and Spring terms. In Oak Class the Learning Journal is sent home each half term and a formal written report is provided in the Summer term. In all other classes a short report will also be given out at the end of each term, summarising progress. 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.

**Classes for New Academic Year** - Parents and children are notified of details of their child's new class / teacher in July.

### **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 head 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.

### **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.

## **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 which shows how far he/she is getting on in the School's Reading Scheme. 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.

## **Annual Assessment**

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

**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 SATs 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.

<p>The results of all tests and teacher assessments will be included in your child's report at the end of the summer term.</p>
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## **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 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.

## **Special Needs**

All staff share the responsibility for meeting the needs of pupils: teachers will differentiate the work to meet the needs of individuals.

We work closely with other outside agencies and medical professionals.

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

If it is found that your child is not meeting the school's expectations in any aspect of Literacy or Numeracy then you will be informed immediately and asked to work with the school in trying to correct the problem.

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.

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.

## **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.

## **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 SEN 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.

N.B.

New assessment procedures have been implemented nationally in 2015. Children are assessed against key expectations for their particular year group. Children will be deemed to be working towards expected attainment, meeting expected attainment or exceeding the expected attainment for their age.

A full copy of the school's SEN policy is available on request.

## **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.

## **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 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.

## **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 8.40 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.

## Incentives/Deterrents

*Corporal punishment is forbidden by law.*

In order to encourage children to comply with the school rules we feel it is necessary to be fair and consistent when rewarding and punishing.

### Incentives



1. Stickers/ stars
2. Tell the class about an individual achievement
3. Inform other staff or Headteacher
4. Headteacher Awards - To record when individuals or groups of children have worked particularly hard or have been 'kind and helpful'.
5. Raffle tickets are awarded for exemplary behaviour around school. Tickets are drawn in celebration assembly and the chosen children choose a small prize.

### Deterrents

1. Will be reminded of rules
2. Sent to Headteacher
3. Reparation (make good any damage caused)
4. Parent informed
5. Miss playtime

## General Information

### Class Sizes and Organisation

The admission number for each Year Group is 27.

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 2015-2016 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

### Library

A computerised library management system is in use which provides the children with hands-on computer technology experience in a real life situation. 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.

### Emergency Closure

Such closures will only occur in exceptional circumstances. If we ever need to close the school due to severe weather conditions please listen for an announcement on the local radio stations (Century, Borders, Newcastle Metro/Magic 1152). You can also visit the following websites, [www.metroradio.co.uk](http://www.metroradio.co.uk) or [www.magic1152.co.uk](http://www.magic1152.co.uk) and please check for emails from the school.



We would aim to let the radio stations know by 7.30am but, based on past experience the on-air announcement could be as late as 8.30am. The fastest way to find information about school closures is to look at the Northumberland County Council website [www.northumberland.gov.uk/](http://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 from school. No child will be allowed to return home without your consent.

## 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](http://www.wooler.northumberland.sch.uk)

## 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 and seasonal events
- School concerts
- 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
  - help in the school library

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 Criminal Records Bureau disclosure form before they will be allowed to help in the school.

## School Garden



The school gardening club grows vegetables and flowers and sometimes takes part in local competitions. If you are interested in helping in the garden please contact the school.



### **Little Acorns Nursery at Wooler First School**

Our Nursery is situated within the 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 Preschool is: 01668 282296

### **Wooler Children's Centre**

The Centre operates from offices within Wooler Fire Station. The contact telephone number is 01668 283372. (Manager: Jan Casson)

### **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 detailed in the information leaflet that you will have received when your child started school. Further copies, if required, can be obtained from the school nurse. Please note that no immunisation or dental work 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.

### **Privacy Notice - Data Protection Act 1998**

Under the Data Protection Act, all schools must issue a privacy notice to parents / guardians. This is to indicate what level of personal information is collected about your children and for what purposes it is used.

We (Wooler First School) are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes your contact details, national curriculum assessment results, attendance information <sup>1</sup> and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

***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/default.aspx?page=390>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

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

Website: [www.education.gov.uk](http://www.education.gov.uk)

email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

Telephone: 0870 000 2288

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<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

## **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.

## **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.