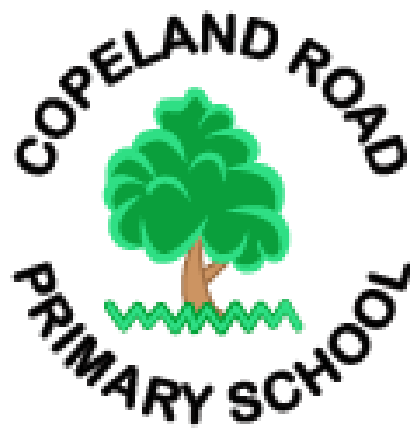


Copeland Road Primary School Brochure



Mission Statement:

Our aim is to provide quality education in a safe and caring environment



Dear Parent,

Welcome to Copeland Road Primary School. This information has been compiled to give you an insight into the work and activities that go on in our school.

We aim to provide a happy, caring and stimulating environment in which children are able to grow and mature.

I hope you find it informative.

Yours sincerely,

Mrs R Davison
Chair



School Contact Details

COPELAND ROAD PRIMARY SCHOOL
Copeland Road
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Co. Durham
DL14 9JJ

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Website: www.copelandroad.durham.sch.uk

The Chair of the Governing Body, Mrs R Davison, can be contacted through school or via the Clerk to the Governing Body who is Mrs. M Sanders, School and Governor Support Service, Education Department, County Hall, Durham, DH1 5UJ.



SCHOOL PERSONNEL

Academic Year	2018/19
Mr R Nodding	Headteacher
Mrs L Kidd	Deputy Headteacher
<u>Teaching Staff</u>	
Miss H Ward	Class R
Miss E Spenceley	Class 1
Miss S Barlow	Class 2
Miss F Taylor	Class 3
Mrs L Jones	Class 4
Mrs V Summerfield	Class 5
Mrs J Murray	Class 6
<u>Non-Teaching Staff</u>	
Miss M Walton	School Secretary
Mrs P Alderson	Teaching Assistant/Clerical Assistant
Miss E Curl	Teaching Assistant
Miss R Houghton	Teaching Assistant
Miss H Mangles	Teaching Assistant
Miss D Warnes	Teaching Assistant
Miss O Tinkler	Teaching Assistant Apprentice
Mr J Plews	Sports Teaching Assistant
Mr I Alderson	Caretaker
Mrs E Brown	Cleaner
Mrs P McGregor	Supervisory Assistant
Ms D Reynolds	Supervisory Assistant
Mrs J Houghton	Supervisory Assistant
Mrs N Burke	Supervisory Assistant
Mrs J Noble-Eddy	Unit Manager/Cook, Breakfast Club Assistant
Mrs P Tomlinson	Kitchen Assistant
Ms D Reynolds	School Crossing

GOVERNING BODY

Name	Appointment
Mr P DalGLISH	Community
Mrs L Rielly	Community
Mr G Smith	Community
Mr P Tucker	Community
Miss E Taylor	Community
Mrs C Torano	Community
Vacancy	Community
Rev R McTeer (Vice Chair)	Local Authority
Mrs R Davison (Chair)	Elected Parent
Ms M Fenwick	Elected Parent
Vacancy	Elected Parent
Mrs M King	Elected Parent
Mrs L Kidd	Staff
Mr R Nodding	Headteacher

STATEMENT OF AIMS

Copeland Road Primary School

Mission Statement

Our aim is to provide quality education in a safe and caring environment.

Aims

Every child shall be entitled to enjoy a broad and balanced curriculum that is delivered in a safe and caring environment.

1. In order to achieve quality education the school aims to give children access to the following areas of educational experience within the framework of the new National Curriculum:

- ◆ aesthetic and creative - art, drama and P.E.
- ◆ linguistic - reading, speaking, listening and writing,
- ◆ mathematical - numerical, spatial and practical,
- ◆ scientific – physical, chemical and biological,
- ◆ technological - construction and application,
- ◆ information handling - using computers and managing data,
- ◆ social - society and its institutions,
- ◆ spiritual - understanding the values of school, society and the major religions.

The school will also help pupils:

- ◆ to prepare for their:
 - next educational stage,
 - role as adults at home, at work, at leisure and as valuable members of society,
- ◆ to appreciate their place in the community and in the world at large,
- ◆ to appreciate and experience some of the range of opportunities available in the world around them,
- ◆ to foster the development of an enquiring mind.

2 In order to develop a safe and caring environment the school will:

- ◆ encourage the children to acquire social and co-operative skills,
- ◆ ensure that each pupil has equal opportunities, regardless of ability, sex, race or creed,
- ◆ take positive action against any form of bullying,
- ◆ encourage positive attitudes and a reasoned set of values and beliefs,
- ◆ help pupils to develop aesthetic qualities of mind, body, spirit, feeling and imagination,
- ◆ develop an understanding of the concept of respect,
- ◆ take appropriate action, including restraint if necessary, to prevent a child injuring themselves, injuring others or damaging property.



ADMISSIONS

We are a county controlled Primary School and admit children during the school year in which they attain the age of five. There is one intake a year and this is in September. The Local Authority has set the admission limit for the school at 25. All admissions are managed by the Local Authority.

Admissions are usually completed online using the Durham County Council website. Hard copies are available. Applications begin in the September prior to the year of entry and should be completed by the closing date. There is a set of criteria which indicates the priority of applications. All school places are allocated by Durham County Council, not the school, and the appeals procedure will be activated should the admission limit be exceeded.

NEW ENTRANTS

Any parents who request a place, for their child in our school, are welcome to visit the school and meet the Headteacher.

Starting school for the first time is a major step in a child's life. We are committed to make this transition as smooth and stress free as possible. During this time both the children and their teacher begin to build up a positive and trusting relationship. We hope that parents will also use this time to build relationships with the school.



To help new starters become familiar with school we invite the children into school for a half day transition visit and parents are invited to a welcome meeting. This helps the children and parents to become familiar with staff, school and most importantly other children. Further details of these arrangements are available after parents register their children.

SCHOOL ORGANISATION

In briefly outlining the grouping of children within the school it should be understood that the structure may be altered if there is any significant change in the staffing or in the number of children on roll.

The children in school are grouped into their seven separate year groups for morning and afternoon lessons. Each class has its own classroom around the quadrangle corridor.

Children come to school with a wide range of abilities and interests and teachers plan their work accordingly. Each class teacher is responsible for teaching his/her class all subjects of the curriculum.

Some children, at times, may be grouped differently for Literacy or Numeracy work in order to give each child a curriculum appropriate to his/her needs and to make best use of available resources. Teachers use a variety of teaching styles appropriate to the needs of the subject matter and the needs of the children in their class. These may include whole class, group or individual teaching.

EQUAL OPPORTUNITIES

Everyone at our school is treated equally. We strongly believe that all children are entitled to receive equality of opportunity in all aspects of school life. Reasonable adjustments will be implemented to ensure that all children access all opportunities.

CHILDREN WITH SPECIAL NEEDS

The class teacher in conjunction with the Headteacher monitors all children including those who are exceptionally gifted and talented, as well as those children who experience learning difficulties and problems. Mrs Kidd (SENCO - Special Educational Needs Co-ordinator) is responsible for monitoring special needs in school. Children with Education and Health Care Plans (EHCP) are supported to ensure that their needs are met and the outcomes on their plan are reviewed annually.

If you are concerned about your child in any way, please consult the Class Teacher, SENCO or Headteacher. Information and advice will then be given.

If the difficulties continue, external agencies such as the Educational Psychology Services may be called upon for assistance. You will be fully involved and informed about any arrangements that need to be made as your child's needs are assessed.

ARRANGEMENTS FOR DISABLED PUPILS

Copeland Road Primary School fully supports equal opportunities for all our pupils. Bearing this in mind admission arrangements for disabled pupils are no different from those for other children. Where necessary, the school will liaise with the medical authorities to ensure that children with medical problems are able to benefit fully from their time at the school.

SCHOOL ETHOS

The school promotes a sense of caring and security for all its pupils. We encourage the children to have respect for others and themselves. All pupils are encouraged to have a sense of belonging to the wider community as well as the school community.



In order to achieve these aims we involve the children as much as possible with the everyday life of the school, for example through the School Council, pupil surveys and discussion opportunities. We have been awarded with the Investors in Children status as we work hard with the children to understand their needs and respond to their requests. Children are given responsibility and trust e.g. Junior Road Safety Officers, Buddies and Sports Leaders. Assemblies and Collective Worship play an important part in promoting the school's ethos. Teamwork is encouraged, as well as pride in the individual's own work.

BEHAVIOUR AND DISCIPLINE

The emphasis in school is to promote and reward good behaviour. This is continuously encouraged to create a positive ethos in school and set high standards of good behaviour. The children are expected to live and think as members of a welcoming school community. They learn to be courteous, to avoid hurting others and to practice self-control. Leadership and initiative are actively encouraged.

To develop good behaviour in our school we emphasise the positive approaches of praise, encouragement and reward. Our system of rewards includes:

- ◆ praise by the class teacher and other members of the teaching and non-teaching staff;
- ◆ positive comments in workbooks;
- ◆ good-work and merit stickers;
- ◆ the awarding of certificates such as 'Achiever of the Week', 'Writer of the Week' and 'Good to be Green' for each class;
- ◆ formal announcements in assembly and recognition of children's achievements both in and out of school;
- ◆ the awarding of team points to individual pupils and the Team Cup to the weekly winning team;
- ◆ informing parents of good behaviour including regular text messages home;
- ◆ half-term treat for all those pupils who have a good discipline/behaviour record;
- ◆ the end of year celebration assembly

In cases of inappropriate behaviour, children may have some privileges withdrawn, such as playtime/lunchtime activities. Parents are informed if such behaviour shows no sign of improvement. We use a system called 'It's Good to be Green' to promote good behaviour in school, this uses a combination of green, yellow and red cards. The children aim to stay on green cards to achieve rewards such as texts home to parents and additional treats.

Although it is often an immediate and understandable reaction, we do ask parents not to tell their children to "hit back" as this only makes difficult situations worse and will usually involve your child receiving a punishment.

The school has a code of conduct in the form of a set of simple rules, which are essential for, amongst other things, the well-being and safety of all pupils. We make pupils aware of these rules and an explanation of their necessity is given. Once the children understand these, we feel that they are more likely to be accepted.

SCHOOL RULES

Follow instructions.

Respect others.

Keep hands and feet to yourself.

Walk quietly around the school.

Look after school property.

Keep the school clean and tidy.



Any incidents of bullying are taken extremely seriously and such inappropriate behaviour is not accepted.

PUPIL/PARENT GUIDELINES TO COMBAT BULLYING

We promote a happy and safe learning environment but we do realise that some bullying may occur in all schools. It can be a worrying, anxious time for families when children are unhappy at school as a result of bullying. However the staff and children of Copeland Road Primary School are committed to eliminating any anti-social behaviour and we will do all in our power to achieve this.

Please encourage your child to talk about school. They have the right to be happy and safe at school and if they do encounter a problem they should get help by TELLING (parents, teachers, friends) instead of keeping worries to themselves.

If you have a concern about bullying we would urge you to tell a member of staff, personally or by telephone, so that the matter can be discussed and resolved. Most incidents will have been dealt with during the school day but sometimes your child may tell you something which they have not spoken about to a member of staff. Following an incident being reported, a member of the teaching staff will fully investigate the situation and appropriate action will be taken.

If your child is involved in any bullying behaviour of other children we will need your support and co-operation in any action taken. The fact that school and home can be seen to be working together helps children to realise that their behaviour was inappropriate. We hope that all parents will be as committed to the eradication of bullying as we are at school.

PARENTAL SUPPORT

Parents are very welcome in school and their involvement is greatly appreciated. There are many ways in which parents can help. All adults who are working in school require a DBS clearance.

There is a "Friends of the School" group in school that organises social and fund raising events. New members are most welcome.

COMMUNICATION

The school will keep parents informed about their child's progress and about events related to school. Parents' open events are held each term and an annual written report is given during the summer term. Teachers will discuss concerns and progress at other times following contact with the school. The school has a website where information about policies, curriculum, pupil premium, newsletters, events and activities are recorded. Text messages are also used regularly to keep parents and carers informed about their child and school. It is important that parents provide up to date information about their phone contacts, addresses. An emergency contact must be available during the school day.

SCHOOL SECURITY

The school has a range of security measures that offer peace of mind to parents. These include a CCTV system that covers the school grounds including all of the entrances and exits. All external doors are locked to prevent unauthorised access by the public. The school grounds are surrounded by a security fence and an inner fence separates the playground area from that used by vehicles.

Only staff and authorised vehicles are allowed in the car park.



TEACHING TIME

Children in Years R, 1 and 2 work for 22 hours 55 mins a week and children in Years 3, 4, 5 and 6 work for 23 hours 45 mins a week. These times, which exclude registration, breaks and Collective Worship, meet the DfE requirements.

SCHOOL LESSONS

(Morning bell rings at 8.55am to ensure all children are in lessons by 9am)

EYFS & Key Stage 1 (Classes R, 1, & 2) 8.55am-12.00 a.m. and 1.00-3.15 p.m. (plus afternoon play)

Key Stage 2 (Classes 3, 4, 5 & 6) 8.55am-12.10 a.m. and 1.00-3.15 p.m.

SCHOOL UNIFORM

The school has a simple and inexpensive school uniform that all children are required to wear unless it is a designated non-uniform day.

Uniform

Black or Navy skirt / trousers
Blue / white gingham dress
White / blue shirt
School sweatshirt/cardigan
Black shoes

The school sweatshirt with a distinctive 'Oak Tree' emblem can be purchased at school. School Uniform order forms are available from the school office. The school strongly emphasises the school uniform as it encourages a community identity, improves behaviour standards, helps to create a whole school ethos for learning and produces a pride in the school.

Parents should ensure that their children do not wear inappropriate clothing and footwear for school such as jeans, football tops, shoes with heels, flip flops, open toed sandals etc. Inappropriate footwear can cause safety problems when children move around the school building or play on the yard at break times.

Children are actively discouraged from wearing any jewellery at school. Children may wear a small watch but other jewellery such as earrings, bracelets, necklaces etc should not be worn in school. Make-up (including nail varnish) and false nails must not be worn in school. No jewellery is allowed at the swimming baths. The school will not accept responsibility for any loss or damage caused by the wearing of jewellery. (Further information about the wearing of jewellery can be seen in the school policy)

For any P.E. or Movement and Games sessions, children require black shorts, a white T-shirt and plimsolls for indoor use or trainers for outdoor use. A white PE shirt with the school logo and printed PE bag are available to buy from the school office. PE kits should be brought to school in a drawstring bag and kept on your child's peg in the cloakroom. **Please ensure that your child has their P.E. clothing at school every day as occasionally the P.E. timetable may need to be unexpectedly changed.**

P.E.(including swimming) is a statutory National Curriculum subject and, as such, must not be missed. Any parent wishing a child to be excused from P.E. lessons will need to send a note from their Doctor confirming that there is a medical reason for this.

Children who forget to bring their P.E. kit will be loaned a kit from the 'Lost Property' box when this is available.

PLEASE WRITE YOUR CHILD'S NAME IN ALL ITEMS OF CLOTHING INCLUDING FOOTWEAR

(The school will not be held responsible for items of personal property that are lost in school.)

EXTRA CURRICULAR ACTIVITIES

The school organises a range of after school activities such as football, cricket, film, dance, IT, cookery, multi-skills, art, gardening etc. These may be age related or open to all age groups. Times and days for after school activities may vary throughout the year. There is usually a cost for after school clubs sessions. The school also takes part in a number of out of school local sports competitions and festivals.



SCHOOL MEALS

School meals are provided from our own kitchen at a subsidised price of £2.05 per day or £10.25 per week. Meals need to be paid for at the start of the week, money should be placed in an envelope with the child's name and class. Cheques must be made payable to Durham County Council. From September 2014 all infant pupils were entitled to free school meals as a result of a Government subsidy. Parents **still need** to complete a free school meals form for data and funding purposes. Meals are served on a cafeteria system and the children are offered a good well balanced diet each day. Our school operates a menu choice system where children have the opportunity to select from a variety of meals in advance, this includes a vegetarian option. Menus run for a half term, there is a three week menu choice.

Your child may bring a **HEALTHY** packed lunch from home if you wish (**no chocolate bars/sweets/fizzy drinks/glass bottles**). Any drink must be in an unbreakable container, and a spoon should be provided if necessary for yoghurts etc. Children place their uneaten items back in their lunchbox so that parents can keep a check on the food eaten. (Advice on healthy packed lunches is available)

HEALTHY SCHOOLS' STANDARD AWARD

We were awarded the ENHANCED HEALTHY SCHOOLS' STANDARD for our continuing work and commitment to teaching children the value of a healthy diet, mind, attitude and body. Amongst other things this was awarded for the hard work done by pupils, staff and parents involved in our SCHOOL COUNCIL, SPORTING AND FITNESS and BREAKFAST clubs and in healthy eating through the SCHOOL NUTRITION ACTION GROUP. In addition it recognises the work done within the curriculum in PSHE Education. We are very proud of our achievement and are committed to promoting a healthy lifestyle in school.

SCHOOL COUNCIL

This is a pupil forum which ensures the children have an active voice in school activities and events, as well as providing a means for them to be involved in decision making, and solving problems. Children from each Key Stage 2 year group are elected on to the council, and there are Y6 representatives who provide a liaison with EYFS/KS1 pupils.

In the past few years pupils have been involved in:-

- Asking interview questions at staff interviews
- Fundraising for Red Nose Day/Children in Need/Water Aid/Butterwick etc.
- Organising a rota for playground football games
- Organising the purchase of playground equipment
- Meeting Taylor Shaw the lunch providers to discuss meals

Active involvement of the children in the life of the school ensured that we were awarded the **Investors in Children Award** in **2018**.

SAINSBURYS SCHOOL GAMES AWARD

We are delighted to have been awarded the Sainsburys School Games Award because of our ongoing commitment to fitness and sport. We offer a huge variety of sporting activities for all ages and abilities, and all children are encouraged to participate. These events take place in lunchtime and after school clubs. All children participate in a 'daily mile' walking activity to promote health and fitness.

In the past we have organised various events including:-

- Football
- Netball
- Basketball
- Hockey
- Table tennis
- Cricket
- Dance
- Gymnastics
- Commonwealth Games
- KS1 PE club
- Residential Activity weekends
- Rugby
- Cross Country
- Tennis
- Golf



CURRICULUM ORGANISATION

The school offers a broad and balanced curriculum which is firmly based on Literacy and Numeracy skills, together with opportunities for creativity and self-expression in the fields of Art, Drama and Movement.

The curriculum of the school is organised to meet the requirements of the National Curriculum. The core subjects are Mathematics, English, Science, Computing and Religious Education. The foundation subjects taught are History, Technology, Geography, Music, Art, PE, Modern Foreign Language(MFL - French) and Personal Social and Health Education.

Much of the work in school is planned in a cross-curricular way although some subjects are taught discretely. Teaching is differentiated to meet the child's age and stage of development. Further information about the school's Curriculum Policies and Guidelines, is available on request from the Headteacher.

CURRICULUM AREAS

Mathematics

The school bases its teaching and learning of Mathematics on the National Curriculum using the Abacus materials. Our teaching methods are designed to improve oral and mental strategies and reasoning skills. Children are also taught facts about: number and the number system; calculating using addition, subtraction, multiplication and division; measures and shape and space. Pupils are also taught how to use their knowledge and skills to solve problems and the specific mathematical vocabulary they need for each area.

English

The school has fully adopted the Read, Write Inc programme to promote the learning and understanding of phonics and reading and has been recognised as a Read Write Inc. School. The children will have experience of work in Speaking, Listening, Reading, Writing, Grammar, Punctuation and Spelling.

The school has a new well-stocked Library where all children are taught research skills thus enabling them to use this facility in a way that enhances their learning. In addition children are encouraged to borrow library books for pleasure.

Speaking and Listening

These skills concern group and individual activities such as drama, circle time and storytelling and being able to respond and give instructions and messages accurately. Support is available for children with speaking and listening concerns.

Reading

A wide variety of reading schemes is used in school including Oxford Reading Tree, Ginn 360, Story Chest and Sunshine. Children are encouraged to read widely and to choose from a large selection of fiction and reference books. The teaching of phonics is seen as a way of giving the children the best possible start to the development of their reading skills.



Handwriting

Children are expected to write clearly and accurately with appropriate speed for their age. The school uses a cursive style of writing and this is taught from the Reception Year onwards. We place considerable emphasis on good presentation and a good writing style is encouraged. **Please do not teach your child to use block capitals as this can cause additional difficulties.**

Writing

Children are given many opportunities to write, in all curriculum areas. They are encouraged to use a variety of styles, including writing imaginative stories, writing letters, factual accounts and reports of events etc. As children develop writing skills, greater emphasis is placed upon the use of punctuation and grammar.

Spelling

Children are encouraged to develop their spelling skills in a variety of ways. These include learning phonics, recognising spelling patterns, checking their own accuracy in their writing, using dictionaries, using spelling books and learning word patterns.

Science

Children are given opportunities to develop intellectual and practical skills that will allow them to explore and investigate the world of science.

The activities offered require a progressively more systematic approach, which develops increasing knowledge and understanding of scientific ideas.

Technology

The children will be given experiences that will allow them to develop their technological skills and enable them to design and construct a variety of artefacts. They will also be taught to evaluate their work.

Computing

All children will have access to a variety of ICT equipment and will learn about word-processing, data handling, computer modelling and sensing and control. The school has a very well resourced ICT suite and a class set of iPads. Every class has an interactive whiteboard.



The school is linked to the Internet and children will be taught to access this source of information in a safe and independent way. The school uses the Digital Excellence Awards to promote computer teaching and learning. Cyber safety is a huge priority and children are regularly taught about internet safety. We have our own E-Safety Cadets who promote internet safety with children and parents.

Physical Education

The school encourages children to achieve their personal best, gaining skills through P.E., music, movement, games, drama and outdoor education.

Activities carried out within the classroom such as painting, writing, matching cards, playing lotto games and using scissors also contribute to a child's physical development and encourage eye and hand co-ordination.

The school aims to ensure that all pupils are given the opportunity to enjoy taking part in a variety of games and sporting activities. These aims are met by organising the school's P.E. lessons in such a way as to ensure that there is a broad and balanced range of age appropriate activities. Some of these will be team games, such as football, netball, basketball, cricket and hockey and some will be individual challenges. The school takes part in a comprehensive programme of competitions and festivals with other schools including netball, football, cricket, tennis, rugby, swimming and athletics. We also organise intra-school based competitions and promote team and individual success.

The school has a large range of resources for the teaching of P.E. There is a large playing field as well as a large playground area and a spacious hall for indoor work. The school uses specialist coaching during curriculum and after school activities.

It is extremely important that all children bring their PE kit to school each week. Children are required by law to take part in PE lessons (unless excused from doing so by a doctor's letter).

Creative Arts

A variety of arts and crafts activities are encountered e.g. drawing, painting, collage work, printing, pastels, clay, model making, cooking, sewing, weaving and making puppets using a range of skills and different media.

Music making using tuned and un-tuned percussion instruments is part of our music/drama lessons. In addition children in Key Stage 2 have recorder and ukulele lessons. Singing and listening to music forms part of our weekly curriculum. The school accesses peripatetic brass lessons on a weekly basis.

History and Geography

All children are encouraged to develop an awareness and understanding of history and geography. They are taught knowledge about different periods in history and how to develop skills such as researching. They learn historical and geographical information from, and about, their own locality, Britain, Europe and the world. Lessons are either topic based or subject specific. Educational visits play an important part in the development and enhancement of this area of work. Some visits are in the locality e.g. to study the village itself or the streams/hedgerows. Other visits may be to a museum, an exhibition, a farm and other places of interest that may help to bring the work to "life". Our international work with our partner schools in Tanzania/Mozambique has helped to develop and enhance the children's understanding of a different and contrasting locality.



Religious Education and Collective Worship

Religious Education is a statutory requirement and is taught to all children. The school teaches the children about all the major religions including Buddhism, Hinduism, Islam, Judaism and Sikhism but concentrates largely on Christianity. An act of Collective Worship takes place every day. This act of Collective Worship is broadly Christian in its approach. Parents have the right to withdraw their children from such teaching or acts of worship. The school has good links with the local churches and we hold Easter and Christmas services in St. Helen's Church.

SMSC/PSHE

This aspect of the curriculum gives the children a wider view of the world around them and helps to give them an understanding of life outside of school. This area also includes British Values which we promote across the curriculum. We hope that all children will gain an understanding of society and the part that they are able to play within it.



Health Education takes place as part of topic work. Cleanliness and looking after our own health is encouraged. The School Nurse is often involved in such aspects of the children's education. Sex Education is not taught as a specific subject but it is treated in a sensitive way when questions arise. Children across the school participate in Sex and Relationships discussions as part of their on-going work. This is based on the school policy and in all cases the age and maturity of the children concerned is considered.

HOMWORK

Homework is set regularly and children are given appropriate tasks for their year group. The reasons for giving homework are as follows:

- ◆ It reinforces and enhances work undertaken at school.
- ◆ It develops independence and self discipline especially in older children
- ◆ It helps when additional information is needed from resources not found in school, e.g. independent research or information related to home or local community.
- ◆ It provides additional practice on some area of schoolwork.
- ◆ It helps parents to be aware of what their children are working on, the types of topics currently been covered and an opportunity to provide additional support.

Pupils are expected to take their reading book home each night and we encourage parents to listen to their children read on a regular basis and to be actively involved in their child's education in general.

ASSESSMENTS

All children are continually assessed throughout their primary school by formal and informal methods. These assessments are used to inform curriculum planning and to evaluate the children's progress. Formal assessments include the end of Key Stage 1 and 2 SATs tests and Year 1 Phonics Test. Results of formal and informal assessments are shared with parents. Our results in 2017 ensured that the school was in the top 2% of the country nationally for progress.

End of Key Stage Results 2017

EYFS	% Good Level of Development	% Good Level of Development	% Good Level of Development	% Good Level of Development
Year	2015	2016	2017	National 2016
All	73	67	69	69
FSM	33	20	50	54

Phonics Results

Year 1	School			National
	2015	2016	2017	2016
All pupils	84	81	46	81
Boys	73	75	40	77
Girls	100	83	54	64
FSM	100	67	14	70

Key Stage 1		All	National All
READ	EXPECTED	63	74
	GREATER DEPTH	32	24
WRITE	EXPECTED	53	65
	GREATER DEPTH	16	13
MATHS	EXPECTED	63	73
	GREATER DEPTH	26	18

Key Stage 2		School	National
READING	ACHIEVING SCALED SCORE	89	71
	HIGH SCALED SCORE	33	25
READING Teacher Assessment	ACHIEVING SCALED SCORE	89	79
	HIGH SCALED SCORE	78	76
WRITING TA	ACHIEVING SCALED SCORE	22	18
	HIGH SCALED SCORE	78	77
Grammar Punctuation & Spelling	ACHIEVING SCALED SCORE	33	31
	HIGH SCALED SCORE	78	75
MATHS	ACHIEVING SCALED SCORE	22	23
	HIGH SCALED SCORE	78	77
MATH Teacher Assessment	HIGH SCALED SCORE	78	77
National R, W & M	NATIONAL STANDARDS	72	61
National R, W & M	HIGH SCORES	11	9

KS2 AVERAGE SCORE	All	National all
Reading	105	104
Grammar Punctuation Spelling	105.8	106
Maths	104.6	104

KS1-2 VALUE ADDED - PROGRESS MEASURE	All	National all(2016)
Reading	4.2	0
Grammar Punctuation Spelling	3.5	0
Maths	3.6	0

ATTENDANCE

Good attendance in school is **essential** to ensure each child reaches their full potential. All children are required to attend school regularly unless prevented by illness or other appropriate reason. Parents need to contact school on the first day of absence. If no contact is made parents will be contacted by text.

Please note that when children are absent from school, parents are required to notify us of the reason. Without such notification we are obliged, by Government rules, to mark your child as having an unauthorised absence. A high level of unauthorised absences will lead to a visit from the Educational Welfare Officer and may lead to a fine or possible prosecution.

For safety reasons no child will be allowed out of school during the day unless the parent, or an identified adult, collects them. Please ensure that routine dental and medical appointments are out of school hours as these count as absences. In cases of regular absences you will be required to provide written confirmation of medical appointments.

ABSENCE RATES

Period	Absence 2014/15	Absence 2015/16	Absence 2016/17
School year	4.0%	5.2%	4.4%

HOLIDAY DATES

<u>2017-2018</u>	<u>Closing Date</u>	<u>Re-open for Teaching Purposes</u>
Summer 2018	Friday 20 July 2018	Tuesday 4 Sept 2018
Autumn Half-Term 2018	Friday 19 October 2018	Monday 29 October 2018
Christmas 2018	Friday 21 December 2018	Tuesday 8 January 2019
Spring Half-Term 2019	Friday 15 February 2019	Monday 25 February 2019
Easter 2019	Friday 5 April 2019	Tuesday 23 April 2019
May Day 2019	Friday 3 May 2019	Tuesday 7 May 2019
Summer Half-Term 2019	Friday 24 May 2019	Tuesday 4 June 2019
Summer 2019	Friday 21 July 2019	Wednesday 4 Sept 2019

Leave of absence during term time is not authorised unless there are **exceptional circumstances** and parents need to request any **leave of absence (including holidays)** in writing using the forms in school.

REGISTRATION PERIOD

The registration periods are: 9.00 - 9.10 a.m. & 1.00 - 1.05 p.m. If a child arrives after registration they will be given a "late" mark. It is important that children are in school on time as the first part of a lesson is often the time where important information is given. Please note - children do not like coming into class late and it is not a positive way to start the school day.



COMPLAINTS PROCEDURE

The school uses the Local Authority Complaints procedure. Complaints should first be considered informally in discussion with the Class Teacher or Head Teacher. Most complaints are resolved at this stage; however, if they are not resolved informally, a formal process can be followed by writing to the Head Teacher or School Governing Body.

MEDICATION

Parents **must** inform the school if their child requires medication as staff need to be aware of all medication in school. As a result of recommendations by local authorities and professional associations it has been necessary to formulate a Policy on the Administration of Medication. The following information has been taken from the School's Policy.

PARENT GUIDELINES ON MEDICATION IN SCHOOL

The teaching staff have been advised by their professional associations that they should not administer any form of medication to pupils. The staff at Copeland Road School will follow this recommendation.

Parents should be aware of the school's approach to the use of medicines and medications by pupils while they are at school. In the first instance parents/guardians are legally responsible for administering medication to their children. It will generally be possible to give medication to children either before or after normal school hours in the case of three doses per day. Parents are welcome to come to the school to administer additional medication should this be necessary.

*If pupils are required to take any form of prescribed medication during school hours (**only those prescribed by a doctor and to be taken 4 times a day**) and parents are unable to administer this, then a **Self Administration Form** will need to be completed and returned to the school. The medication should be brought to school by a responsible adult and given to the class teacher. The medication **must** be clearly labelled with the child's name, the dose required to be taken and the times to be taken. A note on storage (e.g. refrigeration) should also be included. **Please note that for legal reasons staff will NOT administer any medication.** The child, assisted by staff, will be expected to take any dosage him/herself. With regard to changing dressings, anything of this nature will need to be organised by parents/carers.*

In certain circumstances, with the co-operation of the relevant medical services, trained staff may deal with some treatments in school.

We realise that this may be inconvenient to some parents but assure you that we have the children's best interests at heart. A copy of the **Self Administration Form** is available from the school office.

Inhalers must be clearly labelled with the child's name and will be stored in a safe and secure place. Please remember the active medication inside inhalers will eventually go out of date and must be changed on a regular basis. Inhalers cannot be shared with other family members or other children.

INFECTIOUS COMMUNICABLE DISEASES

Children suffering from communicable diseases such as Measles, German Measles, Chicken Pox, Whooping Cough, Diarrhoea and Vomiting should be kept at home for the appropriate amount of time. Please ensure that your child is fit and well before returning to school.

At some time, all schools are likely to have instances of head lice. Parents will be informed if there are cases of head lice in their child's class. We strongly urge all parents to check their child/children's hair regularly. It is advisable to tie back long hair when children are at school. Further advice on this matter may be obtained from the School Nurse.

CHARGING POLICY

The school aims to provide a range of opportunities for children to benefit from a variety of educational visits and events, both in and out, of school. From time to time, parents will be asked to make voluntary contributions to help cover costs. No child will be excluded through an inability to contribute, however, neither will any other child's contribution subsidise others. In the event of under subscription the visit/event may be cancelled.

FUND RAISING AND CHARITY EVENTS

The children, staff and parents are proactive in supporting a range of local community and national charities. This includes national events such as Red Nose Day and Children in Need and also local charities such as the Butterwick Hospice. We have also taken part in fund raising for our partner school in Tanzania.

FURTHER INFORMATION CAN BE FOUND ON THE SCHOOL WEBSITE

The school website is regularly updated with activities, events and it contains a great deal of information such as class curriculum maps, school policies, uniform, newsletters, etc.

DATA PROTECTION AND PRIVACY

Following the introduction of the new General Data Protection Regulations, we as a school will only store data that we need for the lawful purpose of providing education to our pupils. We will ask parents to give their consent for additional information where this is required. We have a Data Protection Policy on our website which outlines the new data protection regulations and how this applies to our school.



Thank you for taking the time to read our school brochure, if you have any questions or items you wish to discuss in more detail, please do not hesitate to contact school for further information.

*R Nodding
Headteacher*

Our aim is to provide quality education in a safe and caring environment