

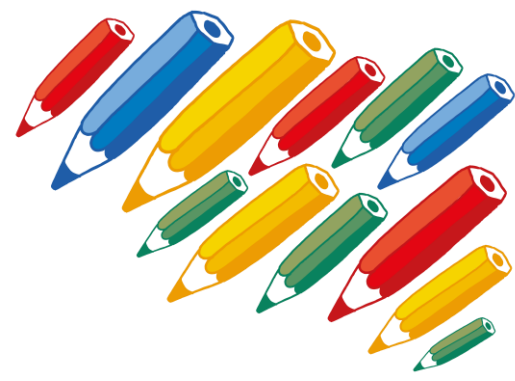


PARENT HANDBOOK

SEPTEMBER 2024

Contents

- Welcome
- Our Ethos & Value Statement
- Stanley Learning Partnership
- Applications & Admissions
- Classes & Curriculum
- Our school day
- Attendance
- Out of hours care
- Clothing in school
- Food served in school
- Parental support
- Additional learning
- Special Educational Needs
- Health & Wellbeing
- Digital media
- School premises
- Behaviour in school
- Valuables in school
- Policies
- Complaints



Welcome

Dear Parent/Carer,

On behalf of the staff and Local Governing Body, a very warm welcome to South Stanley Junior School. We are delighted you have chosen our school and are sincerely looking forward to getting to know both you and your family.

Here at South Stanley Junior School, we offer a caring, supportive and stimulating environment for children aged 7–11 years. Our KS2 provision enables our children to develop and grow into thoughtful and capable individuals with a sense of independence and self-worth.

Our learning opportunities are engaging and our teaching inspirational, enabling pupils to connect with and relate to their learning experiences. Our high expectations of children elevate their aspirations and desire to succeed.

We continuously strive to be at the centre of our community as we nurture a sense of belonging, instilling confidence and ambition into the hearts of children under our care.

Communication is a two-way process – so talk to us! If you have concerns, share them with us straight away; if your child achieves success outside of school, tell us about it so we can celebrate it. If we keep lines of communication open, with your child at the heart of them, only good things can happen.

We hope you will take every opportunity to work with us and support the initiatives we introduce for our children. My aim is to build a united relationship so that together we can fully support your child and ultimately give them the education they so truly deserve. Kindest Regards

Mrs R Bell
Headteacher





Our Ethos & Value Statement

At South Stanley Junior School, we want every child to enjoy learning and develop confidence, independence and a feeling of self-worth.

We aim to provide a caring, supportive, stimulating environment in which all our children can develop into thoughtful, capable individuals.

We make learning vivid and real, engaging all our learners through the provision of a rich and varied curriculum and inspirational teaching. We have high expectations of our children, aiming to raise aspirations and break down barriers to success.

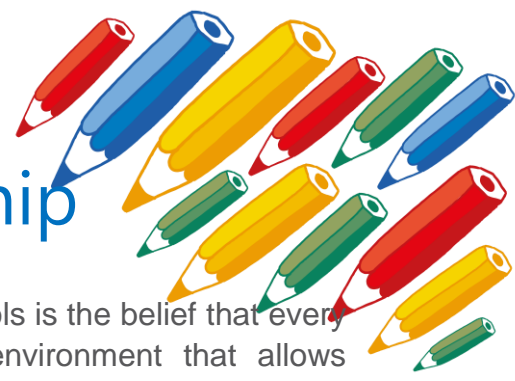
Our vision is to be at the heart of our local community, fostering a warm sense of belonging through trust and understanding. We want to encourage every individual to reach for the stars and aim to support families to achieve their full potential.

Our school is a community where people come together to work and learn in a safe and caring environment. Each person within the community should be treated with consideration and respect, and their value as members of the school should be recognised. Pupils are encouraged to have consideration for one another and to support each other to succeed. They are given responsibility in line with their maturity and expected to take an active role in making our school community the best that it can be.

Within the classroom, lessons are structured to encourage independent, active learning. Pupils should find lessons exciting and interesting with high expectations of both their behaviour and learning outcomes. We want children to achieve their full potential for learning within an inclusive, nurturing atmosphere and to recognise the power of lifelong learning which they will take forward into their adult lives.



Stanley Learning Partnership



At the heart of our community of schools is the belief that every child can achieve. We create an environment that allows children to develop their talents, both as individuals and a collective, empowering them to succeed in and outside of the classroom.

At every opportunity, we will encourage our children to contribute to the life and work of school, giving them a greater sense of belonging so they are best equipped to share, respect and trust in the start in life we offer them.

All schools within Stanley Learning Partnership share the desire to provide education excellence where children excel and aspire without limit. Irrespective of their ability or background, we are committed to providing inclusive learning. Via our rich and engaging curriculum, we endeavour to meet the individual needs of all of the children we serve to ensure they all reach their full potential every day of their educational journey.

Our committed staff work together collaboratively across all schools, valuing and supporting each other's skills, knowledge and expertise to provide the highest quality of teaching possible. Such synergy and teamwork ensure we share best practice and enables us to develop professional relations built on loyalty, integrity and respect, qualities that are then filtered into the classroom.

We recognise that the children of Stanley Learning Partnership are all unique and encourage them to respect and embrace one another's individuality. Likewise, the local communities we serve are diverse but our knowledge and understanding of them empowers us to forge partnerships that, ultimately, are to the benefit of our children.

The values and ethos held by Stanley Learning Partnership create a sense of purpose instilling the belief that every school, and every child within it, will succeed. We are all proud of our partnership and our values: these are the lynchpins to our success and that of our children.



Applications & Admissions



Applications for school places and admissions for places at our school should be made via Durham County Council, irrespective of the time of year.

If your child is joining us from South Stanley Infant & Nursery School or another Key Stage 1/infant setting, the same process must be followed.

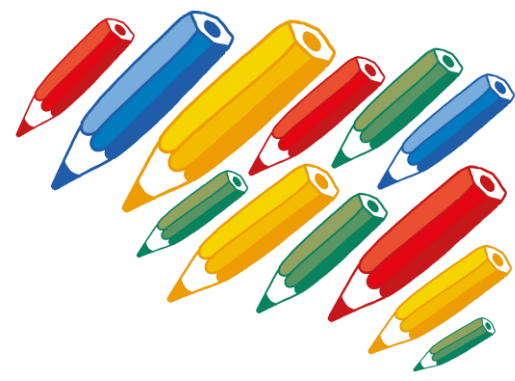
Applications are completed online at www.durham.gov.uk/schooladmissions Following your application, you will be advised by the Admissions Team irrespective of a place being offered or not.

Mid-year Admission

Parents wishing to apply for admission to our school at other times of the year or any other year group, e.g. if you wish to move your child from another school or you have recently moved to the area, should again do this online via Durham County Council by logging on to www.durham.gov.uk/schooladmissions

You are welcome to contact the school direct for an informal chat or to view the facilities whilst awaiting the Local Authority's response to your application. Please note, we will always contact your child's previous school for information.





Classes & Curriculum

Registration Classes

Our provision is for Key Stage Two.

Class organisation depends upon pupil number. Here is our structure for the 2024/2025 year:

3P Year 3 with Mr Patterson

3S Year 3 with Mrs Smith and Mrs Richardson (afternoons)

Also in Year 3: Mrs Simpson

4T Year 4 with Ms Thomas

4M Year 4 with Miss Mclauchlan

Also in Year 4: Mrs Richardson (mornings), Miss Robb and Mrs James

5G Year 5 with Mr Garbutt

5W Year 5 with Miss Wilkinson

Also in Year 5: Mrs Carlile and Mrs Blacklock

6T Year 6 with Mr Turnbull

6D Year 6 with Miss Davison

Also in Year 6: Mr Forster and Mrs Willett

Children will be grouped according to ability for maths. All other subjects (including English) will be delivered in mixed-ability year group classes. Teachers work closely together within a year group and for some lessons your child may be taught by the other class teacher in the same year group. Children will move classes in September each year. Prior to moving into a new class, children spend time throughout June/July on a transition programme in order to meet their new teacher and classmates.



Curriculum

Parents are welcome to take a more detailed look at our curriculum and your child's class by going online to www.southstanley-jun.durham.sch.uk . As well as curriculum information, you will find:

- School and Partnership Policies
- Topic maps for each class
- Ofsted reports

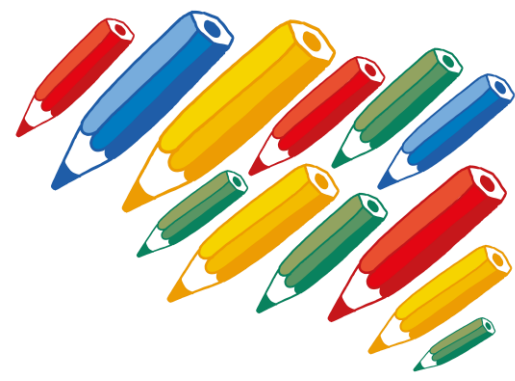
Our school follows the Government prescribed curriculum for all subjects. This means your child will learn:

- Maths
- English
- Science
- Geography
- History
- Computing
- PSHE (which includes online safety)
- Art
- Design technology
- PE
- RE
- Modern Foreign Languages
- Music

Here at South Stanley Junior School, we respect the different denominations of our children. Therefore, should you wish to withdraw your child from RE or any collective worship, please contact us so we can agree the best way to do this for your family.

If you wish to see our curriculum in detail, please visit the website or contact school.





Our School Day

Arriving at school

Children are welcome at school from 8am if they are coming to **Breakfast Club** (please see the section 'Out of Hours Care' for more information). From 8:40 onwards, all pupils are greeted on the gate by a member of staff and then they head up to class for morning 'soft start' activities.

Late arrivals

Registration closes at 8:50am and if your child is late, you will need to accompany them into the building via the main reception. All late arrivals are marked as such on the SIMS register and will affect your child's attendance. Any children arriving after 9:30am will be marked as having an unauthorised absence for the morning.

Persistent lateness does not just affect your child's academic achievement – it also disrupts classes. Therefore, we ask for your support in ensuring your child arrives at school on time.

Leaving school

The school day ends at 3:20pm for all year groups. Children will be accompanied to their exit gate by an adult from school and only released if a parent or carer is there to collect them. We kindly ask that parents and carers walk down the path (rather than stand at the top of the drive) so that they are within eyesight of the school staff to ensure a safe handover. From September 2023, all adults collecting pupils from year 3 and 4 classes must come to the lower level (i.e. area in front of the main entrance) so that children can be directly handed over by staff.

Children from year 5 onwards are permitted to walk home unaccompanied if a parent/carers completes a permission letter following a meeting with Mrs Bell or Mr Forster to agree this. We ask that parents/carers think carefully about their child's level of maturity and road sense before allowing them to walk home unaccompanied. We also reserve the right to refuse to allow some children to walk home by themselves if we feel that this is not safe.

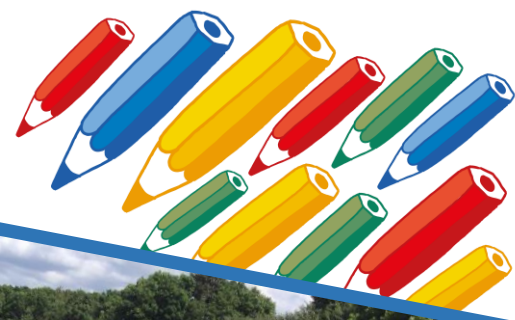


Early departures

Please contact school to advise us if your child needs to leave school before the end of the school day. Medical appointments should be made out of school hours and where this is not possible, an appointment card or letter is required. Parents and carers should arrive at the main reception to collect their child where you will be asked to sign your child out.

Our school day looks like this:

8:40am	Children access school through their year group's gate and begin morning 'soft start' activities in class
8:50am	Registration closes and assembly begins
10:20am	Morning break. Children can purchase a healthy snack from our fruit tuck shop. Items are 40p each.
12:00—12:50pm	Lunch time
3:20pm	End of the school day. Children can be collected from their class's designated exit point (please ask class teachers for further information). We ask that all parents/ carers ensure younger children are supervised and keep school exits clear to give teachers and pupils room to assemble.



Attendance

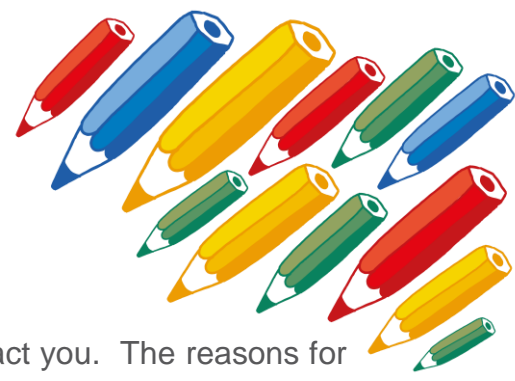
Regular attendance at school is important for children's continuity of learning. All children will suffer illness and have time off school, but frequent absences mean children have gaps in their knowledge and cannot build effectively on prior learning. As a result, these children do not make the progress that they could and do not achieve their potential. It is a parental responsibility to ensure your children attend school regularly.

Attendance rewards

Each week, the class with the best attendance will be rewarded with an extra playtime. Attendance prizes are also awarded at half-termly Rewards Assemblies.

Absence reporting

In the event of an absence, the school should be informed on the first day of absence **before 9:00am**. This ensures we know that your child's absence is genuine and we can record this in the attendance register. If an absence continues, then we expect parents to confirm the reason for absence each day **before 9:00am**.



If we do not hear from you, our Attendance Officer will contact you. The reasons for this are two-fold:

- It makes parents aware if their children are playing truant;
- It helps us to be aware of the reason for absence and possible length of absence.

Frequent Absence

The parents of pupils who are frequently absent will be contacted so that they can be made aware of their child's absence rate.

School is a fun, fair and compulsory place for your child to learn, play and socialise. We are here to help and support your family. Therefore, please work with us to prevent your child missing out on their learning.

Our Attendance Officer is here to help you and not judge you. If you are experiencing any problems in getting your child to school, share them with us so that we can identify a solution together. School will always support families as much as we possibly can but can only do so if you share the problem with us.

Leave of absence (Holidays)

As detailed in Government policy, unless circumstances are exceptional, holidays during term-time are not authorised.

Should such circumstances be unavoidable, then this should be clearly detailed on the Holiday Request Form. This is available from the Main Office and should be completed and returned as soon possible. All requests are considered by the school Board of Governors and the final decision provided in writing.

Parents may be served a Fixed Penalty Notice by the Local Authority if holidays are taken during term-time without authorisation.

Out of Hours Care

Here at South Stanley Junior School we offer extensive out of hours additional childcare to all children.



Breakfast Club

A **FREE** Breakfast Club, supported by the Greggs Foundation, is available to all children from 8:00am onwards daily.

Places are limited and **MUST** be booked in advance as unfortunately we cannot offer a drop-in service to families. Please contact Mrs Barkess in the office if you would like to secure a place.

Once a place is allocated to your child, you will be notified by email or telephone. Likewise, we would ask that should you wish to cancel your child's place you do so in writing so that it can be given to someone on our waiting list.

Please contact our Main Office should you have any questions regarding Breakfast Club arrangements.

FREE After School Clubs

We offer a number of **FREE** after school clubs that run from 3:20pm until 4:15pm.

As with Breakfast Club, places must be booked in advance for the duration of the term by completing the relevant booking form. Places at specific after school clubs are limited and are confirmed in writing.

After school provision from the end of the school day until 5:30pm is also provided in conjunction with South Stanley Infant and Nursery School. Places must be booked via email and paid for in advance at a cost of £4 per session (paid via ParentPay).

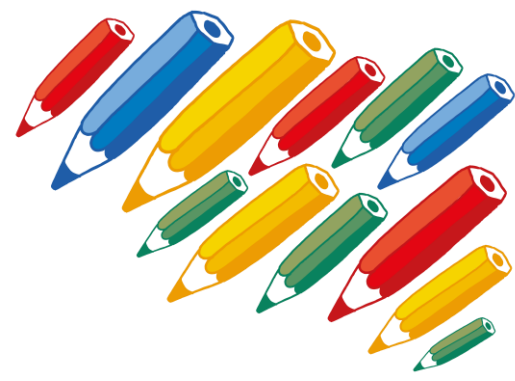
The safeguarding of children is paramount. Therefore, we have a set of terms & conditions that we ask parents to adhere to when signing up for any after school care:

- All places must be booked in advance by email/ via Parent pay
- You are unable to book your child's place over the telephone
- Children will only be released from school to the adults named on the booking form
- If you wish to cancel your child's place altogether, this must be done so in writing
- If your child is unable to attend on a specific date, please notify their teacher in writing; please do not call school on the day
- Should your child regularly not attend, their place may be allocated to someone else
- Please notify staff in our Main Office of any changes to your after-school requirements as soon as possible
- Children are not permitted to cancel or swap to alternative clubs. This can only be done by completing the relevant paperwork, available from Main Office
- Behaviour at Breakfast Club and after school clubs is as important as it is during the school day. After school club behaviour contracts must be signed by pupils



- and their parents/carers, and unacceptable behaviour may result in a child losing their place, which is at the headteacher's discretion.





Clothing in school

Uniform

All South Stanley Junior School pupils are required to wear a school uniform at all times. We do not stock uniform in school, but branded uniform can be purchased from the Track Sportswear website: <https://www.sportswear.com/south-stanley-junior-school-505-c.asp>. Track Sportswear is based at Consett and has a good range of stock in store which can be tried on for sizing.

Alternatively, if it is more cost effective, children are able to wear uniform that does not have the school badge on it.

Our uniform comprises of:

- Blue/white shirt/blouse/polo shirt
- Plain black or grey trousers (No stripes or logos. Jogging bottoms or leggings are not permitted)
- Plain black or grey skirt/pinafore dress
- Royal blue/navy sweatshirt/cardigan
- Any sensible flat, sturdy shoes or trainers which are completely black (no logos)

PE Kit

Our school provides a T-shirt, shorts and PE bag to every child in school. All we ask is that parents please provide indoor gym shoes/trainers. Earrings must be removed for PE and swimming for safety reasons (they cannot be covered with plasters).

PE kit will be washed every half term by staff at school. If you would prefer for your child to bring their PE kit home for washing, please make arrangements with their class teacher.

Swimming kit (where applicable)

Pupils go swimming in Year 4 and Year 6.

Girls must wear a one-piece bathing suit and boys must wear close fitting swimming trunks/shorts (not fashion or long shorts).



Winter clothing

During cold weather, wellington boots or winter boots can be worn but should not be worn indoors; please ensure your child brings their indoor shoes on such days. Please ensure a warm coat and hat, scarf and gloves are worn on cold days also.

Jewellery & make-up

Jewellery such as rings, bracelets, necklaces, watches etc. should not be worn in school. One small pair of 'stud' type earrings may be worn in school but must be removed for both PE and swimming lessons. Please be aware that children have been injured during PE and playtimes when their earrings or jewellery have been caught accidentally. We would ask that ears are pierced during the 6-week holiday to allow time for them to heal before school recommences.

Make-up, nail varnish and false nails should never be worn for school. Smart watches are also not permitted because of the e-safety/ safeguarding risk.

ALL ITEMS OF CLOTHING AND FOOTWEAR SHOULD BE CLEARLY LABELLED WITH YOUR CHILD'S NAME.





Food served in school

School meals

Hot and cold lunches are served in school, as is a vegetarian option. These are cooked on our premises and there is always a good selection available.

Children order their food each morning through the electronic 'Cypad' system which gives them a choice of three different meals each day.

In the event you would like to change your child from school meals to/from packed lunches, please inform the staff in the Main Office at least two weeks in advance.

Packed lunch

As a healthy school, we encourage fruit, vegetables, salad and healthy bread options in your child's packed lunch. Sweets and fizzy drinks are not allowed. In line with school meals, chocolate biscuits or other chocolate coated items are allowed in lunch boxes on Wednesday and crisps on Fridays.

We would also ask that parents kindly refrain from including peanuts or nut-based products (such as hazelnut chocolate spread) and prawns in packed lunches as some of our children and staff have allergies to nuts and prawns.

For safety reasons, glass bottles and flasks are not allowed in school. Please note that we do not allow plastic food flasks as these can encourage growth of harmful bacteria in many foods.

Further information is available in our Packed Lunch Policy which you can obtain from our Main Office or the school website.

Dinner money

All dinner money is now paid through the electronic 'ParentPay' system. The cost of school meals is yet to be confirmed from September 2024; our school meals provider continues to be 'SLP Catering'. All meals should be paid for in advance and cash is not accepted.

Unfortunately, we are unable to offer credit for school meals. If you are experiencing difficulties in paying for your child's meals, please contact us straight away so we can find the best way possible to support you.

Free school meals

If you are in receipt of income support, job seekers allowance, child tax credit, or be asylum seekers or refugees, your child may be eligible for Free School Meals. To receive Free School Meals, please complete the Free School Meals Application Form and the Free School Meals Verification Check Form and submit them, together with



proof of your eligibility, to the Main Office as soon as possible. If you are unsure if you are eligible, we can check this on your behalf.

Again, please complete the Free School Meals Verification Check Form and school will run these checks for you.

Snacks

Children are encouraged to bring a clear water bottle into school with them which they can access throughout the day (school will provide one bottle at the start of the school year). All water bottles should be taken home on a night to be washed and replenished. As detailed elsewhere, healthy snacks are available to buy at break.

Allergies & special dietary requirements

Procedures and policies are in place for children with special dietary requirements. If this applies to your child, it is imperative that you contact the school office in order to complete the relevant paperwork.

It is a parent's responsibility to update school on any allergies or special dietary requirements as and when they change. If your child is on school meals, it may be necessary for them to go onto packed lunch until special arrangements are made and menus adapted.

Parental support



Home / School links

When your child joins us in Year 3, you will be asked to sign a home/school agreement that explains the aims and values of our school.

This agreement has been introduced so that you understand our responsibilities and yours as parents. It sets out what we expect of the children during their time at South Stanley Junior School.

We hope that this commitment to one another strengthens the partnership between home and school, and that we can work together to continue to raise achievement.

Meetings are held for new parents in the summer term when we discuss routines and organisation. This is a chance for you to meet your child's teacher, representatives from Stanley Learning Partnership and your headteacher. This is also a chance for you to ask any questions or share any concerns you may have.

Parents'/ Carers' Evening

It is very important that parents attend Parents' Evening meetings as they provide us both with the opportunity to share information and to plan how best to work together to support children's learning both at school and at home.

We hold Parents' Evenings in the autumn and spring terms where you will be able to view your child's work and speak to their teacher about how they are doing in school. Mrs Bell and/ or Mr Forster are always available during these times.

Reports

A report is written annually for each child that details their general attitude and behaviour in school as well as identifying their many strengths and achievement across the year. This is distributed in the summer term.

Talk to us

We always welcome parents into school and hope that exchanging information, achievements and concerns will become the pattern of our relationship throughout your child's time in our school.



Please do not wait until Parent's Evening or report time if you have any concerns about your child. Should they arise, please contact us as soon as possible. Your child's teacher or teaching assistant is often the first point of contact but the Headteacher is always available if additional support or advice is needed.

We are all here to help and support your family in any way we can.

Assemblies

Assemblies and Acts of Collective Worship regularly take place in school. Acts of Collective Worship are broadly of a Christian nature but events and stories from other world religions are also used.

Classes may sometimes take turns to present an assembly of which parents and carers will receive written notification as and when your child is participating in such events.

Harvest and Christmas time is celebrated by the school as a whole. Again, parents are welcome to attend these celebrations and will be notified in writing of arrangements.

Parents may withdraw their child from Acts of Collective Worship if they wish. If this is the case, please contact the headteacher to make such arrangements.

A Rewards Assembly takes place once every half term at 9am on the final Friday; you will be notified of the date at the beginning of each term. All parents are invited to attend and share in the celebrations with the children – they love it when you do!

Access to information including School Policies

Under existing regulations, parents have access at school, to copies of the Governing Body's Annual Report, Statements of the Local Authority, the Governing Body's Curriculum Policy and aims, the DfE Orders and circulars, our curriculum and most recent Ofsted reports. This includes reports about our school, details of Stanley Learning Partnerships complaints procedure, access to syllabuses and scheme of work in use at school.

School policies can be found online at <https://www.southstanleyjuniors.co.uk/policies>

As we are part of Stanley Learning Partnership our Articles of Association, Scheme of Delegation and Members and Trustee information is available online at www.stanleylearningpartnership.co.uk



Anyone wishing to discuss the aforementioned information is welcome to contact the headteacher.

Keeping in touch

We endeavour to keep families up to date with as much information and notice as possible.

Our main form of communication is regular newsletters which are sent out via email. Newsletters contain important dates for your diaries, including school holidays. Occasionally, we may also send home paper-based letters; especially when a signature response is required. Spare paper copies of our newsletters are provided in the main entrance.

The majority of information we need to share with parents is also posted on Facebook; please like our page, 'South Stanley Junior School'.

It is always better to work through any problems together so if you have any concerns about your child in school, or any issues you have at home with your child, then please talk to your child's teacher in the first instance. Staff make themselves available at the end of the school day or are alternatively available by telephone out of school hours. If you wish to make an appointment to discuss an issue in detail, please contact the school office who will arrange this for you.





Additional learning

Home reading

We cannot emphasise enough the importance of parents and children sharing a book together. We encourage parents to hear their children read a minimum of three times a week and suggest that you talk to them about the book to develop their understanding of what they have read.

All children in school are provided with a plastic 'book bag' and are asked to return their reading book and signed reading log to school on a daily basis.

Homework

Weekly homework will be given for each class and this will vary in content. These will be short interactive tasks based on the current learning and generally delivered using 'Lexia', 'Reading Plus' and/ or TT Rockstars which pupils can access online from devices at home.

Pupils who do not complete the tasks at home will be expected to do so in school. Spellings will also be given out for pupils to learn.

Educational visits

Educational visits can play an important part in enriching the curriculum and so regular visits out of school do take place. In order for your child to participate in such activities, it is essential parental consent is provided as children are unable to do so without it. Paperwork will be provided for parents to complete.

Parents are sometimes invited to make a voluntary contribution towards the cost of the visit, which is often subsidised through school funds. A child will not be prevented from taking part in a visit on the basis that he/she has not made a contribution. However, the school reserves the right to cancel a visit if it is not financially viable.

The school also reserves the right to exclude any child from a visit if his/her behaviour is not supportive of health and safety issues.

Relationships and Sex Education for KS2 children

Questions about sex and personal relationships arise naturally in all sorts of school work, especially science and personal, social and health education. It is, therefore, important that children's questions are answered sensitively and honestly in a simple and straightforward way, appropriate to their age, understanding and emotional development.



During the course of the year, the school will be visited by the school nurse who will talk specifically to children in Year 6 about puberty and growing up. Parents may withdraw their child from this talk if they wish.

Multicultural Awareness and Race Equality

At South Stanley Junior School, we take our responsibility for promoting multicultural awareness and positive race relations very seriously.

Children are taught about the nature of a multicultural society and the negative effects of racism through curriculum areas, with an emphasis on PSHCE and RE.

The school celebrates a range of cultural traditions both in this country and across the world.

Special Educational Needs

All Special Educational Needs related issues are the responsibility of Mrs R. Bell (acting SENCO). At South Stanley Junior School, we are committed to the equal inclusion of all pupils in all areas of school life. We recognise that not all children progress at the same rate and many children need varying forms of special help. We would aim to identify children with special educational needs, whatever the nature of their need, and support them accordingly. Parents will always be informed if children are so identified and intervention and support explained. These children will have access to whatever additional support is available in school. Support is given both within the classroom and by children being withdrawn to work in small groups.

A whole-school provision map indicates the amount of support and interventions each child receives. Parents are always consulted when a special need is identified and kept informed about their child's progress. For a child with more complex needs an Education Health Care Plan (EHCP) may be applied for after discussion with parents/carers. This will be allocated by Durham County Council and will be reviewed annually. Learning difficulties are often in the form of academic skills but may also include emotional, social or behavioural problems. A register is kept of children with special educational needs. Parents will be further informed if it is thought necessary to involve outside agencies such as the Educational Psychologist. Unless special exemptions are made, every child has access to the National Curriculum at an appropriate level.

Our school is fully inclusive, valuing the abilities and achievements of all our pupils. We are committed to providing the best possible environment for learning.



Our key aims:

- To ensure that all pupils have access to a broad and balanced curriculum.
- To provide a differentiated curriculum appropriate to individual needs and ability.
- To ensure the identification of all pupils requiring SEND provision as early as possible in their school career.
- To ensure that SEND pupils take as full a part as possible in all school activities.
- To ensure that parents of SEND pupils are kept fully informed of their child's progress and attainment.
- To ensure that SEND pupils are involved in decisions affecting their future SEND provision.

We truly believe that much can be done to support children with any special needs by parents, teachers and pupils working together.

A full policy statement is available upon request. The school's policy can be found on the school website. The Local Authority website below has a wide range of information regarding SEN.

<http://www.countydurhamfamilies.info/kb5/durham/fsd/localoffer.page>

Should you wish to speak to our SENCO, please contact the main office where an appointment can be made.

Care plans & disabilities

If your child requires a specific care plan, we will work with you and any professional body to create and implement one. We will endeavour to ensure that their time here at South Stanley Junior School is not hindered by any special requirements they may have.

We also welcome the opportunity to educate pupils with disabilities alongside their more able-bodied peers. Parents of children with disabilities wishing to admit their child to the school should, in the first instance, make an application in the normal way through the Local Authority and the Headteacher, when they will be given the opportunity to discuss any particular needs or concerns.

Our Equal Opportunities Policy and Special Educational Needs Policy try to ensure that all children in school are treated fairly and encouraged to fulfil their individual potential, regardless of disability.



Health & Wellness

The health and wellness of all children is of the upmost importance to us. For us to ensure the highest level of care for them, it is vital we maintain an essential set of guidelines in relation to their wellness.



Supporting the Administering of Medication

School recognises that some pupils are likely to have medical needs that require additional measures to ensure that they have full access to the curriculum and that the impact of their medical difficulties upon their time in our school is minimised as far as possible.

Teachers and support staff are in 'loco parentis' and may need to take swift action in the unlikely event of an emergency. The primary responsibility, however, for a pupil's health lies with the parent, carer or guardian as it is they who are responsible for the pupil's medication. It is therefore essential you supply the school with any such information and, when relevant, any updates.

Medicines can only be administered on the school premises provided it is to be taken four times a day, or more, and that parents have completed the necessary form of authorisation, available from the main office. We do stock paracetamol which can be administered to pupils with parental consent. A member of staff would always contact a parent/ carer before paracetamol is administered to ensure correct dosing and spaces between dosages.



Please note the following procedures in relation to administering of medicine within school:

- The medication must be prescribed by a doctor and have both the name of the child and the pharmacist clearly labelled on the bottle/container.
- All medicines should be brought into school by parents and handed to Mrs. Richardson or Mrs. Bell/ Mr Forster who will ensure all the necessary paperwork is completed.
- Instructions relating to dosages must be clear.
- Inhalers for use by the children are kept in a safe location within individual classrooms so that they are readily accessible.
- Parents must collect medicines at the end of the school day – we cannot give these to pupils to bring home.
- Medicines brought to school by children without the appropriate form being completed will not be administered.

Please note that we will not make changes to prescribed dosage based on parental instructions.

A supply of antihistamine and Calpol (paracetamol) is kept in school and will be administered if/ when required to pupils where parent/ carer permission is held on file. Parents/ carers will always be contacted on the day to double check consent and to ensure accurate dosage.

Safeguarding

Our Child Protection Programme supports each child's development in ways which foster security, confidence and independence. As such, South Stanley Junior School is committed to safeguarding and promoting the welfare of all our pupils and we expect all staff and visitors to do the same. We believe that all pupils have the right to be happy and safe to learn in a secure, nurturing environment. It is the responsibility of everyone to make sure this happens.

All children, whatever their age, culture, disability, gender, language, race, religious belief, and/or sexual identity, have the right to be protected from harm and free from abuse.

Changes in the law, notably the Children's Act (2004), meant that staff in schools have a duty to follow child protection procedures and inform social services should we have concerns that a child may be suffering neglect, ill treatment or significant harm, particularly as a consequence of possible abuse. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately in line with school and LA safeguarding policy.



At South Stanley Junior School our designated teachers responsible for child protection issues are: Mrs Rachel Bell, Headteacher

Mr Dave Forster, Deputy Head

Mrs Helen Thomas

Designated Safeguarding Leads

Everyone at South Stanley Junior School cares about your wellbeing, safety and happiness. You can speak to any staff at our school about anything that is worrying you. However, there are three staff who have the special job of keeping you safe:



Mrs Bell Mr Forster Mrs Thomas

Our Governor with responsibility for safeguarding is: Professor **Wooff**.
If you have a concern about a child or young person's welfare who lives in County Durham, call First Contact on 03000 267 979.



All staff are responsible for safeguarding pupils and they receive appropriate training.

The school has a policy on Child Protection which has been agreed by the Governing Body. As a school we have close contacts with the School Health Service, Social Services and other agencies concerned with the welfare of children.

The school has a responsibility to collate basic information such as who has parental responsibility for a child and to pass on this information to the relevant agencies if requested. We are also required to pass on any concerns it may have about a child's well-being to the relevant agency. We do not take this responsibility lightly and try to work sensitively in all cases. In every case we deal with, our first consideration is the welfare of the individual child. Should you wish to discuss Child Protection issues, please contact Mrs. Bell or Mr Forster who will be happy to discuss them with you.

Any concerns about the headteacher should be reported to the Mr Mark Stewart, CEO of Stanley Learning Partnership on 01207 266700.

In order to keep children safe, we may sometimes share information with other professionals. This is always done in line with LA protocol as outlined in our Keeping Children Safe in School policy.

Everyone has a responsibility to help protect children. If you have concerns for the welfare of a child, you can report these to the local authority child protection team on 03000 26 79 79. If you believe a child is in immediate danger, ring 999 and ask for the police.



Accidents

You will be contacted immediately if your child has a serious accident, bumped head or becomes ill whilst at school. A pupil who suffers a minor injury or whose parent could not be contacted will be given an accident slip to bring home. We would be grateful if you could help us with this by keeping emergency contact numbers up to date.

Head Lice

Head lice infestations can become a problem in any establishment where close contact between children occurs. In accordance with the Public Health policy, we ask parents to regularly check, and if necessary, treat their children's hair. Children can come to school during treatment.

Digital media

Photography

Like it or not, digital media is a huge part of society today. School does use social media to promote our hard work and communicate general information. Updated regularly, they are accessible to the world.

Online contents include both group and individual photographs of staff, children and on some occasions, parents. In addition to the internet, our school can often be featured in local, and on some occasions, national press. This may include the media outlets associated websites. Again, this may feature aforementioned photographs.

If you would NOT like your child's photograph to be used online, it is essential that you complete the relevant paperwork and return this to school.

Social Media

School recognises that the internet and social media are playing a bigger part than ever in our everyday lives. Children may use the internet in school under the strict supervision of class teachers. It is important that children are taught to use this form of media carefully, safely and sensibly. They receive advice on e-safety and are not permitted to access social media or chat room sites. As you would expect, certain websites and content are blocked.

Both the school and our internet provider also keep records of computer activity in school to help protect children.

As a parent, it is important that you understand that school is working hard to provide a high quality education and safe working environment for all children. Comments, in



particular negative ones, about school life should not be posted on social media sites. Abusive or harmful comments will be addressed as they do not benefit school or our pupils in any way. Such comments are a good example of what we are teaching children not to do. If you have any concerns or have a desire to post any comments about school, we would urge you to contact us directly.

Our E-Safety Policy has been created for both pupils and parents. Please take a moment to read it with your child so that you both understand the importance of safe digital media use.

School premises

Car Parking

We appreciate that parking is restricted around school and would ask that you are mindful of both pedestrians and residents when parking.

Please do not, under any circumstances, park on the lines outside school, block the entrance to school or the pathways or turn your vehicle at the entrance to school.

Thank you for your cooperation.

Smoking

In accordance with national legislation, the school and its grounds are a no smoking area. The use of E-cigarettes is also not permitted on school grounds.

Dogs in school

Dogs are not permitted anywhere on the school grounds.

Inappropriate Language

Our children in and around school are still young so please consider this when chatting to friends at the school gates. Some parents use language that other parents find offensive and inappropriate for our young children to hear. We do not allow children in school to use inappropriate language and parents will be contacted if this is witnessed.



Behaviour in school

Our school rules

Our school rules are about making our school a calm, orderly and positive environment for learning in which pupils learn how to be kind, caring and supportive of others.

Our School Rules are:

- Respect Others
- Work hard
- Use words to solve your problems
- Be honest
- Take care of our school
- Listen carefully

We reward good behaviour in many ways including stickers, team points and certificates. In classrooms, we operate a five-point visual system to help children to monitor their own behaviour. All children start with their names on a picture of Planet Earth/our school. This shows that they are behaving appropriately with expected behaviour for the classroom. Pupils who show excellent behaviour for learning, join in with enthusiasm and work hard can move up to the Sun and then the stars. We encourage all pupils to aim for the stars. If behaviour is inappropriate, pupils move through the stages outlined below:

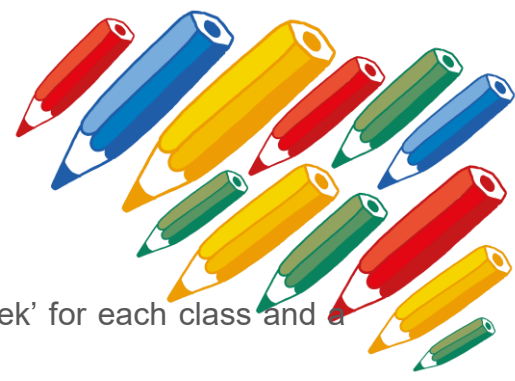
1. Reminder of appropriate behaviour
2. Warning
3. Move to rain cloud
4. Move to thunder cloud (pupil removed to another classroom for five minutes)
5. Pupil removed to another classroom for the rest of the lesson.

Improved behaviour would result in a return to Planet Earth/our school. Our Behaviour Policy, which is available online, provides further information.

Rewards

Children receive various rewards for all kinds of things in school to encourage the desired behaviour for learning. These include:

- Team points
- Headteacher awards
- Headteacher certificates
- Star of the week
- Good attendance awards



Each week, we hold an assembly to award 'Star of the Week' for each class and a postcard is sent home to celebrate this.

Lunchtime supervisors award respect, good behaviour and good manners by choosing pupils to give certificates in assembly.

Reward certificates are awarded during our half termly rewards assembly to which parents are welcome.

We take a positive approach to behaviour and each week the children can earn 5 minutes towards a behaviour reward at the end of the half term. Staff in your child's class will rate their behaviour as red/amber/green based on their behaviour over the week and all children with 'green' behaviour will earn the 5 minutes towards the reward.

Bullying

Bullying is not tolerated in South Stanley Junior School under any circumstances. Children are encouraged to play together, support each other and be respectful at all times.

If you have any concerns at any time, please contact school immediately to discuss these. We will listen, talk to all children concerned and agree an appropriate way forward.

Playtimes

We have a variety of equipment available for children to play with at playtimes. We go onto the school field whenever possible and therefore sometimes children may get a little muddy. That said, exercise and free play are vitally important throughout the school day and for healthy minds and bodies.

Children are not allowed to bring play equipment into school from home, particularly football cards or similar items to swap with other children.

During playtime, children are not allowed near to the perimeter fence. If you need to see your child, please come into school so that we can arrange this formally. This helps us to ensure children remain safe.

Rights Respecting School

South Stanley Junior School is a 'Rights Respecting School'. UNICEF's Rights Respecting Schools Award recognises schools that are safe and inspiring places to learn, where children are respected, their talents are nurtured and they are able to thrive.



There are **four** key areas of impact for children at a Rights Respecting school; wellbeing, participation, relationships and self-esteem. The difference that a Rights Respecting School makes goes beyond the school gates, making a positive impact on the whole community.

Using the UN Convention on the Rights of the Child (UNCRC) as our guide, we work to ensure that children are healthier and happier, that they feel safe, that they have better relationships, and that they become active and involved in school life and the wider world.

Our steering group plays a vital role in making sure that our school is a place where these values are embedded in everyday life. Two pupils from each class are chosen to represent their classmates' views and use these to inform decisions in school.

We were very excited to be awarded the silver Rights Respecting Schools (RRS) award this year! You will be able to find updates on our progress with RRS, as well as information on events in and around school, on the website.

Valuables in school

Jewellery

For the safety of your child, jewellery, in particular earrings, should not be worn in school at all. Jewellery is not permitted to be worn during PE; this includes swimming, or competitive sporting activities under any circumstances.

If children request to have their ears pierced, we suggest this is done at the start of six-week summer holiday so earrings can be removed on return to school in September.

Money in school

A healthy tuck shop is available during morning break with items of fruit priced at 40p each. All children are responsible for their own money which they should keep in a safe place. Children are not required to bring money to school for any other purpose and other than money for snack, we are a cashless school (ParentPay is used to pay for all other items).

Mobile phones

We recognise some parents wish their child to bring mobile phones to school because they walk home alone or go to relatives after school. If this is the case, a mobile phone contract must be signed and phones switched off. Phones must be handed in to Mrs Barkess at reception teachers each morning and collected at home time. (Please



contact the school office if you need a form). Please note that no responsibility will be taken for any phones which are brought into school and kept on school premises during the day and children are required to 'sign' their phones in and out.

Smart watches

Smart watches are not permitted in school in any circumstances.

Policies

School has the following policies in place all of which can be found on our school website within the About Us section:

<https://www.southstanleyjuniors.co.uk/policies>

- Accessibility Plan
- Administering Medicines in School Policy
- Admissions Policy
- Anti-Bullying Policy
- Behaviour and Exclusion Policy
- British Values Policy
- Charging Policy
- Complaints Policy and Procedures
- Disability Discrimination Policy
- Equality Statement
- E-Safety Policy
- Health and Safety Policy
- Health Safety and Welfare Policy
- Intimate Care Policy
- Keeping Children Safe in School Policy
- Looked After Children Policy
- Marking and Feedback Policy
- Send Policy
- Supporting Pupils with Medical Conditions Policy
- Teaching and Learning Policy

Complaints

We hope you never feel the need to make a complaint against a member of staff or our wider partnership.



In the first instance, we would always encourage you to talk to your headteacher. We can only make a change if we work together and we know about the problem you or your child are experiencing.

The Education Reform Act requires every Local Authority to set up a formal procedure to deal with any complaints by parents or others about the implementation of the National Curriculum and Religious Worship in schools. A copy of the procedure is available in school and from the Education Department at County Hall. Any minor complaints should be addressed, in the first instance, to the headteacher.

Complaints against school

School's guidance and procedures for dealing with school complaints is available online for parents to access.

Parents are always welcome to contact your child's teacher, the headteacher or deputy headteacher to discuss anything relating to school.

Complaints against SLP

Complaints against a member of the Stanley Learning Partnership team should be directed to Mr Tom Harpe, Chair of the Members & Trustee Board. Mr Harpe's details can be obtained by calling (01207) 266700.