



Our School

2021/2022



‘Together We Can Shine’

Wingate Primary School - a Rights Respecting School

Article 1: Everyone has Rights

RIGHTS RESPECTING SCHOOL (RRS)

Our school is a UNICEF Rights Respecting School. RRS is based on the United Nations Convention on the Rights of the Child. We have worked with our children to devise school rights and charters. This means we do not have school rules. We support each child to promote their rights and the rights of others for their own well-being. The children are encouraged to learn how their behaviour can positively affect their friends and adults in and out of school.

Our school is also an Educate and Celebrate School where everyone is respected and valued. We will respect each other's age, disability, gender, gender identity, marriage or civil partnership, pregnancy, race or nationality, religion or belief and sexual orientation.

We expect everyone in our school community to behave in a respectful and orderly manner in and out of school at all times. Our children have written a 'Charter for Adults'. All families are provided with a copy of this so you can see what they expect.

Children receive Rights Respecting and Gem Award Certificates for achievements, good work or showing a good attitude each week and there is a class of the week award for good manners and behaviour at lunchtimes. We also have a 'Taking Care of our School' trophy, which is awarded by our caretakers Peter Howe & John Langridge to the classes that take the best care of the school buildings and environment. Our Eco Award is given to the class that takes the best care of our school including saving energy and recycling

On both sites children earn 'jewels' which they can allocate to their chosen reward jars- they pick the rewards and build up jewels to gain the one the majority choose at the end of each half term. Examples of end of half term rewards are 'Teacher Hide and Seek', 'Art Afternoon', 'Pyjama Day', 'Kids Teach the Teachers Day' and 'No Pens Day'.

Our Rights Respecting Policy sets out our expectations regarding behaviour for our whole school community. We welcome discussions with you about our work on children's Rights and RRS. Mrs Robson, Miss Hunter, Miss Macdonald and Mr Mullen lead RRS work in our school.

SPECIAL EDUCATIONAL NEEDS

We place a high priority on ensuring that all children receive an education suited to their individual needs. Specialist teaching staff are available to assist children who may be experiencing difficulties with aspects of their learning or behaviour. Special learning programmes are implemented when appropriate. Such programmes are monitored and evaluated by the SEND Co-ordinator, Miss Phillipson, in accordance with the SEN Code of Practice.

Children who have learning difficulties or who are making less than expected progress are monitored by their own class teacher and their progress is reviewed at regular intervals. Parents/carers are consulted at all stages and encouraged to become involved with extra learning programmes if they wish. These are set out in Short Notes or Support Plans. In some cases, it may be necessary to involve external professionals such as Educational Psychologists, the Behaviour Intervention Team or Speech and Language Therapists either on a short or longer-term basis. Educational Psychologists are able to provide expert advice about learning programmes to best suit individual needs. We always ensure that parents/carers are fully informed at all stages of outside agency support so that all decisions made about their child are agreed together.

All children in our school are given the opportunity to shine in as many areas as possible. Children who are exceeding the expected level of progress are provided with special learning programmes to ensure that they work to the best of their ability. These children are closely monitored by our More-Able and Talented (MAT) Co-ordinators, Mrs. Charlton and Mr Mullen.

Article 15 – Everyone has the Right to join groups



EXTRA CURRICULAR ACTIVITIES

Our Pupil Leadership Team decides which after school clubs run each term after consulting with the other children in their class. We have lots of clubs including; Art & Craft, Eco Club, Gymnastics, Football, Tag Rugby, Colouring-in, Cooking, Singing, Book Club and ICT. All clubs are extremely well attended. Clubs are held directly after school. If your child has a particular interest let us know and we will do our best to provide experiences for them.

FAMILY ENGAGEMENT

As we have stressed in other sections of our brochure we believe that close home-school co-operation is very important. Mrs. Weightman and Mrs Langridge with the help of all of our support staff lead Family Engagement (FE) in our school. They will contact you about community links, fundraising and charity support.

The FE Team are involved in events such as the sweet raffles, coffee mornings and other fund raising events. Some of the resources they have helped school to buy include playground equipment, Christmas presents for each child and to fund artists and performers who work with our children during special weeks and events.

If you have any ideas about fund raising for our school, please see Mrs Weightman, or Mrs Langridge for further details.

Governors are also volunteers who help support and lead our school. If you would like to become a School Governor, please see Mrs Binks. All volunteers and Governors must undergo an enhanced DBS check.

UNIFORM

School uniform is not compulsory but we do encourage children to wear the blue sweatshirt or cardigan, with grey/ black trousers or skirt/pinafore as we think it encourages a sense of belonging. Children all must wear a school PE kit of blue shorts or jogging trousers and a white tee- shirt. If you do not have a school PE kit, we will provide one. This is part of our 'Poverty Proofing work' to help everyone in our school community feel equal and valued. We hope children are proud to be identified as being part of our school.

All children also need a school bag. This should not be too big; the ones provided by our uniform suppliers are ideal. The bag only need to hold a reading book, homework (A4 size) and a packed lunch if your child brings one so **no bigger than 37x30cm** please.

Our uniform supplier is 'Elizabeth's Embroidery'. The company embroider the school logo and the child's initials, on sweatshirts cardigans, polo shirts etc, which helps to prevent items of clothing being lost. Of course you can use other suppliers if you wish.

Items of clothing can be ordered by Mrs McCoy/ Mrs Wilson in the school office or online at www.elizabethsembroidery.com password: wingate

Royal blue sweatshirt/ v necked sweatshirt/ cardigan
White/ light blue polo shirt
Black or grey trousers/ skirt
Black shoes/ trainers
Royal blue fleece/ Royal blue shower proof jacket

P.E. Kits: drawstring blue bag, white tee shirt, royal blue shorts/ joggers
Sun Hats
Book Bags - Children need to bring homework and books home each day.

Children need outdoor PE shoes at all times both for PE and for after school clubs. (Reception do not need indoor PE shoes until the spring term).

Please mark all items of clothing clearly with your child's name.

Article 19 – Children have the right to be safe

SAFEGUARDING

Parents/carers should be aware that our school has a duty to ensure the welfare and safety of our pupils. Where school staff have cause to be concerned that a pupil may be subject to ill treatment, neglect or any other form of abuse, staff will follow the Durham Safeguarding Children's Board Child Protection Procedures and inform Children and Young People's Services. We may instigate an Early Help Assessment in order to access extra support for children and their families.

Mrs Binks is the safeguarding lead in school and Miss Phillipson, Mrs Robson, Mrs Charlton, Mr Fleming, Mr Mullen, Mrs Downing, Mr L Binks and Miss L Macdonald are designated safeguarding leads (DSL) for Child Protection. There are always DSL staff on each school site at all times. Annie Docherty, our Pastoral Manager also works with families who are involved with external safeguarding and support services.

If you have any concerns about the welfare or safety of any child, please come in and tell us or ring school as soon as possible.



EMOTIONAL WELL-BEING AND PASTORAL SUPPORT

Annie Docherty (our Pastoral Manager) will help and support you and your children if they have any worries or are in need of emotional support. Annie has a team of staff working with her who deliver a range of programmes and support to children in school. Their work is delivered in groups or 1:1 during the school day. We need your permission to deliver some of the programmes and at times you need to help us by completing forms about your child and their needs. Programmes and staff can be seen below.

Listening Matters is a programme for children who want someone to listen to them. The sessions take place for between 30 and 45 minutes on a 1:1 basis over 6 to 8 weeks where your child can talk, play and make things with their Listener. The Listeners are Miss Threadkell, Mrs Kerton, Mrs Carr, Miss Wigham and Mrs Byatt. Staff will ask for permission from you to work through this programme but children can self-refer for one or two short sessions without your permission. You can ask us to deliver Listening Matters to your child.

Bereavement Support - Mrs Carr and Miss Cook are there if your child has experienced bereavement or loss of any kind. The sessions can take place each week, even each day if necessary, and may be a one off discussion or a series of sessions. Staff will ask you or may even suggest to you if they think your child may benefit from this provision. You can ask us to deliver sessions to your child.

Nurture Groups run either over lunchtimes (Church Street) or during afternoon sessions (Moor Lane) Mrs Weightman, Mrs Farrey and Miss Threadkell run Nurture Groups in school and will support any children who need a little encouragement or confidence, or who have social or emotional needs.

In addition to the groups and programmes above, many of our staff are trained in Mental Health 1st Aid, CBT therapy and Lego Therapy. We also have a Counsellor, Jackie Dobson who works with children who need more formal support. Jackie can be contacted through Annie. Jackie works in our school every Thursday morning during term time and holidays. Her work with your child is highly confidential (to the child).

Annie herself is also a qualified Counsellor, Therapist and Parent Support Advisor. She works in school every day and in addition to everything else she does, supports children at lunchtimes and playtimes and with friendships. She can help you with advice and support on anything from behaviour to benefits, food to first aid!

HEALTH AND SAFETY

For safety reasons children **must not wear any jewellery**, including earrings, in school. If children do come to school wearing stud earrings, then they must wear tape/ plasters over them; children will need to do this themselves. If children come to school wearing earrings they cannot play in the adventure play areas in the playground or use equipment such as bikes, scooters or skipping ropes or play active games in case they hurt themselves or others.

It is most important that children wear appropriate shoes for school as there are lots of steps in the Church Street building and the children take part in physical activity every day.

Dogs are not allowed anywhere on the school premises when children are on site. Please do not leave dogs next to school gates, in order to prevent any accidents.

Bicycles and scooters should not be ridden anywhere in the school grounds out of school time when children are on the school site. Children may bring bikes and scooters to the Moor Lane site and store them in the Bike Sheds. They must dismount as soon as they enter Moor Lane in order to prevent accidents.

Smoking is not allowed anywhere in the school grounds or in the school building at any time including vaping.

DATA PROTECTION

Data kept about your child in school is confidential and is not available for others to access. Records and reports are filed in individual assessment folders and stored safely in line with GDPR recommendations. Our Data Protection Policy can be obtained from the school office. Our Privacy Statement is on our school website or can be obtained from the school office. Our Data Protection Officer is Darren Hobson.

PARENT/ CARER CONSULTATION EVENINGS

We are always pleased to speak to you. We believe that close home/school co-operation is vital. We hold regular Parent/Carer Consultation Evenings, where all parents/carers are invited to discuss their child's progress. These are organised on an appointments system and will usually take place over the phone or by video conference. These meetings will be organised by your child's class teacher. During the meetings you will have the opportunity to tell the teacher as much as possible about your child as well as learning about their progress. We are interested to find out about your child's interests, your hopes and plans

and also any aspects of their health or welfare that you would like to tell us. If you think information should be given urgently, please do not hesitate to telephone or arrange a visit.

There is always an opportunity to speak to your child's class teacher immediately before school (before 8.30) or after school if there is something important you need to share with them.

COLLECTING CHILDREN FROM SCHOOL

Due to COVID, we currently operate a staggered start and end time for each year group on both sites. These are subject to change depending on government advice. The information in this section is therefore subject to change- you will be informed via Facebook or letter about any changes to times.

At the Church Street site at 2.55pm each class will come out into the playground with their Class Teacher. Parents/carers may wait in the school playground. The Class Teacher will not release any child until she/he has seen their parent or carer. Please do not stand away from the yard to avoid confusion at this busy time. If you are unable to collect your child and somebody different is coming to collect them that day, you **MUST** inform school of this arrangement prior to the end of the school day.

Please do not be offended if we do not allow your child to go home with an adult when we have not been informed. This is for the safety of your child. People collecting children from school must be over the age of sixteen to ensure the safety of all of our children. Thank you for your co-operation in this matter.

At the Moor Lane site, we also feel that children need to have the support of a familiar adult to make sure they get home safely. Parents/ carers will be welcomed onto the yard at 3.00pm ready for children to come out at 3.05pm. Children must be collected by an adult until the end of Y4. If you feel confident that your child can safely make their way home once they start Y5 you must complete a permission form for them to go home by themselves. These are available from the school offices (on both sites). The governors and staff in our school feel that children below Y5 should not walk home on their own for safeguarding reasons.

Article 24 – Everyone has the right to Health Care

HEALTH AND WELFARE

The School Nurse will make frequent visits to the school to carry out sight screening and audio tests. School Nurses are now not designated to specific school but can be contacted via the school office.

Annie Docherty, our Pastoral Manager can be contacted at school. She can advise and support you with any concerns you have such as mental health and welfare.

Our Counsellor, Jackie Dobson, is available to work with your child and with you around any emotional support needs.

MEDICAL INFORMATION

If your child has a serious or recurring medical problem e.g. ailments such as asthma, allergies, eczema, epilepsy or any worry regarding hearing or sight, it is necessary and advisable for parents/ carers to make this information known to the Head Teacher. A care plan will then be written up so that we can support your child fully.

ILLNESS IN SCHOOL AND EMERGENCIES

If your child becomes ill at school parents/carers will be contacted by telephone so that they can be collected and cared for at home. Sick children will be cared for at school until their parents/carers arrive. Our First Aiders deal with cuts and grazes. In the case of head injuries, parents/carers will be informed by school via a telephone call and will receive written details of the incident so that they can monitor their child when they get home and seek further medical advice if necessary.

In the case of an emergency such as sickness or injury at school, a telephone contact number **must** be provided for every child, whether it is home or work, friend or neighbour. Any change of address or telephone number should be promptly notified. **Please make sure if you change your mobile phone you inform school of the new number.** Should it be necessary we will take the child to hospital if the contacts provided are not available, however, hospitals may be unwilling to administer treatment if a parent/carer is not present.

MEDICINES

In order to comply with the Health and Safety at Work Act, schools are advised not to administer medicines to children unless written permission is granted by the parents/carers. If your child does need to take **prescribed** medicine this should be **delivered by an adult** to the school office. You will be asked to sign a form explaining dosage. Support Staff or Mrs. Binks are the designated people to administer medicines. After medicine has been given, the designated person will sign the form. Medicines are kept in a sealed container in a locked cabinet or in the fridges in the staff rooms.

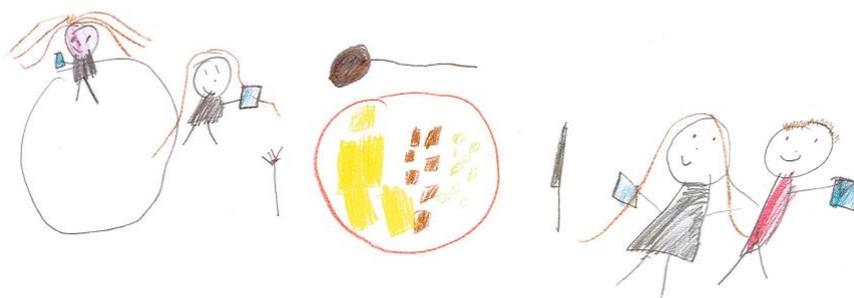
HOSPITAL, CLINIC, DOCTOR OR DENTAL APPOINTMENT

Please inform your child's Class Teacher and admin staff if you need to collect your child during the school day. Children should always be collected by a parent/carer or a known adult.

Parents/carers must sign their children out of / into school for health and safety reasons. An electronic signing out system is used at both sites outside of the school offices.

Article 24 – Everyone has the right to nutritious food

Article 24 - we have the right to nutritious food and clean water.



we respect this but not wasting food or water.

SCHOOL MEALS

All Infant children (Reception, Year 1 and Year 2) currently receive a free meal via the Universal Infant Free School Meal scheme (UIFSM). The school also receives additional funding known as Pupil Premium for pupils whose families receive certain benefits. We can however, only claim the pupil premium if we are aware of parents receiving one of the eligible benefits. Even if your child is on a packed lunch the school will still be able to claim the premium if you are eligible. It is therefore important that you complete the FSM verification form when your child starts with us in September.

As of September 2021, the price of a school meal will be **£2.15** for those children at our Junior site, Years 3 – 6.

PACKED LUNCHES

Children should not bring sweets, chewing gum, glass bottles or cans into school. We are a Healthy School, and so children will be provided with water at lunchtime by school staff regardless of whether they have a school lunch or packed lunch.

Small chocolate biscuits or cakes are allowed but please do not send lots of chocolate or sweet things in your child's packed lunch box. If these are in packed lunches children will be asked to save them to eat at home rather than eat them in school.

For health and safety reasons **no nuts are allowed** in school. We do have children in school with nut allergies and so must insist that this restriction is followed.

MILK

Children can have milk if they wish. Parents/carers should register with Cool Milk at School. Tel: 0800 3897157. The cost is approximately £15 per term, sent directly to Cool Milk.

All Children under 5 receive free milk and the school will register all eligible children for this. Children who are entitled to Free School Meals are also entitled to receive free milk. Please speak to Mrs Clarke to arrange this.

FRUIT

Children from Reception to Y4 receive a piece of fresh fruit every day. Fruit Time is a lovely social activity, and the children really enjoy this part of the day. Giving fresh fruit to children is part of the Government's policy on healthy eating. Children in years 5 and 6 can bring their own fruit in for break time if they wish (and spares are usually available!)

Article 24 – Children have the right to clean water

WATER

We provide a cup for your child, and will write their name on to avoid confusion. These stay in school and are washed every day by staff. We have 3 water coolers on the Church Street site and two on the Moor Lane site for the children to use to fill their own cups and jugs of water are in classes to fill them during lesson times. Children are encouraged to drink plenty of water throughout the day.

Article 28 – Children have the Right to an education

ASSESSMENT

Assessment is an important way of monitoring your child's progress. During their first term at school children will be assessed by their class teacher so that we can build up a picture of their individual abilities.

As children move through our school their progress is regularly monitored and assessed, particularly in English and Mathematics using school assessment systems. Some of these assessments are National. At the moment National Assessments take place in Reception, Year 1, Year 2, Year 4 and Year 6.

Please ask us if you would like any more information. Your child's progress is reported to you at least on a termly basis, and in their end of year report.

RECORDS

Class Teachers keep very detailed records of each child's progress, which he/she will be very pleased to discuss either at open evenings or a meeting requested by you or the teacher.

ABSENCE FROM SCHOOL

Parents/carers must let us know as soon as possible by a telephone call or a note the reason why their child is absent. Please inform us in advance about any medical appointment during the day. When children are absent from school for no known reason the absence is recorded as unauthorised. These absences will be investigated further and you may receive a visit from our Attendance Improvement Officer, Annie Docherty. On returning to school, parents/carers must send a note to explain the reason for absence.

HOLIDAYS

Following changes in legislation Head Teachers can no longer authorise family holidays in term time except in extremely exceptional circumstances. If families do go on holiday during term time they are liable to be fined after the 7th day of absence. This is enforced by the Local Authority and not by school. If you must go on holiday in term time, particular times to avoid holidays are at the beginning of the school year (September). Year 2 and Year 6 children have End of Key Stage Assessment Tasks throughout the month of May, Year 1 Phonics Tests take place in June and the Year 4 Multiplication Test will take place in May or June so please try not to disrupt your child's schooling at these very important times. We ask that you complete a holiday form for our records, which can only be given by the Head Teacher, Deputy Head or Mrs Robson.

Please remember 5 days holiday means 21 missed hours of learning for your child.

Further information regarding attendance is available in the School Attendance Policy.

Article 31 – Children have the Right to Relax & Play - Children have the Right to a wide range of activities

VISITS / CHARGING POLICY

We believe that your child's education is greatly enhanced by visits into the community and by professionals visiting children in school. Educational visits enrich the work planned for the children each term. Parents/carers are fully informed about these events and are invited to make a voluntary contribution towards their cost.

The children have been on visits to: Castle Eden Dene, South Shields, Sage Gateshead, Ecological Sites etc. Professional visitors have included: Musicians, Storytellers, Fire

Service, and Community Police talking about keeping safe, theatre companies and many more events.

COMPLAINTS ABOUT THE SCHOOL CURRICULUM AND OTHER RELATED MATTERS

The Local Authority has established a procedure for considering complaints from parents/carers relating to the school curriculum, religious education, collective worship or any other concern. We hope that you would raise any concern you might have about such matters with the Head Teacher in the first instance. If you wish to make a formal complaint however, details of the procedures available can be obtained from the School and the Local Education Authority. Our Complaints Policy is on the school website.



CONCLUSION

As we have said throughout our Brochure we place great emphasis on a happy and friendly atmosphere in which honesty, courtesy and consideration for others may flourish.

We hope you will feel Wingate Primary School is your school, feel welcome at all times and become active members of our school community. By working together, we cannot fail to do the very best for your child.

The information in this brochure was prepared and published in June 2021 and relates to the 2021/2022 school year commencing at the beginning of September 2021 and the particulars it contains about the school year were correct at the time. It must not be assumed that there will be no changes affecting the relevant arrangements or certain matters before the start of the year or during the 2021/2022 school year arising from variations in Government or Local Authority Policy for education. Also, as you all know, 2020 and 2021 have been very unusual years due to the Covid 19 pandemic. We will continue to follow Government and Local Authority advice and guidelines which may well mean our plans for next year, especially for the Autumn term may be very different. Our school website and Facebook page, as well as our texting service, will be used to keep you informed of changes as much as we can.

TERM DATES 2021 / 2022

Autumn Term 2021

Term Starts:	Monday 6th September 2021
October Half Term:	Friday 22nd October 2021
Back to school:	Tuesday 2rd November 2021
Break up for Christmas:	Friday 17th December 2021
Back to school:	Tuesday 4th January 2022

Spring Term 2022

Term Starts:	Tuesday 4th January 2022
Spring Half Term:	Friday 18th February 2022
Back to school:	Monday 28th February 2022
Break up for Easter:	Friday 8th April 2022
Back to school:	Tuesday 26th April 2022

Summer Term 2022

Term Starts:	Tuesday 26th April 2022
May Bank Holiday:	Monday 2nd May 2022
May Half Term:	Friday 27th May 2022
Back to school:	Monday 6th June 2022
Break up for Summer:	Thursday 21st July 2022

School re-opens for Autumn Term 2022 – date to be determined

We are a Rights Respecting school. All the adults make sure the children receive their Rights. They are the duty bearers.

Chair of Governors

Mrs R Wilson

Vice Chair of Governors

Mrs R Dunn

Head Teacher

Mrs M L Binks

Deputy Head Teacher

Miss E Phillipson

Staff

Teachers – Church Street

Mr L Binks
Miss R Steel
Mrs R Charlton
Miss K Hunter
Mrs L Robson
Mrs E Downing
Miss A Ward

TAs/HLTAs – Church Street

Mrs B Weightman
Miss S Cook
Mrs R Kerton
Mrs T Saxton
Miss G Threadkell
Mrs L Farry
Mrs C Wills

Teachers- Moor Lane

Miss R Davison
Mr M Binks
Mrs L Jones
Mr C Fleming
Miss R Edgar
Miss K Bryson
Miss L Macdonald
Mr A Mullen
Miss A Lawton
Mrs J Lombard
Miss A Blakemore

TAs/HLTAs – Moor Lane

Mrs N Langridge
Miss A Wigham
Mrs J Byatt
Mrs L Carr
Miss H Kennedy
Miss H Blakelock

School Business Manager

Mrs S Clarke

Admin Officers

Mrs M Wilson & Mrs K McCoy

Pastoral Manager

Mrs Annie Docherty

School Counsellor

Jackie Dobson

Lunchtime Supervisors

Mrs C Hutchinson
Mrs G Wilson
Mrs J Nicholson
Mrs J Ridden
Mrs H Anderson
Mrs K Anderson
Mrs C Blakelock
Mrs P Sarginson
Miss V Bowater
Mrs J Glenville
Miss L Gorton

Breakfast Club Supervisors

Miss G Threadkell
Mrs B Weightman
Mrs L Goldsmith-Gallagher
Mrs G Wilson
Mrs V Scott
Mrs N Langridge

Caretakers

Mr Howe
Mr Langridge

School Cooks

Mrs Shillaw
Mrs Goldsmith-Gallagher

Assistant Cooks

Mrs Brimlow
Mrs Scott
Mrs French
Mrs Ellison
Mrs Wilson

Teatime Club Supervisors

Mrs P Sarginson
Mrs G Wilson
Mrs V Scott
Mrs J Glenville

Cleaners

Mrs Blakelock
Mrs S Payne
Mrs L Ellison

