

# Welcome to South Bank Primary School



**'Moving Potential to New Horizons'**



We are very pleased that you are joining the South Bank Primary School community. We are determined to ensure all those who pass through our doors leave with memorable experiences that last a life time. This means that we are committed to developing the most highly trained and motivated staff, confident and capable pupils and parents who have developed skills, strong links and happy memories.

This, in turn, means that your child will be given the best possible opportunities for learning throughout their time at South Bank Primary School.

We aim to ensure that every child experiences success in all areas of learning and that includes their self-esteem and confidence.

A child who believes in him/herself will go far.

We regard your child's education as a partnership between home and school, and much depends on the strength of that partnership. We hope you will take every opportunity to work with school to support and encourage your child's learning. Children need to know from us all that education is important and highly valued.

This prospectus has been produced to give you important information about the school and how we work. We hope it answers your questions and that you will continue to find it helpful in the years to come.

We hope your child settles quickly and is very happy during his/her time at South Bank Primary School and look forward to a long and successful association with you.

Mrs H Hall  
Headteacher

South Bank  
Primary School

## School Details

South Bank Primary School is a co-educational school for boys and girls between the age of 3 and 11. There is a nursery class providing 39 morning places and 26 afternoon places, attached to the school.

The school serves the community of South Bank in the unitary authority of Redcar and Cleveland.

School Name                      South Bank Primary School

Address

Learning Lane  
The Avenue  
Teesville  
Middlesbrough  
TS6 0DD

Telephone                      01642 453451

Chair of Governors            Mrs K McGarrity

The information in this prospectus was prepared and published in September 2014. The particulars it contains were correct at that time. It must not be assumed that there will be no changes affecting the relevant arrangements on certain matters during the 2014-15 school year or in respect of subsequent school years arising, for example, from variations in Government or Local Education Authority policy for education.



## Staffing and Organisation

Headteacher Mrs H Hall  
Deputy Headteacher Mr N Oswald  
Assistant Headteacher Mrs L Waring

### Teachers

Miss N Innes  
Mrs H Boase  
Miss H Tulip  
Mrs J Bimmel  
Mrs D Dowson  
Mrs Poulsen  
Mrs Pacey  
Mrs M Brown  
Mrs L Redshaw  
Miss C Burgess  
Miss N Kendall  
Miss R Lynas

Nursery Assistants Mrs C Bennett  
Mrs C Pollock

Teaching Assistants Mrs E Barry  
Mrs C Begg  
Mrs S Boggett  
Miss N Cunningham  
Mrs L Dee  
Mrs K Docherty  
Mrs L Hewitt  
Miss K Hinde  
Miss T Lewis  
Miss J Lillie  
Mrs T Richardson  
Mrs A Henderson  
Mrs S Stocks  
Mrs S Todd  
Mrs L Vega  
Mrs J Wells

Pastoral Coordinator Mrs M Clarke

Office Staff Mrs J Bussutil  
Mrs C Noteyoung  
Miss J Boocock

Caretaker Mr J Higgins

## **School Organisation**

The school has one main building and two mobiles. Entrance is at the front of the school at the main office. The Nursery, Reception, Y1, Y2 and Y3/4 children are all based in the main building and Y4/5, 5 and 6 are based in the mobiles. We have a school field, playground and garden, which provide a wonderful setting for our children to play. The school is organised into three teams – Early Years Foundation Stage, Key Stage One and Key Stage Two. Each team is led by a senior member of staff.

Children in every team benefit from the extra support provided by our exceptional team of teaching assistants. There is a high level of staffing in the Early Years team to ensure the particular needs of the younger pupils are fully met.

On entry to school, each child is placed in a mixed ability class in the care of a class teacher. The class teacher is responsible for the learning and pastoral care of the children in his/her class. If you wish to talk about any aspect of your child's development, the class teacher is usually the first point of contact.

## **Admissions Policy**

Children are admitted to the Nursery, on a part-time basis, as soon after their third birthday as possible. The school follows the admissions policy set out by the Local Education Authority.

Priority is given to

- four year olds living within the school admission zone
- three year olds living in the admission zone
- children outside the admission zone who have siblings in school
- four year olds living outside the admission zone
- three year olds living outside the admission zone.

There is a single intake for Reception children in September each year. The allocation of Reception places is managed by the local authority.

In the case of over subscription the following criteria are followed in priority order:

- Children who are cared for by the local authority
- Children with Statements of Special Educational Need
- Children permanently resident in the admission zone defined for the school
- Children who have elder brothers or sisters attending the school
- Children who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by the authority's professional advisers
- Children living closest to the school

## Timings

### Nursery

Morning Session	8:45am	-	11:45am
Afternoon Session	12:00-		3:00pm

### Reception – Year 6

School time	8:50am	-	3:00pm
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Breaktime am (for Year 1 and 2)	10:30am-		10:45am
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Breaktime pm (for Year 1 and 2)	2:00pm-		2:15pm
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Breaktime (for Y3, 4, 5 and 6)	10:45am-		11:00am
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Lunch (for Reception)	12:00pm-		1:00pm
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Lunch (for Y1 and Y2)	12:15pm-		1:00pm
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Lunch (for Y3, Y4, Y5 and Y6)	12:30pm-		1:15pm
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The register is called at 8.50 am. The register is an important legal document which must be marked accurately and on time.

Please make sure your child is in class by 8.50 am so he/she is present when the register is called. Punctuality is important both at school and later in life. The register is marked electronically and sent to the office, as soon as it has been done. Any child arriving after this will receive a late mark. If you do arrive late, please report to the main office so that the register can be amended.

If your child is absent from school for any reason it is **extremely important** that you let the school know, as the reason for absence has to be recorded in the register. Please telephone the school on the first day of absence.

Registers are checked daily to make sure all absences are explained and school will ring up to check reasons for absence if you have not let us know why your child is not at school.

Any continued problems regarding attendance and punctuality will be referred to the Education Welfare Officer.

## Holidays

From September 2013, parents no longer have the right to request leave of absence for their children for an annual holiday. The amendments to the 2006 Pupil Registration Regulations make clear that Headteachers **may not** grant any leave of absence during term time unless there are **exceptional circumstances**.

We recognise that the employment of parents and carers can impact on choices regarding holidays; if holidays are dictated by the employer (e.g. for armed forces or emergency services personnel), rather than just availability of holidays as part of an employer's rota, this will be considered. Proof from the employer will be required.

If there are exceptional circumstances, the "Headteachers should determine the number of school days a child can be away from school, if the leave is granted."

Each request will be taken on its own merits and **all** criteria will be taken into account for every request - **Proof will be required**. We use the following criteria to decide whether such requests for absence will be granted:

- Permission **will not** be given at any time in September
- Permission **will not** be given to children in Year 2 or Year 6 at any time prior to SATs (September to mid June)
- Permission **will not** be given for children who have a poor attendance or punctuality record (Usually less than 95% in the current and previous year is considered unsatisfactory)
- Permission **will not** be given for a child unless the circumstances are **really exceptional**, (e.g. extreme family circumstances) and this will have to be discussed with the Headteacher before a decision will be made.

Holiday absence taken without approval will be recorded as unauthorised and a referral will be made to the Education Welfare Service who will then decide, in conjunction with the Headteacher, on the appropriate action to take. This will be either a formal written warning or the issue of a penalty notice.

A Penalty Notice is a fine of £60 issued to each parent if paid between 1 - 21 days after issue, increasing to £120 if paid between 21 - 28 days. If payment is not received within 28 days you may be prosecuted for the offence of non-school attendance under Section 444 (1A) Education Act 1996 and could be fined up to £2500 and / or receive a prison sentence of up to three months.

**Please note that no absence for holidays will be authorised in September, the start of a new school year, as it is too disruptive to children's education.**

### Aims of the School

Our aims are to:-

- provide a supportive, yet challenging environment to stimulate, maintain and develop, a lively enquiring mind.
- encourage all pupils to reach their true potential and eventually become independent learners who value learning with and from others and have a positive attitude to lifelong learning.
- value application, perseverance, initiative and independence of thought and action, as well as co-operative endeavours.
- develop a sense of moral values which can form a framework for a sense of own worth, and relationships with others, so that students become responsible members of society.
- develop in pupils a positive attitude towards themselves and others with a strong sense of self respect.
- develop a sense of respect for other peoples' property, ideas and beliefs irrespective of gender, race, disability or academic achievement.
- appreciate human achievements, failures and aspirations.
- develop positive attitudes towards and concern for the environment.

### School Meals

The school is committed to promoting healthy eating as part of our Personal, Social and Health education programme. Our school meals are an important way of presenting children with a range of healthy but appealing food options.

School meals are prepared on site and served in the hall using a cafeteria system. The school cook, and the kitchen staff provide a very high standard of midday meal. There is always a choice of menu including a vegetarian dish and sandwiches, plus an excellent salad bar. Packed lunches can also be provided when children go on school visits.

Dinner money is collected on a Monday morning in special envelopes provided by the school. The cost of a school meal is **£2.05 per day (£10.25 per week)**. Any cheques for dinner money must be made payable to Redcar and Cleveland Borough Council. If you are paying for more than one child, one cheque can be written for the total amount and sent in to the youngest child's class.

A free school meal is provided to Reception, KS1 children and some older children by the local education authority. If you think your child may be entitled to free meals please contact the school or the Education Offices. Children receiving free school meals are not distinguished from those who pay.

### **Packed Lunches**

If you wish your child to have a packed lunch, please support our health education programme by encouraging your child to eat healthily, e.g include fresh fruit and vegetables, avoid high fat and high salt contents. Please do not include sweets or chocolate bars in packed lunches along with fizzy drinks or bottles. Children bringing a packed lunch must bring it in a named lunchbox.

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

If you wish to change your child's meal pattern, e.g. change from packed lunch to school meals, a two week notice must be given at the main office as food is ordered in advance and staffing levels in the kitchen depend on the number of school meals ordered.

The children are supervised at lunchtime by Supervisory Assistants under the direction of the Headteacher.

### **Extended Schools and Extra Curricular Activities**

#### **Breakfast Club**

Breakfast Club facilities are available every morning from 8:00 a.m. It has proved a great success with both children and busy parents and it is run by members of the school staff. A nutritious breakfast is provided and children will stay in Breakfast Club until at 8:30am, where they will be supervised by school staff on the playground. Breakfast club is free due to local sponsors and funding.

Further information can be obtained from our school office.

#### **After School Club**

We run a highly successful After School Club on Tuesday and Thursday from 3.00 pm until 5.00pm at Golden Boy Green in South Bank. Again, the children are cared for by school staff and are provided with a healthy snack/tea during the session.

Fees are £1.50 per session and additional children's fees are £1.00 per session.

There is also a range of after school activities on offer including: football, multiskills, dance. There is no charge.

These clubs may change during the year and parents will be informed via the school newsletter.

### Uniform

We do encourage all children to wear school uniform. The uniform looks very smart and promotes a whole school identity. It also makes all children equal and avoids any competition to have the latest sports or fashion clothing.

Our uniform consists of

- red sweatshirt, jumper, cardigan or fleece jacket
- yellow polo shirt, blouse or shirt
- grey or black skirt, pinafore or trousers

Sweatshirts, cardigans and polo shirts bearing the school name badge are available from the school office.

During warmer weather, many girls like to wear the summer uniform of **red** checked dresses and boys wear short trousers.

The clothing is practical, hardwearing and represents good value for money.

In the interests of comfort and safety all shoes worn for school must have low heels. Clogs, mules, platform soles and 'jelly' shoes may not be worn.

Parents are asked for their support in ensuring that their child dresses appropriately for school.

### P.E.Kit

Children are expected to change for P.E. This is to ensure safety and freedom of movement during the activities and to promote personal hygiene.

Both girls and boys may wear shorts and T shirt. In warmer weather trainers/plimsolls will also be needed as PE will be outdoors on the school field. These should not be the same shoes worn for school daily.

Please make sure all items of clothing are marked with the child's name.

### Jewellery

In order to prevent accidents, loss and damage, jewellery **must not** be worn for school apart from one small pair of studs for pierced ears. Children are required to remove their earrings themselves for PE lessons. If your child has recently had their ears pierced and cannot remove their earrings, you must provide tape or plasters to cover them during these lessons.

### Parents and School

Parents may visit school at any time during school hours or by appointment outside school hours. If you wish to talk to your child's class teacher please try to visit before school begins or preferably, at the end of the day so that lessons are not disrupted. All staff meet the children on the yard at the start of the day which gives you an opportunity to pass on any information you need.

Formal parental consultations are held during the year for parents to view their child's work and discuss their child's progress and targets for development with the class teacher. Please do try to come to these evenings. They are important opportunities to share information about your child's education and find out what you can do to support your child in taking the next steps in their learning. The Nursery does not have a formal parents' consultation, but parents are welcome to talk to staff at any time if they have any concerns.

You will receive a written report on your child's progress towards the end of the summer term. There will also be a chance to discuss the report with your child's teacher.

There will be many other opportunities for parents to visit school throughout the year, such as performances, family learning events, fundraising events, sports days, etc. We hope you will be able to attend many of these special occasions.

### **Newsletters**

You will also be sent a newsletter regularly to help you keep in touch with school news and events. Spare copies are available from the school office.

### **Supporting your Child**

As a parent, you will want your child to do well at school and there are many ways you can help your child achieve success:

- There is nothing more important than building your child's self esteem and confidence, so that they have a positive outlook and are willing to have a go.
- Take a real interest in their learning and achievements. This way you show them that you think learning is important.
- Praise your child whenever you can, particularly when they are finding something difficult.
- Have high but realistic expectations which are appropriate to your child at that stage in their development. Remember, every child is different.

### **Behaviour Management**

We have very high expectations of behaviour for all our children. The school has a clear policy for behaviour management which is based on praising positive attitudes and behaviour rather than punishment of what is wrong. We have several reward systems which operate throughout the school and children have many opportunities to earn extra rewards and privileges through good standards of work and behaviour.

Our high expectations of behaviour must also be maintained over the lunchtime period when the children are in the care of the lunchtime Supervisory Assistants.

Although our approach is based on being positive there are occasionally times when sanctions have to be applied. Parents are always kept informed of any significant problems and we really value parents' support in dealing with any such problems.

If you have any concerns about your child's well-being or behaviour at school do not hesitate to contact us.

Our school has devised 'The South Bank High 5' rules:

- We are honest
- We are kind, caring and helpful
- We look after property
- We listen and work hard
- We keep ourselves safe

The High Five hands are displayed in every classroom and around the school to encourage and remind children of the right path and of our high expectations.

### **Behaviour Management Steps**

In the event of unacceptable behaviour, we use the following sequence of strategies which are very effective:

- First the child is given a verbal warning about their behaviour with a reminder of what they should be doing and encouraged to get on sensibly.
- If the inappropriate behaviour continues, the child receives 'time out' from their peers sitting in an agreed place in the classroom to settle down and think about their behaviour.
- Continuing to misbehave will result in the child having 'time out' in another classroom.
- Parents will be contacted if the unacceptable behaviour still continues.
- The next step would be a severe warning from the Headteacher and this will be filed in your child's school records.
- The final step would be exclusion from our school by the Headteacher.

### **Bullying**

Bullying is deliberate attempt to hurt, threaten or frighten someone.

It may take the form of physical, verbal or mental abuse and/or intimidation. It may take the form of excluding an individual from a group, which can also be a very hurtful experience. It is when one or more of these things happen on more than one occasion.

As a result, any incident as listed above is recorded. This is monitored to track for patterns in acts against children in order to identify any issues at the earliest possible stage.

**All incidents of bullying are taken very seriously at South Bank Primary School.**

Staff are always vigilant for signs of bullying but it can be difficult to detect. Children and parents are actively encouraged to report any bullying behaviour to the child's class teacher or the Head teacher. We can only deal with what we know about.

Dealing with bullying behaviour is addressed on a regular basis with children of all ages through Personal, Social and Health Education, through Circle Time and through assemblies.

The bully relies on the victim being too frightened to tell anyone about the bullying.

“Do not suffer in silence,” is the message that must be constantly reinforced in class work and on an individual level.

## **Teaching and Learning**

The curriculum is what is taught in school. The teachers plan what they are going to teach each term in their teams, using the Early Years Foundation Stage framework and the National Curriculum, together with their own interests, knowledge and expertise to make sure that all children receive a broad and balanced curriculum which is appropriate to their needs and stage of development.

Our aim is to provide every child with a structured and creative curriculum which leads to the development of the skills and knowledge in each subject.

We place great emphasis on the basic skills of literacy (reading and writing) and numeracy particularly in the early years of primary education. Even when the children are older, much of their work still focuses on these skills although it may be linked with other subjects.

A child's education in primary school is split into 3 stages; the Foundation Stage, Key Stage 1 and Key Stage 2. The Early Years Foundation Stage includes Nursery and Reception year groups, Key Stage 1 includes Year 1 and Year 2 and Key Stage 2 includes Year 3, Year 4, Year 5 and Year 6.

### **The Foundation Stage**

The Foundation Stage is the first stage in children's primary education. Teaching and learning in the Foundation Stage follows the EYFS (Early Years Foundation Stage) Profile, which summarises and describes children's attainment at the end of the EYFS.

It is based on ongoing observation and assessment in the three prime and four specific areas of learning, and the three characteristics of effective learning, set out below:

The prime areas of learning:

- communication and language
- physical development
- personal, social and emotional development

The specific areas of learning:

- literacy
- mathematics
- understanding the world
- expressive arts and design

Characteristics of effective learning:

- playing and exploring
- active learning
- creating and thinking critically

The areas of development and learning set out a clear progression of skills and knowledge for each area of learning.

Teaching and learning with very young children is based on practical experiences and activities with a great emphasis on the development of speaking and listening skills.

At the end of the Foundation Stage (end of Reception) children are assessed using the Foundation Stage Profile. This is an individual assessment carried out by the teacher during normal lesson time. The children

themselves are not aware of the assessment. The results of this assessment are fully discussed with parents.

## Key Stage 1 and 2

From Year 1 to the end of Year 6 the children are taught according to the National Curriculum which is made up of:

- English (including Literacy)
- Mathematics
- Science

These subjects take up the largest part of the curriculum. In addition there are foundation subjects:

- Art and design
- Citizenship
- Computing
- Design and technology
- Geography
- History
- Languages
- Music
- Physical education

At the end of Year 2 and Year 6 children's progress in reading, writing, mathematics and science is assessed by the teacher. Statutory Assessment Tasks and Tests known as SATs are used to help the teacher make this assessment. These results are reported to parents together with comparative information.

**Religious Education** is also taught to all children. Our teaching is of a broadly Christian nature but includes other main faiths. Great emphasis is placed on children's personal, moral and spiritual development and understanding. Children also take part in a daily act of worship. Any parent wishing to withdraw their child from Religious Education should contact the Headteacher. The document follows the new Agreed Syllabus created by teachers and advisors within Redcar and Cleveland which aligns with the new advice in the National Curriculum.

**Sex and Relationships Education** is taught as part of our policy for Personal, Social and Health Education. Information is given in an honest and simple manner appropriate to the age and maturity of the children with a particular focus on moral considerations and the value of family life.

**Physical Education** is an important part of the curriculum we offer all children. The P.E. curriculum includes gymnastics, dance, outdoor activities, swimming, athletics and games. All children will learn the skills of football, netball, hockey, rounders, tennis and cricket.

The school holds the Activemark award, a national award which recognises the school's commitment to PE and activity.

In addition, Children within the EYFS have access to outdoor provision to encourage outdoor play and learning.

Key Stage 2 children go swimming.

Many children will also have the opportunity to take part in sporting clubs run by staff and coaches after school.

The school takes part in a range of competitive sporting events in the local area.

Although all teachers in the school are qualified to teach P.E., some have specific coaching qualifications.

## **Special Educational Needs**

Throughout the school there is a well established system of support for children with special educational needs. Miss C Burgess is the school's Special Educational Needs Coordinator (SENCO).

To meet pupils' special educational needs we can use the specialist expertise of teachers within the school. In addition we can call on specialist advice and services from the Learning Support Service, the Behaviour Support Service, the Educational Psychology Service and the Educational Welfare Service.

Parents are always kept fully informed of any concerns we may have about their children's progress. If you have any anxieties about your child's educational development please contact your child's teacher or the Headteacher at any time.

## **Gifted and Talented**

The school has a systematic approach to supporting those children who are achieving at levels significantly above the average in one or more areas of learning. The learning needs and progress of these children is carefully planned and closely monitored by both the class teacher and the Gifted and Talented Coordinator. Again, the school can call upon the specialist expertise of the borough consultant for the Gifted and Talented and identified teachers in the Primary and Secondary sector.

## **Homework**

We have a homework policy which covers pupils of all ages. If you have any questions or concerns regarding homework please see your child's teacher. We are sure all parents will do their best to support and encourage their child to complete their homework to the best of their ability.

## **Music**

All children learn music as part of the National Curriculum. In addition, music is encouraged throughout the year to enrich shows and celebration events. All children will take part in some kind of performance to do with the unit they are covering in their year group.

## **Charging and Remissions Policy**

Educational visits and within school events are arranged from time to time to provide valuable first-hand experience and promote children's learning. These visits and events are always subsidised by school, but we sometimes ask for a voluntary contribution towards the costs. No child will be excluded from an educational visit or experience because of an inability to pay. However, we are very grateful for any contributions made as the school could not afford to pay the whole cost, particularly as transport cost have risen steeply due to the new seating regulations.

## **Complaints Procedure**

The school has an established procedure for considering complaints from parents relating to the school curriculum, the charging and remission policy, religious education and acts of worship. Details of the procedure are available from the Headteacher or the LEA. It is hoped that parents would raise any concern that they might have with the Headteacher in the first instance.

## Health and Safety

### **Security**

Once the children are safely in school on a morning and after lunch all outside doors are locked to prevent access by anyone from the outside.

This is to ensure your children's safety whilst in the school building.

If you need to enter the building at any time during the school day, please report to the main office first where the school secretary will let you in. As you leave, please make sure doors are secure behind you.

In case of emergency, all staff can open these doors from the inside.

### **School Gates**

The two side pedestrian gates are open from 8.00am until 9.15am and from 2.45pm to allow access to and from school. At all other times the gates are kept shut to prevent unauthorised access.

### **School Crossing Patrol**

School crossing patrols are on duty at

- Normanby Road/Trunk Road 8.30-9.15am 3.10-3.40pm

There are no school crossing patrols at lunchtime.

The entrance to the school is clearly marked with drop off points for children arriving by car. If you need to park your car in the car park please speak with the office staff as a car parking permit is required. As part of our Healthy Schools approach, we ask parents to avoid bringing children to school by car whenever possible and promote walking for its health and environmental benefits.

### **Collecting Children from School**

Your child's safety and well being are our main concern, so we follow the Local Authority recommendation that primary age pupils may only be collected by responsible people aged **16 years and over**. At times we will ask for I.D. from these people to ensure the safety of your child.

Please keep the class teacher informed of any changes in your collection arrangements.

### **Illness and Injury**

In the event of a child being ill or injured at school, parents will be contacted as soon as possible so the child can be collected from school.

For this system to work effectively it is essential that the school has an up to date record of contact names, addresses and telephone numbers. You will have already completed an information sheet with these details on. Please let us know straight away if there are any changes.

### **Health**

If parents have any health concerns about their child they can speak to the school nurse in confidence. Please contact the school office if you wish to meet with or speak to the school nurse.

### **Medicines**

Class teachers cannot be responsible for administering medication to children. If it is essential that your child receives prescribed medication during the school day, please bring it in the original container to the class teacher. It must be clearly marked with the child's name and the dosage. You will be asked to complete a form detailing these requirements.

Children who use asthma inhalers must keep these in the classroom so they are accessible when needed.

### **No Smoking Policy**

South Bank Primary School is a no smoking site. Smoking is not allowed anywhere on the school premise by staff, parents, visitors or community users.

### **Lost Property**

We always have a large amount of lost property in school which cannot be returned to the owner because it is not marked with the child's name. Lost property is stored in black tubs, located in the main entrance. Parents are welcome to look for missing items in these boxes. Unclaimed lost property will be displayed and then disposed of at the end of each term.

### **Parents and Carers**

We welcome all parents and carers into school. We strive to develop and maintain positive relationships with families in order to support the children. Teachers are available to meet with parents after school on most days. Parents can make an appointment to see the Headteacher or Deputy Headteacher if they have an issue they would like to discuss.

We strongly believe parents and carers are a vital part of our school community and value their involvement in school life.

