



**Woodhouse Community Primary School**

**School Brochure**

**2021 - 2022**

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## School Contact Information

Welcome to Woodhouse Community Primary School. We hope this brochure will provide you with the information you are looking for to tell you more about our school. However, if you need any further details, please do not hesitate to contact us to make an appointment for a visit or have a look on our school website.

Woodhouse Community Primary School  
Walker Drive  
Woodhouse Close Estate,  
Bishop Auckland  
County Durham  
DL14 6QW

01388 602885

E Mail us at: [woodhouse@durhamlearning.net](mailto:woodhouse@durhamlearning.net)

School Website: <http://www.woodhousecommunity.durham.sch.uk>

*Mrs R Smith*  
Headteacher

### Mission Statement

Woodhouse Community Primary School is a happy, thriving school situated in the historic town of Bishop Auckland, in County Durham. We cater for pupils from the ages of 2-11 years, with an exciting, recently built extension to welcome 2 year old pupils called 'Little Rainbows'.

Our Mission Statement is:-

Woodhouse Community Primary school is the heart of our community: a safe, happy, place for all of our children to feel valued, nurtured, respected, listened to and encouraged to reach their full potential. We highly value the role that parents and carers play in their children's learning and encourage them to participate in school life. We know that by working together in partnership, opportunities and life chances for children are greatly improved. We believe that together in partnership with families, we are guiding the children to 'follow the pathway to success'.

We promote the virtues of respect, kindness, confidence, resilience, determination, communication and ambition through everything we do in school. We want our pupils to leave our school with these core virtues firmly embedded alongside core basic skills and knowledge to equip them to be effective, independent life-long learners.

## Our School Day

Breakfast Club in Dining Room 50p per day from 8.10am

### Little Rainbows (2 year old's):

8.45 – 11.45am: Little Rainbows Morning Session  
12.15– 3.15pm : Little Rainbows Afternoon session

### Nursery:

8.45- 11.45am: Morning Session  
12.15-3.15pm: Afternoon session

30 hours: Flexible to suit the needs of school and family

### Reception:

Breakfast Club available from Autumn Term 2 or when the individual child is ready. Agreed by Mrs Curry

Whole Day: 8.50am - 3pm

### Key Stage 1 & 2 (Years 1 -6):

8.10- 8.30: Breakfast Club in Dining hall (optional, 50p per day)  
8.30 – 8.40: Arrive at school  
8.40: Registration / Skip 2B Fit  
8.50 – 9.10 Mad 4 Maths  
9.10 - 10.10: Session 1 – Maths  
10.10- 10.25: Morning Break  
10.25- 11.40/12.15: Session 2 – Literacy / Phonics / Reading / Handwriting  
11.40- 12.40: Lunch (KS1)  
12.15-1.15: Lunch (KS2)  
12.40 /1.15- 3.00: Afternoon session  
3.00: Whole school ends.

### Covid Times:

EYFS: 8.30am - 2.45pm  
KS1: 8.30am - 2.45pm  
LKS2: 8.40am - 2.50pm  
UKS2: 8.50am – 3.05pm

## School Staff

### Senior Leadership Team:

Mrs R Smith: Headteacher

Mrs V Curry: Deputy Head / EYFS Manager / SENCO

Mrs J Nichols: Assistant Head

### Teaching Staff:

Little Rainbows Teacher: Miss L Hayes

Nursery Teacher: Miss R Fisher / Miss Elsdon

Reception Teacher: Mrs Curry

Year 1 Teacher: Mrs J Nichols

Year 2 Teacher: Miss S O'Sullivan

Year 3 Teacher: Mr S Lockey

Year 4 Teacher: Mr Yorke / Mrs S Wright

Year 5 Teacher: Mrs L Stanbridge

Year 6 Teacher: Mrs E Oldfield

### Learning Mentors:

Miss N Sugden

### HLTA Staff:

Mrs D Gorton

Miss S Elmes

### TA / Support Staff:

Mrs V Redfearn

Mrs N Owen

Mrs H Carney

Mrs D Kent (SEND Support)

Mrs G Swinbank (SEND Support)

Mr C Sanders

Mrs J Robson

Miss C Foster

Mrs S Wilson

Mrs L Ferguson

Miss H Longstaff

Mrs E Preston

Ms C Taylor

Ms V Steel

Miss S Pull (Apprentice)

### Parent Support Advisor:

Miss K Ovington

Office Manager

Mrs E Dixon

Office Administrative Assistant / Attendance Officer:

Mrs N Bone

Schools Shared Business Manager

Mrs L Nicholls

Caretaker:

Mrs C Dent

Cleaning Staff:

Mr M Walker

Mrs L Wall

Lunchtime Supervisory Assistants:

Mr M Walker

Mrs E Walker

Mrs E Mundy

Mrs K Studholme

Mrs C Dent

School Cooks:

Mrs W Taylor

Mrs A Davison

Mrs A Dobson

## Governing Body

The Governing Body of our school is made up of representatives of the Local Authority, parents, staff and the local community. The Governors seek to establish an environment in which everyone can work together with each other for the continued success of our school. Local Authority Governors are appointed by Durham County Council, Parent Governors are appointed by parents, Staff Governors are appointed by staff and Community / Co-Opted Governors are appointed by the Governing Body.

All correspondence to the Chair of Governors should to be sent c/o Woodhouse Community Primary School.

Mrs V Hindmarch (**Chair of Governors**) – Co-opted Governor  
Mrs S McAllistair – (**Vice-Chair of Governors**) Co-opted Governor  
Mr P Hodgson – (**Vice-Chair of Governors**) Co-opted Governor  
Mrs R Smith – Headteacher Governor  
Mrs V Curry – Teaching Staff Governor  
Mrs K Phillips – Parent Governor  
Mr. J. Lethbridge – LA Governor  
Mr. M. Walker – Co-opted Governor  
Mr N Connah – Co-opted Governor  
Mrs S Horner – Co-opted Governor  
Miss M Williamson – Parent Governor  
Miss C Lutton – Parent Governor

## Organisation of classes

### **2 Year old provision ('Little Rainbows')**

We can currently offer places for a maximum of 8 two year old's each morning and 12 children on an afternoon. Miss Hayes is the teacher for Little Rainbows and is assisted by Mr Longstaff, Miss Longstaff and Mrs Wilson. Please contact Mrs Curry for further information and for details of eligibility.

### **30 Hours Free Childcare Provision for 3 & 4 Year Old's:**

We are able to offer up to 30 hours of free childcare for eligible 3 & 4 year old children. Please contact Mrs Curry for more information.

### **EYFS:**

The Early Years Foundation Stage Unit caters for both Nursery and Reception pupils. Children access both indoor and outdoor play activities as well as being encouraged to initiate play activities themselves.

EYFS is staffed by Deputy Head Mrs Curry. She is supported by Miss Hayes, Miss Fisher, Miss Foster, Miss Longstaff, Mrs Wilson and Miss Pull.

Mrs Curry deals with all admissions and any queries regarding the Nursery. The admission limit is 26 for Nursery and 30 for Reception aged children as set by the Local Authority and the school follows the Local Authority Admissions Policy.

If your application to our school is unsuccessful parents may go through the appeals procedures laid down by the Local Authority.

Children are able to start Nursery the term after their third birthday.

Children begin Reception in the September following their fourth birthday.

Prior to starting in the Foundation Stage Unit children will have the opportunity to visit the unit and become familiar with the lay-out. Parents are invited to meetings where Mrs Curry will familiarise them with day-to-day routines and they will meet all of the Unit's staff.

To help children to settle well into school routine, nursery pupils will attend morning sessions only for the first term, with new intakes in January and April.

### **Key Stage 1 and 2**

Classes are single form entry, which means all of Year 1 pupils are in the Year 1 Class, all of Year 2 are in the Year 2 class, and so on throughout the school. The admission limit is 30 set by the Local Authority and the school follows the Local Authority Admissions Policy.

If your application to our school is unsuccessful parents may go through the appeals procedures laid down by the Local Authority.

All classes have additional support staff, including Higher Level Teaching Assistants, Teaching Assistants and Apprentice Teaching Assistants, who will support children in their learning.

### **Absence:**

If your child is absent from school could you please tell us about it with a telephone call by *9.15a.m.* on the first day of absence. This is extremely important. If we have had no contact with you by this time, a member of the office staff will telephone you followed by a visit from the PSA, Kirsty Ovington. If attendance does not improve there will be a referral to the Attendance Enforcement Team. We aim for an attendance rate of over 95%. It is important to send your child to school on time, every day. As recommended by the Government (and agreed by all local Bishop Auckland schools), holidays during term time are not authorised unless in the case of exceptional circumstances.

### **Medicines:**

If it is necessary for your child to continue with prescribed medicine at school, you will be asked to complete a medicine consent form before the medicine can be administered. If a child requires a specific Care Plan, this will be carried out with Miss Sugden. The forms are kept in the school office. Only medicines prescribed by medical practitioners for four times per day can be given to pupils in school.

If your child is asthmatic, school must be kept up to date and an appropriate inhaler kept in school.

Miss. Sugden is in charge of all medicines in school and keeps up to date records and administers medication. Please keep her advised as to any changes in your child's medication. Miss Sugden and Mrs Curry are both trained in Safe handling of Medicine which is renewed every year.

The school has several members of staff who are designated first aiders. There are first aiders in every class, EYFS staff are fully trained in Paediatric First Aid. Lunch time supervisors and Caretakers also have First Aid and / or Emergency First Aid at Work.

Head lice are a problem best dealt with by parents. Regular head checks will reduce the spread of infection throughout the school. The school nurse is no longer able to carry out head inspections but can be contacted for advice.

## School Uniform

We are very proud of our school and firmly believe that wearing a school uniform shows we belong and work together as a team. All pupils are strongly encouraged to wear a navy blue sweatshirt, a pale blue polo shirt and a grey skirt or trousers.

Navy blue shorts and a plain white T-shirt should be worn for all P.E. lessons. Again, pupils are strongly encouraged to wear school PE kit, as many of our pupils represent the school in competitions throughout the year and this always looks very smart and professional. Trainers or P.E. shoes are compulsory for all P.E. lessons for health and safety reasons.

Sweatshirts, fleece jackets/coats, P.E. uniform and school polo shirts with the school logo can be bought in school. Orders will be placed each term for delivery to school ready for the new term. Prices are available on request from the school office. If you wish to look at them or for your child to try them on to select the correct size, please see Mrs Dixon or Mrs Bone, in the school office.

It is school policy to ask that children do not bring mobile phones or jewellery to school, e.g., watches, necklaces or hooped earrings (studs are allowed). If a mobile phone or jewellery is accidentally brought to school, it will be kept secure in the office and can be collected at home time. The school cannot be held responsible for any loss or damage that may be incurred.

We follow County policy of not permitting any earrings or jewellery to be worn in swimming or P.E. lessons. However, if a child has recently had his/her ears pierced, the school will allow the studs to remain in but only if they are taped over or secured (tape must be provided by parent / carer and should be put on by the child). Parents should notify the school of the date of piercing. False nails are also not permitted to be worn in school, in order to ensure the safety of the wearer and all other children.

## Behaviour

At Woodhouse Community Primary School we expect children to behave well be respectful towards all adults, visitors and each other in school.

We encourage positive behaviour, rewarding children for making the correct choices through praise, certificates, stickers and prizes and Dojo points.

We are an inclusive school and welcome all children. We teach the children to respect everyone regardless of colour, religion, gender or ability. Any form of bullying will not be tolerated and all alleged incidents will be investigated. Parents can look at the school's Anti-Bullying Policy on request.

If the behaviour of any child in school is unacceptable, a 5 step plan is followed. Warnings will be given and consequences will follow. Parents will be notified immediately of repeated issues and invited into school to discuss what has happened.

Parents can view the school's Behaviour Policy at any time.

In extreme circumstances pupils may be may be required to attend another setting or even excluded from school for a fixed period of time. In severe cases, Permanent Exclusion can also be enforced. Parents will be involved in the process at every step.

## Nurture Group

We operate a Nurture Group 2 afternoons per week which is staffed by a Teaching Assistant, a Learning Mentor and managed by Kirsty, our PSA. This is for children identified as needing some additional support in their learning and emotional needs. If you would like any further information, please speak to Kirsty.

## Data Protection

At times, we are asked to supply details of each child in our school, e.g. names, age, date of birth, to official bodies. This may be various government agencies. Information will only be given to these agencies for official purposes; no information will be shared with anyone else nor will they give details to other parties.

The school asks parents to sign both an Internet Access Agreement and a Photograph Agreement. Pupils are always supervised as they use the Internet however, we would like parents to consent to its use as with the taking of photographs. All photographs taken in school are used for in-school display only, for Class Dojo and school website.

Pupils' full names are not put in newspapers without parental consent and are never included on the school website.

The school often takes pupils out for visits or activities and a parental consent form must be signed giving the school permission to take your child on this trip. Without written parental consent *no pupil can leave the school premises during the school day.*

## Breakfast Club

The breakfast club costs 50p per day and is available to all children from 8.10am. Children can choose from a wide selection of toast, cereal, pancakes, yoghurt, fruit and fruit juice. The breakfast meal is followed by indoor board games, drawing, reading etc.

## Lunch

School lunch (two menu choices) at a cost of £2.10 per day / £10.50 per week. All Children in Reception, Year 1 and Year 2 are entitled to the KS1 Universal school meal entitlement. School meals usually consist of two choices of main meal and dessert.

Children may provide their own packed lunch (brought from home).

Any child who is entitled to free school meals attending a school trip will be provided with a school packed lunch.

Parents are encouraged to contact the Office Manager in order to check their eligibility for free school meals.

***Parents need to let us know in writing two weeks in advance if their child wishes to change from school lunch to packed lunch.*** This is to ensure food ordering is not disrupted.

Children should not bring sweets or fizzy drinks as part of their packed lunch. We aim to ensure that all children eat a healthy, balanced lunch and advice is available from school as to how to achieve this. (Lunchtime drinks should be in plastic containers – no cans or glass bottles please).

At lunchtime children are expected to eat and play happily with their school friends. We regard this as an important part of their social development. If children are unable to do this satisfactorily, our Behaviour Policy is stringently followed.

## Water Bottles:

Children are encouraged to drink water in school (juice / flavoured waters of any kind are **not** permitted). Each classroom has been fitted with a water-cooler and children are asked to bring a water bottle from home which only they use. This will be returned home each night for washing. Regular drinking of water helps to keep the children alert and able to concentrate throughout the day.

## Sharing information with Parents / Carers

We hold parental appointments during the school day three times each year – once per term where you can discuss your child's progress with the appropriate teacher. You can also make an appointment to speak with staff at other times if you have any worries or concerns.

We try to give as much information as we can about what is happening in school through letters sent home with the children, our weekly newsletter, our school website, Class Dojo.

We ask for voluntary donations for school visits and for theatre performances in school. We always endeavour to keep the costs of trips to a minimum.

The school follows Durham County's policy which could mean that if 100% support for donations is not forthcoming, unfortunately it may be necessary to cancel the educational visit. There are many areas where we can work together and we often ask for help! There are many ways in which you can help us and we are very grateful for the help we receive. Parents are welcome to help in school and any parent who wishes to do this should get in touch with the Head teacher.

As our school puts the safety of children first, all adults working in school have an enhanced Disclosure and Barring Service (DBS) disclosure police check. This is also required of all visitors and volunteers within school.

## Teaching and Learning

In EYFS, the children's learning is based on the Early Years Foundation Stage curriculum. Children will investigate, initiate their own play and have access to outdoor activities to develop their knowledge and understanding of the world. Staff observe, monitor and record progress through Tapestry, a secure on-line recording system to which parents have access and can contribute.

In Key Stage 1 and 2 children are taught the National Curriculum.

Teaching is engaging and stimulating with all staff planning carefully to include all abilities, so that pupils make good progress and want to come to school.

Children are subject to three levels of statutory assessment:

Foundation Stage Profile (June)

Year 1 Phonics Screening Check (June)

Key Stage 1 SATS (June, Year 2)

Key Stage 2 SATS (May, Year 6)

Teachers carry out regular assessment. All assessment is used to inform teachers planning so that differentiation is accurate and matches all children's needs. We hold termly parent & teacher consultations where parents are invited to speak to staff about their child's progress, as well as discussing areas for further development.

## Homework

Homework refers to any work or activities which pupils are asked to do outside lesson time, either on their own or with parents or carers. We encourage parents to help at home with reading, phonics, spellings and timetables. We hope that you will develop a partnership with us and support us in helping your child to develop skills and confidence.

As the main focus of homework is the reading, spelling and timetables, it is expected that children will be supported at home to read at least 3 times per week as well as practising their spelling and tables.

Children will also be given a homework passport of activities they are encouraged to cover over the year which supports the holistic child and develop life-long skills, for example, learning how to fasten shoe laces, etc.

## Extra-curricular Activities

The school offers a range of extra-curricular activities which include sports (e.g.football, Tag Rugby, tennis, Multi-skills) as well as art, cookery and ICT.

These activities are open to all of our children who are interested, although some activities can be restricted to certain year groups. They take place from 3 – 4pm on various evenings and pupils **must** be collected by a responsible adult afterwards. For some clubs (such as cookery) a small weekly donation may be requested to cover the cost of ingredients / materials. However, the school subsidises the cost of most clubs from our Pupil Premium funding.

Clubs change every half term, to ensure we can offer as wide a range of opportunities as possible for our pupils. Please check the school website or contact the school to find out more.

## Religious Education

The school teaches the Durham Agreed Syllabus which covers aspects of Christian beliefs as well as other faiths and cultures. Religious Education and Collective Worship on a daily basis are an important part of the curriculum in establishing values and attitudes and are an integral part of the ethos of the school.

**Please note that parents have the right to withdraw children from Religious Education and Collective Worship.**

This should be arranged with the Headteacher. If a child is withdrawn, alternative work will be set by the class teacher.

## Sex Education

Sex and Relationships education is part of the curriculum with an entirely appropriate focus for the children. For example, in Key Stage 1 they should know that ‘humans and animals can produce babies which grow into adults.’ Questions from children are answered as they arise with sensitivity and age appropriate vocabulary.

Relationships are explored during PSHCE sessions and children are encouraged to make choices and to respect other peoples’ needs and feelings.

The School Nurse covers aspects of sex education including puberty and bodily changes with Y6 pupils. This is done with parental consent.

**Parents have the right to withdraw their child from some aspect of sex and relationships education.**

## P.E.

Children should wear the school PE kit, which is a plain white T-shirt and plain navy shorts, plus black gym shoes or trainers. Shorts and plain T-shirts can be bought from the school.

We play team games, e.g. football, cricket, netball and tag rugby. We join inter-school leagues for football and we also take part in sports festivals and competitions at both local and County level.

Swimming lessons are part of the National Curriculum and it is a statutory requirement that children take part. Pupils in Key Stage 2 participate in swimming lessons and where possible, we offer the opportunity for EYFS children to swim in the Summer term, to promote water confidence and develop this important life skill as early as possible.

## Special Educational Needs and Disabilities (SEND)

Children who may need extra support are identified as soon as possible so that they can access the help that they need. The school prides itself on the identification and therefore early intervention of pupils who find aspects of the curriculum difficult. Pupils who have special educational needs are supported according to their needs, eg. by Quality First teaching, in-class support and additional intervention support groups, which may mean withdrawal from the classroom for short periods. The SEND Coordinator is Mrs Curry and further detailed information about the school's SEND provision is available on our school website.

Our school is an inclusive school and we welcome all pupils. The school is equipped to accommodate wheelchair users and pupils with disabilities.

## School Policy Documents

The full range of School Policy Documents is available in school and some are online on the school website if you wish to see them.

## Complaints and Compliments

The school operates an 'open door policy.' If you have any queries, worries or complaints about any aspect of school life, please make an appointment at the office to speak to your child's teacher in the first instance. We would encourage parents to discuss any issues or concerns with school staff which can usually be solved quickly and effectively. Alternatively, you may speak to the Headteacher, Deputy Headteacher or Kirsty our Parent Support Advisor. In addition, a full list of our Governors is in this brochure.

A copy of the School Complaints Procedures is available from the Headteacher and is available to download from the school website.

It is always nice to receive positive feedback and we would welcome your comments about what we are doing well. You can email the school on [woodhouse@durhamlearning.net](mailto:woodhouse@durhamlearning.net) or, a few lines on a note would be also warmly welcomed! Parents are encouraged to provide feedback on the Ofsted Parentview website at <https://parentview.ofsted.gov.uk>