



Red Hall Primary School



School Brochure



Welcome to Red Hall Primary School

Dear Parents/carers,

We are aware that starting a new school can be a rather daunting experience and I hope that the information provided in this prospectus will help make your entry into Red Hall School as smooth and trouble-free as possible. Any parents/carers, who are considering sending their child (ren) to our school are welcome to look around, to meet with myself, staff and children.

The new intake in September are invited to 'visit' their new classroom and meet their teacher at the end of the term preceding their entry into school. For children joining the school mid term, I am always available to show parents and children around the school and to discuss any questions you may have.

I hope that you will not hesitate to become fully involved in your child's school life and in his or her development. We value your support and regard it as an important part of our school ethos. The school has a fully integrated Foundation Unit and offers provision for 2 year olds for parents that are eligible for free early education and care places. Children in Reception year and nursery learn together with differentiated work. This way of working makes the transition into school for these children seamless.

We work closely with the local networks of schools, which includes attending sporting activities and transitional visits to Secondary Schools.

If you are considering Red Hall as a possible school for your child, and you wish to visit, I will be pleased to arrange your visit so that you can be shown around the school. An appointment can be made by contacting the school office on **01325 254770**. Should you wish to find out any further information before contacting the school, please have a look at our school website **www.redhallprimary-darlington.co.uk** for details of the exciting opportunities provided for our pupils.

Yours faithfully,

Ms Julie Davidson

Head teacher

Welcome To Red Hall Primary School



School Staff and Governing Body

Headteacher:	Ms J Davidson	Deputy Headteacher:	Miss L Snowdon
Teaching Staff:	Miss C Egglestone Miss A Newhouse Mrs G Marshall	Miss L Wharton Miss A Johnston Miss N Henry	Mrs S Bashford Miss S Scorer
KS2 Little Leaps: Stepping Stones:	Mrs S Luxon Miss E Piper	Miss D Hayman Mrs D Lowery	
Supervisory Assistants:	Miss M Burns Mrs C Blackburn	Miss L Hunter Mrs S Jenkinson	
Pupil Well-being Team:	Mrs Y Watson (Family Support Learning Mentor Worker)		
Teaching Assistant Staff:	Mr G Hutton Miss A Clemmons Mrs V Pidgeon Miss E Wilton Miss G Johnson	Miss C Wade Miss K Waters Mrs T Bradford Miss B Welsh	Miss E Sewell Mr L Robson Miss J Chauhan Miss K Singh
Office Manager: School Administrator:	Mrs M Denton Mrs L Heseltine & Miss E Bradding		
Caretaker:	Mr M French		
Kitchen Staff:	Mrs L More (Cook)	Mrs S McCrossan	
Chair of Governors:	Mrs D Barrigan	Vice Chair:	Mr M Houston
Staff: Local Authority:	Mrs M Denton Mrs H Ellison	Headteacher: Parent:	Ms J Davidson Mrs D Foster
Co-Opted:	Mr M Jolley Mrs K Ferguson	Mr A Moon Ms S Small	Mr M Houston Ms H Lucas

'All staff and members of the governing body support the headteacher's aims for the school.' - **Ofsted 2014**



School Hours

Nursery and 2 year old provision	- morning session	08.45am - 11.45am
	- afternoon session	12.15pm - 3.15pm

All other children - 08.45am - 3.15pm

Morning break - 15 minutes

Lunch - 12.00pm - 1.00pm

- ◆ Children have to attend for 190 days each year.
- ◆ There are 5 professional development days each year, which have to be used for staff training.
- ◆ Parents/Carers will be notified well in advance of these training days.



Pupils' safety is outstanding because it is a very high priority for the school. Pupils are taught very well how to keep themselves safe and healthy—**Ofsted 2014**



Admission to School

Nursery:

Children are admitted to the Foundation Unit the term after they reach the age of three. Names can be placed on the waiting list from the beginning of the school year in which the child will be two years old. We will arrange visits for your child so that he/she can be integrated into the life of the Foundation Unit and feel confident to be left for a whole session. Children attend the Foundation Unit for five sessions per week and we feel that this is an important time when they make progress towards independence and full time education.

We also have provision for 2 year olds (Lullaby Lane) for people in receipt of certain benefits.

School:

Children are admitted to full time education in September of the academic year in which their 5th birthday falls. Arrangements are made to enable parents/carers to meet Reception class staff and for children to become familiar with routines, to ensure smooth transition into school - for example staying for lunch; meeting their new teacher and spending time in the new classroom.

The Head Teacher has an introduction to school meeting with parents/carers in the Summer Term prior to the child's admission to Reception.

Parent/Carers of older children, who are being admitted to school, are asked to make an appointment with the Head Teacher to look around the school and discuss the admission procedures.

N.B. Please inform the school if you suffer from any disability or if your child suffers from any disability so that we can assess need and make any adaptations necessary in order to make our school accessible.

If we are unable to meet needs this will be discussed before admission.

- All letters are available in larger font size. Please enquire at the school office
- We have 2 accessible toilets
- There is disabled access to the building

For further information see our website <http://redhallprimary-darlington.co.uk>

**“Education is the most powerful weapon
which you can use to change the world”
- Nelson Mandela**



Our Code of Conduct

The Code of Conduct is part of our Home School Partnership Agreement. Children are asked to make an effort with five things and following the school's Code of Conduct is the first. It is displayed around the school and is simplified to the main headings for younger children.

Take care of yourself

Never:

- Do anything silly or dangerous
- Stay in school at break times or leave school without permission
- Talk to strangers in school unless they have a school badge

Always:

- Tell someone if you are unhappy or being picked on

Take care of others

Never:

- Do anything to hurt others (such as hitting/name calling)
- Distract others from working
- Be cheeky or rude to adults

Always:

- Be friendly to visitors, newcomers and other children

Take care of your school

Never:

- Steal or deliberately damage school equipment
- Drop litter or deface the school building
- Give the school a bad name

Always:

- Be proud of your school

Pupils are polite and friendly to visitors.
They smile and politely say 'Hello'.
—**Ofsted 2014**



Attendance and Punctuality

Attendance and punctuality is monitored at Red Hall Primary School. We employ a School Attendance Officer who will make home visits on our behalf should they be required. Parents/ Carers are encouraged to come in and speak to a member of our attendance team regarding any attendance issues.

If your child is going to be absent from school please let us know the reason by telephoning the school on the first day of absence. Please inform the school if your child is reluctant to come into school, so problems can be sorted. The school is supported by a Family Support Worker and an Education Welfare Officer, who will help to resolve attendance issues.

Governors and the Head Teacher can **no longer authorise holidays in term time** except in exceptional circumstances. This must be done by completing the leave of absence form available from the main office or school website.

- ◆ 95.2% is the National Attendance Figure
- ◆ A child is classed as a persistent absentee when absence falls to a level of 90% or below.

Certificates are awarded for 100% attendance each term and a 'Red Hall Reward' is arranged for those children in order for their good attendance to be celebrated.

The school day starts at 8.55am. However we open our doors at 8.45am to allow the children to get settled for the learning to take place. As soon as all children are in the building the doors are locked for security reasons and entry can only be made via the main door. Children who arrive after 8.55am are officially recorded as late in the school register as well as being in the 'Late Book'. Children who arrive after 9.30am will be recorded as arriving after the registers close which will be classed as unauthorised absence.

The procedure to monitor regular lateness is the same as that for regular absence which is set out in our attendance policy. Equally, children should not arrive at school before 8.45am, as the playground is not supervised.

Nursery children should be dropped off at 08.45am or 12.15pm, depending on their session, or as soon as possible afterwards. Please don't miss a session because you are late as it is better to be late than not in at all.

If your child is absent from school please telephone the school office on the first day of absence and send in a note to the class teacher stating the reasons for absence.

Every day counts...



Starting School

It does help staff at school if you could practice the following things at home with your child before he or she starts in the Reception class:

- Dressing and undressing unaided.
- Tying and untying shoelaces.
- Hanging clothes on a peg.
- Washing and drying hands and face.
- Using the toilet properly
- Using a knife and fork

Emergency Contact Details

When your child starts school at Red Hall Primary we will ask you to fill in a form which asks for names and telephone numbers of four people whom we can contact in the case of an emergency when it has not proved possible to contact the child's parent. It is essential that this information is kept up to date i.e. you may change your telephone number, or one of your contacts may do so. Please drop a note into the school office when changes occur.



School Uniform

The main reason for wearing school uniform is to give children the feeling of belonging and to identify themselves with the school. It also eases the pressure that children can put on parents and on each other to provide the latest fashion in clothes and shoes.

Wearing of school uniform is compulsory.

The uniform consists of:

- Red Sweatshirt or Cardigan
- Grey Trousers or Skirt
- White Polo Shirt
- Black Shoes

PE Kit consists of:

- White T-shirt
- Red Shorts
- Black plimsolls for indoor use
- Trainers for outdoor use
- Black / Grey Joggers

Uniform with our school logo on, can be purchased direct from our supplier, ALR Embroidery which is based at 170 Thompson Street East, Darlington. Tel: 01325 240251



“Pupils take pride in their appearance in school” - **Ofsted 2014**



School Organisation

Lullaby Lane

- 2 Year Old Provision

The school is organised into three stages:

Early Years Foundation Stage (EYFS) - Nursery and Reception - pupils aged 3—5 years.

Key Stage 1 - Year 1 and Year 2 - pupils aged 5 - 7 years.

Key Stage 2 - Year 3, Year 4, Year 5 and Year 6 - pupils aged 7 - 11 years.

- ◆ Each Key Stage has a leader with oversight of the full age range.
- ◆ Teams of teachers plan and assess children's work together.
- ◆ Organisation of classes within each stage is determined yearly, according to the needs of the

Our Curriculum

Our curriculum follows the new National Curriculum guidelines (2014).

Some subjects are taught discretely and other through a cross curricular topic approach within a context relevant to our children.

Each topic will often start with us providing the children with a memorable experience aimed at 'hooking' children into their learning. This could be a visit or an activity based in school.

Whilst emphasis is always placed on developing the basic skills of phonics, reading, writing and maths which are taught daily, we work hard to promote them through an interactive and creative curriculum.

The Curriculum



Children with Special Educational Needs

We have a Special Educational Needs Policy, which is available to view within the school website. The aim of our policy is to enable all pupils with SEN to benefit as fully as possible from their education at Red Hall Primary School. The fact that a child has special needs will not prejudice his/her entry into the Foundation Unit or the school.

We recognise that children develop at a different pace throughout their school lives. A child with special needs, is therefore, one who experiences persistent difficulties in some, or all, areas of learning, or is gifted in some way. We aim to identify at an early stage children who have any special needs and create an appropriate individual programme of studies related to their difficulties. Some children are identified whilst they are in the nursery, some may become apparent later in their school life.

Our Special Needs Team is: Ms Davidson, Mrs Luxon and Miss Hayman. There is a close working relationship with our Family Support Worker, Mrs Watson, to ensure proper provision is being made for those children who need it. Our Support Staff work with children who are identified as having Special Educational Needs as in-class support, with smaller groups or in 1 to 1.

Child Protection and Safeguarding

Parents and carers should be aware that the school has a duty to take reasonable action to ensure that welfare and safety of its pupils. In cases where the school staff have cause to be concerned that a pupil may be subject to ill-treatment, neglect or other forms of abuse, staff will follow the LA Child Protection Procedures and inform Children's Services of their concern. This may involve a visit to the home by a Social Worker.

All employees and people who help in school are required to undergo a fully enhanced CRB to ensure that they have no convictions for abuse against children. This helps to ensure that your children are safe in school.

**'The school's work to keep pupils safe and secure is outstanding'
- Ofsted 2014**



Medicines and Illnesses

The school is only allowed to administer drugs prescribed by your GP, and **only** if the prescribed dose **must** be administered during the school day i.e. before/after meals or **four** times per day. Medicine that is prescribed at 3 times per day can be taken before and after school and at bedtime and need not be brought into school. A medication form can be obtained at the school office and must be signed by a parent/guardian for each individual medicine.

Children who are asthmatic can arrange for an inhaler to be stored at school permanently, but please ensure that it does not run out of date. Similarly, children with other long-term disorders such as diabetes, epilepsy etc. can be assisted in school and we will do our best to co-operate with you for the benefit of your child.

Any child that has a long term medical condition will be given a care plan, which must be completed with the parent or carer.

Children are not allowed to bring un-prescribed medication into school under any circumstances, this includes throat sweets, nasal inhalers and lip balms.



Medication in School



Newsletters:

- ◇ The school believes in regular communication with parents/carers.
- ◇ An annual curriculum newsletter is distributed by Team Leaders in order to keep parents / carers informed of what pupils will be taught in each subject during the academic year.
- ◇ Updates on policy issues are sent out to the parents/carers as necessary.
- ◇ Regular letters are sent out by teachers, and the school office to keep parents/carers informed of visits, school issues, etc.

Meetings:

- ◇ Nursery parents/cares are invited to meet with the Nursery staff with their children for an individual induction to the school.
- ◇ Prior to transition to school, Nursery parents/carers are invited to stay for lunch and meet with the Headteacher and other members of key staff.
- ◇ Parents/carers of pupils in Year 6 are invited to a meeting prior to SATs in order for parents/carers to be given information and ask questions.

Parent/Teacher Consultations:

There are various opportunities throughout the year to come to visit the school, see your child's work and talk with the class teacher upon invitation. However, the school door is always open and please do not hesitate to contact us if you have a problem or query, however small, concerning your child in school. If you wish to speak to a member of staff, please arrange to see them when they are not teaching, preferably after school unless it is an emergency.

School Reports:

School reports are sent out in at the end of the Summer Term. The reports include information about children's attendance, progress in all National Curriculum area, additional activities, personal and social development, SATs results and suggestions and how parents/carers may help their child.

Celebration Events:

There are celebration events involving pupils over the Christmas period and at the end of the school year, to which parents/carers are invited. Other celebration events may take place at other times.

Open Mornings and Class Assemblies:

Parents/carers are invited into school over the course of the school year to watch their child's class assembly and also to participate with their child in different activities during the Open Morning for their class.

Our website is updated regularly with news and events happening in school.

www.redhallprimary-darlington.co.uk or find us on Facebook and Twit-



School Information

Breakfast Club

Staff and Volunteers run a Breakfast Club for pupils. The session starts at 8.30am and children must be escorted by parents/carers to the club. Our Breakfast Club is funded by the Greggs Foundation. Therefore, there is no charge for the service. If you would like your child to attend Breakfast Club, please contact the school office for further details.



Healthy Tuck Shop

Children in KS2 have access to a Healthy Tuck Shop during morning break. They are able to buy healthy snacks and bottles of water for 30p per item. Children in Foundation and KS1 receive a piece of fruit every day through the School Fruit and Vegetable Scheme.



Healthy Eating



School Meals

Our Catering Staff prepare meals on the premises for children staying over the lunch break. The school offers a choice of 4 healthy meals. The menu is changed termly, and your child will pre-order their meals in advance. We are a Healthy School and promote healthy eating. School meals are excellent value for money and your child will receive a healthy, nutritional meal.

Parents should send dinner money into school on a Monday morning, in an envelope clearly marked with the child's name, class and amount enclosed. Parents will be notified in advance of any increase in charges. Cheques for dinner money should be made payable to Darlington Borough Council.

The present cost of a school meal is £2.10 per day - £10.50 per week.

Our delicious school meals menu can be view via our website. The termly menu is located in 'School Meals' section which is found in the 'Parents' tab on the website. A link to download a copy will be at the bottom of that page.

Parents need to understand that any debt in relation to school meals needs to be paid. We only allow 2 weeks of unpaid dinner money before requesting that your child brings in a packed lunch until the debt is cleared.

If you think you think your child may be eligible for free school meals, an application form is available from the school office.

Parents/carers that would like their child to have a packed lunch from home, are asked to provide a healthy meal in a clearly named lunch box. Fizzy drinks and sweets are not allowed. All rubbish must be taken home in the lunch box.

If parents wish to change from school meals to packed lunch, we require 2 weeks written notice.

****From September 2014, universal free school meals was implemented which entitled every child in reception, year 1 and year 2 in state-funded schools to receive a free school lunch, therefore, with effect from September 2014, the school will not allow packed lunches from home.****

Teachers are not on duty at lunchtimes. It is essential that children accept and respect the authority of our Lunchtime Supervisory Assistants. Children who persistently misbehave at lunch times may need to have alternative arrangements made for their supervision during this time - this could mean spending lunchtime at home.

Eat better, Do better!



Home School Liaison

The school is keen to build a good relationship with the home at all times.

Home School Agreement

All parents are asked to sign a copy of our home school agreement at the time of admission.

Homework

The aim of homework is to develop an effective partnership between the school and parents, to consolidate and reinforce skills and understanding, to extend school learning, and to encourage pupils, as they get older, to develop the confidence and self-discipline needed to study on their own and to prepare them for the requirements of secondary school.

The homework given to children in Key Stage 1 consists largely of regular reading with parents. Reading practice and listening to others read continues to be essential right through primary school. At least 10-20 minutes per day is the recommended period. Other related homework will include learning spellings, number work etc.

For children in Key Stage 2 literacy and numeracy will provide the focus of homework, though other subjects may feature more frequently than in Key Stage 1.

Behaviour

Red Hall Primary School has a whole school behaviour policy on our website known as our Expectancy & Choice Framework. The atmosphere which we seek to create in school is one which is warm, friendly and relaxed and based on mutual respect. We believe that we can best influence the children through praise and encouragement and by setting an example in our own attitudes of care and commitment. We believe in developing self-discipline in children and rewarding positive behaviour. We believe that good behaviour needs to be taught and rewarded.

We use sanctions for choosing to break the agreed school rules. All pupils know the sanctions and also know that they are given every opportunity to make the right choices. Where we experience persistent difficulties or serious misdemeanours it is our policy to involve parents in seeking a solution.

Working Together



Pupil Partnerships

School Council

The school council is seen as an important feature of the school. They meet weekly and are taught how to chair meetings, draw up agendas and write minutes. Pupils are invited to raise issues, and are asked to help the school to solve problems. They play an active part in staff recruitment.

Lunchtime Monitors

Lunchtime Monitors help during the lunch hour. They help younger children and encourage them to eat their food.

Playground Pals

Playground Pals help at break times to promote a caring, sharing ethos.



Working Together



Community Links and Extended

Red Hall Primary works hard to raise the image of the school in the community.

Transfer to secondary schools

Care is taken to ensure a smooth transition to secondary schools. Good links have been established between Red Hall Primary and the local Secondary Schools. Pupils take part in induction programmes and secondary staff visit Red Hall Primary in order to meet the pupils. Records are forwarded to receiving secondary schools.

Local Community

We are working hard to build our links with the community, and you will see from the list below who we currently work with:

- ◆ Our cluster schools
- ◆ Local Secondary Schools
- ◆ The police, including regular liaison with our community police.
- ◆ Fire Service
- ◆ St Andrew's Church, Haughton
- ◆ Darlington Borough Council
- ◆ Local ASDA Store
- ◆ Morrison's - Morton Park
- ◆ Our local M.P
- ◆ Social Services
- ◆ Haughton Hub
- ◆ Riverside Care Home

Supporting Charities

As a school we support a range of charities, selecting different causes on a systematic basis, usually linked to the needs of the children. Charities supported recently include - Macmillan Cancer Research, Children in Need, Comic Relief, Sport Relief and St Teresa's Hospice. We ask for your support on these occasions.

Parent Helpers

The school welcomes parents/guardians into school as parent helpers. An extra pair of hands is always appreciated, for example helping with various activities in the Foundation Unit, sitting with a group of children during guided reading or assisting with craft activities, or sitting with one or two children at a computer (or any one of 100 other things). Whatever you feel your gift is we will have a use for it in school. Please speak to the Headteacher or your child's class teacher if you feel you are able to help. All parent helpers will be asked to complete a Criminal Records Bureau application form.

Positive Relationships



Afterschool Activities

The extra curricular activities offered at Red Hall tend to vary according to the time of year. Afterschool clubs are offered to specific children and classes to enhance their skills and provide them with extra mentoring.

When activities take place at the end of the school day, parents will have been informed of the details by letter and will have signed and returned a slip giving their permission to attend. If parents forget details of clubs, all current afterschool club can be found on the notice board in the school office.

The range of activities may include: netball, football (girls and boys), choir, recorder, athletics, cookery, Art. Extra curricular activities are enhanced when we have extra help. Any parent with special sporting or other expertise would be welcome to come and help out, subject to the obtaining of a Criminal Records Bureau Disclosure.



'The primary school sport funding is contributing to giving pupils a particularly good understanding of how to stay healthy.'

- **Ofsted 2014**



Religious Education and Collective Worship

A collective act of worship takes place on Monday - Thursday that is broadly Christian in ethos. It includes a prayer and encourages children in a thoughtful and caring attitude. Religious Education is provided in school within the locally agreed syllabus.

Although mainly Christian, children will be offered opportunities to explore other faiths and cultures in a planned way at both Key Stages 1 and 2. Any pupil attending school may be excused from attending collective worship or religious education if a request is received from their parents/guardians. Suitable alternative activities are sought for those children withdrawn from either of the above.

Health and Wellbeing Education

As part of our health and Wellbeing we deliver PSHE (Physical, Social, Health Education) including SRE (Sex and Relationships Education). Policies and overviews of our curriculum are on our website. If you would like to see resources or talk about any issues, please come and see Mrs Marshall. We were recently awarded the PSHE quality mark and best setting practice in 2016.

Additional opportunities

Children are given opportunities to take part in other activities during school time. These include:

- ◆ Guitar and Violin Lessons
- ◆ School of Rock and Pop
- ◆ Cycle training
- ◆ Pedestrian training
- ◆ Scooter training

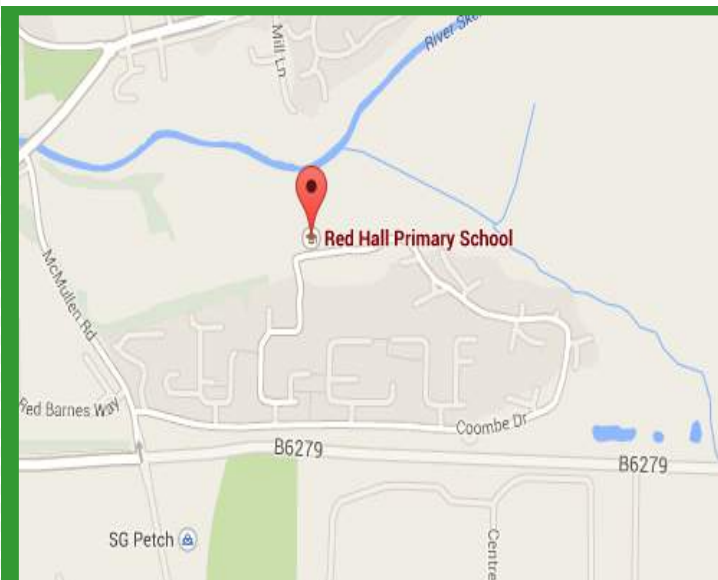
Educational Visits

Educational visits are an integral part of the school curriculum and are not simply pleasure trips. When undertaking an educational outing, children will be insured for accident or injury. Children will only be taken on such outings with the consent of their parents/guardians.

The school asks for a voluntary contribution towards the cost of such activities but no child will be excluded if his/her parent does not agree to make a voluntary contribution. However, if sufficient voluntary contributions are not received for a planned visit or activity then regrettably, the planned visit or activity may not go ahead.

Engage, Develop, Innovate,
Express...





Red Hall Primary School
Headingley Crescent
Darlington
Co Durham
DL1 2ST

Tel: 01325 254770

Email: admin@redhall.darlington.sch.uk

Please visit our website for further information:

www.redhallprimary-darlington.co.uk