



Taking you step-by-step through starting school

# Parent Handbook



Reid Street  
Primary School

INSPIRING THE COMMUNITY  
FOR OVER A HUNDRED YEARS





## Paula Ayto, Principal, says...

It's great news that your son or daughter is starting at our wonderful school. Thank you for choosing us.

**We need some information from you.**

So, could you please follow the steps in the Parent Handbook and hand in your completed forms to the school.

**Answering your questions**

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any queries that are not answered here, please contact the school office on 01325 251006 and we will be happy to help!

**Policies and term dates**

On page 14 are details of some important policies you need to know about...and page 15 has term dates.

**Welcome**

Welcome to Reid Street Primary School and I look forward to getting to know you and your child.

## STEP 1: Pupil Data Sheet

### Reid Street Primary School

Pupil's Full Legal Surname		
Pupil's preferred Surname		
Pupil's Legal Forename		
Pupil's Date of Birth (DD/MM/YYYY)		[ ] [ ] / [ ] [ ] / [ ] [ ]
Gender	MALE	FEMALE
Address details:		
House Number		
Street Name		
Town	Post Code	

Please give details of all persons who have parental responsibility. The first contact will receive text messages from the school via the Teacher 2 Parent messaging service above the contact detail boxes.

Parental Responsibility 1	Parental Responsibility 2
First Name:	First Name:
Last Name:	Last Name:
Address:	Address:
Postcode:	Postcode:
Contact Number:	Contact Number:
Email:	Email:

Does your child have a brother or sister in the school? If so please state

Name:	Class:	Year:
Name:	Class:	Year:
Name:	Class:	Year:
Name:	Class:	Year:

#### Doctor's Name and Surgery Details

Name of Doctor:	
Surgery Address:	Post Code:
Does your child have any medical conditions or allergies, (food or otherwise) which you wish the school to be aware of? If YES please give details:	

#### Special Needs

Does your child have any Special Educational Needs? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please state which Special Education Need/s your child has:

Please give details below in order of priority in case of an emergency

Emergency Contact 1																								
Title			First Name																					
Surname																								
Home Tel										Work Tel														
Mobile Tel																								
Email Address																								
Relationship to Child																								

Emergency Contact 2																								
Title			First Name																					
Surname																								
Home Tel										Work Tel														
Mobile Tel																								
Email Address																								
Relationship to Child																								

Emergency Contact 3																								
Title			First Name																					
Surname																								
Home Tel										Work Tel														
Mobile Tel																								
Email Address																								
Relationship to Child																								

It is important that you inform us of any changes of address, telephone number etc immediately. Thank you for your assistance in this matter.

Is the child legally 'In Care'? YES <input type="checkbox"/> NO <input type="checkbox"/> . If YES please provide the following information:	
<b>Other Contacts in Case Of Emergency</b>	
Carer's name:	Social Worker's name:
Address:	Address:
Telephone Number:	Telephone Number:

Please write any further information you may wish to give about your child or family circumstances:  
(including court orders, access and contact)

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Please sign the form in the spaces indicated using your usual signature. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.	
Signature of Mother/Carer	Date: [ ] [ ] [ ] / [ ] [ ] [ ] / [ ] [ ] [ ]
Signature of Father/Carer	Date: [ ] [ ] [ ] / [ ] [ ] [ ] / [ ] [ ] [ ]

My child will travel to school by:

BUS	CAR	VAN	CYCLE	TAXI	WALKING
-----	-----	-----	-------	------	---------

Does your child care for someone who is ill, disabled or elderly? YES <input type="checkbox"/> NO <input type="checkbox"/>
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Is either parent currently serving in HM Forces full time or have served in HM Forces during the last 4 years? YES <input type="checkbox"/> NO <input type="checkbox"/>
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Parent/Carer Signature:	Date: [ ] [ ] [ ] / [ ] [ ] [ ] / [ ] [ ] [ ]
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## Ethnicity Data Collection

Please study the list below and tick one box only to indicate the ethnic background of your child. It is not possible to list all ethnic groups because the list would be too long. The groups listed below reflect the main ethnic groups in Darlington. You are asked to choose the ethnic group which is closest to how you see your child/yourself.

WHITE			MIXED/DUAL BACKGROUND		
British		WBRI	White & Black Caribbean		MWBC
Irish		WIRI	White & Black African		
Traveller of Irish or other heritage		WIRT	White & Asian		
Gypsy/Roma		WROM	ASIAN OR ASIAN BRITISH		
Any other white background		WOTH	Indian		AIND
BLACK OR BLACK BRITISH			Pakistani		APKIN
Caribbean		BCRB	Bangladeshi		ABAN
African		BAFR	Any other Asian background		AOTH
Any other black background		BOTH			
CHINESE			Any other Ethnic Group (please state)		OOTH
Chinese		CHNE	This information was provided by (please tick one box)		
I do not wish an ethnic background category to be recorded		REFU	PARENT	PUPIL	

Home Spoken Language	First Language Spoken at home
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If English is an additional language what level do you consider your child to be at

Fluent ☐ Average ☐ Poor ☐ No English Spoken ☐ (please tick as appropriate)

## Asthma Reliever Inhaler Registration Form

There are two forms of asthma inhaler:

- **Preventer inhalers** which are taken at prescribed points (usually first thing in the morning or last thing at night).
- **Reliever inhalers** which are taken as required by asthma sufferers in order to relieve symptoms.

Your child needs a separate reliever inhaler to be kept in school at all times.

Children will be expected to self administer their own inhalers while we will provide support especially for younger children until they are self sufficient.

Please ensure you have instructed your child on how to use their reliever inhaler prior to it being sent into school including how to use their spacer.

I have taught my child how to self administer their asthma inhaler: YES ☐ NO ☐

**Emergency Inhaler** – an emergency asthma inhaler kit is kept in school. Please indicate if you wish your child to have access to this in the event of an emergency.

I give permission for my child to use the emergency inhaler: YES ☐ NO ☐

Inhalers must be supplied in the original prescription box with the child's name on

Child's name	Class
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Name of reliever inhaler medication
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☐ Please tick this box if a spacer is included

The Expiry Date on this inhaler is  /  /  I will replace the above inhaler on or before  /  /

The reliever inhaler is clearly labelled and delivered in the prescribed box with my child's name clearly shown on the label

Once completed this form must be returned to school via your child's teacher or Mrs Charlton.

A photocopy will be returned to you as a reminder for when your child's reliever inhaler reaches its expiry date.



## STEP 2: Free School Meals & Pupil Premium

### Reid Street Primary School

We need information about you and your child so that we can provide them with the best education and support by making sure that their school receives all the government funding to which it is entitled. Please complete this form and return to your child's school by the 11th July 2016.

#### ABOUT YOUR CHILD/CHILDREN

Child's Last Name	Child's First Name	Child's Date of Birth	Name of School

#### PARENT/CARER DETAILS

	Parent/Carer 1	Parent/Carer 2
Last Name		
First Name		
Date of Birth	[[ ]]/[[ ]]/[[ ]]	[[ ]]/[[ ]]/[[ ]]
National Insurance No*		
National Asylum Support Service Number* (NASS)		
Daytime Telephone No		
Mobile Number		
Address		
	Postcode:	Postcode:

\*Complete as appropriate

#### FAMILY INCOME AND BENEFIT DETAILS

Is your joint family income less than £16,190 per year or has it ever been in the last six years? (Please place an X in the appropriate box overleaf). YES ☐ NO ☐

If you have ticked NO, you do not need to complete the next section and can go straight to the declaration at the end of the form. If you ticked YES, please place an X in this box if you\* are in receipt of any of the benefits listed below:

- ☐ Income Support
- ☐ Income-based Jobseekers Allowance
- ☐ Income-related Employment and Support Allowance
- ☐ Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- ☐ The guarantee element of State Pension Credit
- ☐ Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- ☐ Working Tax Credit run-on
- ☐ Universal Credit

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals:

#### DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the authority in writing of any change in my family's financial circumstances as set out in this form.

Parent/Carer Signature:	Date: [[ ]]/[[ ]]/[[ ]]
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\* This includes those who have parental rights for the child/children named on this form.

#### DIETARY NEEDS

Will your child be having a packed lunch? ☐ school lunch? ☐

Is your child a vegetarian? ☐ No pork ☐ No beef ☐ (please tick as appropriate)

Dear Parent/Carer

During your child's life at Reid Street School we may wish to take photographs of activities that involve your child. It is helpful for us to be able to celebrate our children's achievements through our website, school displays and also in the local press.

Before using any photographs in this way we need your permission. Please answer the questions below, sign and date the form and return it to Reid Street School. You may withdraw your consent at any time in writing to the school office.

Name of child (Block Capitals)				
Name of person responsible for the child				
Having read the above statement please indicate if you give consent by ticking the appropriate Yes or No box.		Yes	No	Consent for use on the school website
		Yes	No	Consent for use in school displays
		Yes	No	Consent for use in the local press
Signature of person responsible for the child				
Relationship to child				
Date				

Thank you for your support in this matter.

Mrs P Ayto  
Principal



<b>Reid Street</b>	<b>Elizabeths Embroidery</b>
<b>Date:</b>	

<b>E-Mail Address:</b>	
<b>Contact Telephone Number:</b>	
<b>Post Code:</b>	
<b>Address:</b>	
<b>Town/City:</b>	

<b>Parents Name:</b>	
<b>Childs Name:</b>	
<b>Class/Year Group:</b>	

**Essential Wear**

Product	Qty	Size	Colour	Child Price	Adult Price
Polo Shirt			White	£8.25	£10.25
Round Neck Sweatshirt			Red	£9.25	£11.25
V Neck Sweatshirt			Red	£10.25	£12.25
Sweatshirt Cardigan			Red	£11.25	£14.25

**Outdoor Wear**

Product	Qty	Size	Colour	Child Price	Adult Price
Shower Jacket			Red	£14.75	£17.75
Fleece Jacket			Red	£13.25	£15.75
Storm Jacket			Red	£19.25	£23.25
Embroidered Ski Hat			Red	£5.25	-----
Scarf			Red	£5.55	-----

**PE Items**

Product	Qty	Size	Colour	Child Price	Adult Price
Embroidered T Shirt			Red	£5.75	£6.25
Embroidered PE Bag		-----	Red	£5.75	-----
Plain Shorts			Black	£4.50	£5.25
3 Piece PE Kit		Please fill in above sizes thank you	-----	£12.75	-----
Plimssoles			Black	£4.50	£5.25
4 Piece pe kit		Please fill in above sizes thank you	-----	£17.00	-----
Embroidered Jogs			Red	£10.25	£12.25
Embroidered Hoody			Red	£10.25	£12.25

**Knitwear**

Product	Qty	Size	Colour	Child Price (24"-30")	Adult Price (32"+)
Knitted Jumper				£13.00	£14.50
Knitted Cardigan				£13.25	£14.75

**Accessories**

Product	Qty	Size	Colour	Price
Infant Bookbag		-----	Red	£6.25
Classic Bookbag		-----	Red	£7.25
Document Case		-----	Red	£7.75
Junior Bookbag		-----	Red	£8.25
Backpack		-----	Red	£9.25

**Useful Extras**

Embroidered Initials Under Logo	Up to 5 Initials - No names please	£1 Per Garment	Please Print Carefully as there is a £5 Removal Charge
Happy Feet	Print name:	£0.9 Per Pair	-----
Names Tapes	Print name:	£3 for 25	-----



**Delivery Options**

	Cost	Please Tick
Collect From Elizabeths Embroidery	£0.00	
Deliver to School	£0.50	
Post	£5.00	

**Grand Total:**

Full Payment must be made with order please. Thank you.  
If the Order is for Staff VAT must be added to the base price (Base Price + 20%)

Order Online: [www.elizabethsembroidery.com](http://www.elizabethsembroidery.com)  
Online Shop Password: **0216ex**  
Phone: **01642 674973** Fax: **01642 641005**  
Shop: **8 Richardson Road, Stockton-on-Tees, TS18 3LJ**



## STEP 5 Disability Equality Scheme

Reid Street Primary School

### Disability Equality Scheme

As a requirement of our Disability Equality Scheme we are asking for your assistance with the following information:

Do you have a long term disability, illness or medical condition and have any specific access requirements?	YES*	NO
Do you have a long term disability, illness or medical condition and would like to be involved in the development of our Disability Equality Scheme?	YES*	NO

\* If you answered yes to either of the above questions please call into the School Office or telephone us on 01325 251006.

Thank you for your assistance in this matter.

## STEP 6 Fruit and Veg Scheme

Reid Street Primary School

Dear Parent/Carer

Under the Governments School Fruit and Vegetable Scheme each child aged four to six in state funded schools will be entitled to receive a free piece of fruit or vegetable each school day. Scientists agree that everybody, including children, can reduce their risk of heart disease and cancer by eating at least five portions of fruit and vegetables every day. On average, children in the UK eat only two portions a day.

I am delighted that our school continues to participate in this exciting scheme, which reinforces our commitment to healthy eating. From 5th September 2016, your child will be offered a free piece of fruit or vegetable each day. The scheme will not disrupt the normal school day in any way.

The fruit and vegetables will be fresh and of good quality. The aim is for the children to have a positive and enjoyable experience of fruit and vegetables.

The scheme is voluntary, and although there is no obligation for your child to take part, I hope you will share my belief that it has many benefits. It is a great way to help us teach our children the benefits of healthy eating.

If you do not wish your child to participate in the scheme, you must let me know before Monday, 11th July, 2016. It is essential that you inform us of any allergies your child may have so that we can ensure they are not given anything that might harm them.

If you have any questions, please contact the school.

Yours sincerely

Mrs P Ayto  
Principal



In partnership with parents, the Reid Street School staff and governors aim to provide a high quality education for its pupils. The following agreement is intended to invite you to join this partnership in recognition of the aims and objectives of the school and the wish that all pupils experience a happy and successful time at Reid Street School.

### As a parent/carer of a pupil at Reid Street Primary School , you are asked to:

- ensure your child attends school regularly and on time, dressed appropriately and with the relevant equipment
- contact the school any time your child is unable to attend
- work with the school to promote high standards of behaviour (see Behaviour Policy\*)
- notify the school of any concerns about your child's health, education, behaviour or any changes in home/family circumstances
- play an active part in supporting your child's learning (see Homework Policy\*)
- if and when/where possible, take a wider interest in the activities of the school in relation to the wider community

### As a school we endeavour to:

- provide a safe and secure environment for your child
- provide a broad and balanced curriculum relevant to the individual needs of your child
- set high expectations to motivate your child
- provide a welcoming, receptive and informative environment for you as regards your child's progress in school
- produce an annual written report of your child's progress
- help your child develop spiritually, morally, socially and culturally
- consult you should any difficulties arise
- set regular and appropriate homework (see Homework Policy\*)
- keep you informed of all school events and developments in advance

\*Key policies are available on the school website. All policies can be viewed at the school office on request.

Signed

Mrs P Ayto  
Principal

Please complete the slip below and return to the school office. You will receive a copy of this agreement for you to keep.

Reid Street Primary School - Home School Agreement

We have read Reid Street Primary Schools Home School Agreement and agree to join the partnership between home and school.

Childs Name:	Relationship to Child
Parental signature	
Print Name	
Date: [ ]/[ ]/[ ]	

# Key information

## What are our school times?

School times are:

Start of the day: 9:00am

Morning Break: 10:30am -10:45am

Lunchtime: 12:00 -1:00pm

End of Day: 3:15pm

School gates are locked at 9:05 am. Late arrivals must report to reception.

### Breakfast club

Breakfast Club begins at 8:30am and ends at 8:50am, at which point children go to the supervised yard. Any parent may drop children off for a supervised breakfast of toast, cereal and milk, juice or water. Parents should enter the premises using the Hollyhurst Road gate and make their way to the dining hall.

Money transactions do not take place in the Breakfast Club, as the school uses a voucher system whereby you, or your child, hands over a previously purchased voucher to the Breakfast Club supervisor each morning. Any number of Breakfast Club vouchers, at £1.25 per day, can be purchased in advance from the school office.

## Uniform

Uniform provides our children with a sense of belonging to the 'school family'. When in school uniform our children are encouraged to conduct themselves both during and beyond the school day according to the values we promote at school. In this way our school uniform helps us to nurture the development of good manners, respect and consideration for others in the wider community. Our uniform consists of:

- Grey or black skirt or trousers.
- Red cardigan or sweatshirt.
- White polo top, shirt or blouse.
- 'Sensible' shoes.

In the summer many of the girls wear red gingham dresses.

### Shoes

The wearing of trainers (other than for PE) is discouraged as they detract from the smart appearance of the uniform.

The school will enforce a policy of 'sensible' footwear at school. Any item of footwear which is unwieldy or extreme including 'Ugg' boots will not be permitted in school.

### Where to buy

All items of uniform are now available from 'Elizabeths Embroidery'. A school shop is available on the induction day, however items can be ordered direct from them on 01642 674973 or by email on [www.elizabethsembroidery.com](http://www.elizabethsembroidery.com). Also order forms can be obtained from the school office. Pupils can also wear uniform in the correct colours purchased from any retailer.

### Lost property

Every year jumpers and other items of clothing find their way into our lost property. When they are properly labelled with a laundry marker or name tag we can return them to the owner. Please help us to help the children to look after their own property by ensuring that all PE kit and uniform is clearly marked with each child's name.

## Food in school

### School Meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best they need a balanced and nutritious diet. Our school meals service ensures that all meals meet high standards, with alternative main meals for vegetarians and a sweet course. We provide all children with fresh water. Current menus are available in the school office.

### Free school meals

All children in Foundation Stage and Years 1 and 2 (Key Stage 1) can have free schools meals. To continue receiving free school meals from Year 3 upwards, families need to receive the following:

- income support
- job seekers allowance
- child tax credit
- or be asylum seekers or refugees.

For more information, please contact the school office. All applications are treated confidentially.

Schools receive additional funding from the government to support pupils of parents receiving certain 'benefits'. Therefore, even though your child is entitled to a free school meal throughout Key Stage 1, please inform the office of any entitlements you are receiving. See Step 2 in the forms section.

### Dinner money

The cost of a school dinner is £2.00 per day. The school has introduced an online payment system called Sims Agora which is very easy to use and will offer you the flexibility to make payments safe in the knowledge that these are secure and use the highest level of card security. This can be used to make payment for school meals, educational trips and after-school activities.

### Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. We would ask that you support the school in its policy by ensuring packed lunches include a balanced, healthy choice of food. Suggestions can be found on the NHS Live Well for Children website. Please visit <http://www.nhs.uk/livewell/yourchildatschool/> and look under the Healthy Lunchbox Treats section.

If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child's name and class. Children should not bring in any fizzy or hot drinks for lunchtime.

### Fruit and drinks

All children in Reception, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home. To encourage children to try a variety of foods, different fruits are provided throughout the week such as oranges, apples, grapes, raisins, pears and plums. If your child has any allergies, please ensure your child's class teacher is made aware so that an alternative fruit may be provided that day.

### Year 3, Year 4, Year 5 and Year 6

Children from Key Stage 2 may bring in from home a piece of fresh fruit for a mid-morning snack. Once a week, pupils can purchase alternative healthy snacks from the school tuck shop. These include plain popcorn, dried fruits, rice cakes and bread sticks, priced from 10p to 50p per item.

### Water and milk

Milk is available to pupils at lunch time.

Hydration is important and aids learning and we encourage children to drink water regularly. Water is available throughout the day. On entry to Key Stage 2, all pupils will be provided with a free school water bottle.

Subsequent bottles can be purchased at a cost of £1.00



# Frequently Asked Questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

## Good Behaviour

We have an excellent reputation for behaviour and this was graded as Outstanding in our most recent Ofsted inspection. Reid Street School seeks, through its Behaviour Policy and its Mission Statement, to develop an ethos wherein good behaviour and discipline, the key foundations of citizenship and education, are promoted and encouraged.

## Attendance and absence

We are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children in our school community to maximise their learning. We recognise that positive behaviour and attendance have a significant impact on our children's attainment and life chances as it maximises their learning opportunities. Our school policy aims to support us all to achieve high levels of attendance and punctuality.

We aim to encourage and assist all children to achieve excellent levels of attendance and punctuality and reduce persistent absence in order that all pupils are assisted in reaching their potential. If your child is taken ill, please ring the school before 9:00 am and leave a message on the school answerphone.

## Holidays

We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents in advance. Parents are notified, in advance, of proposed dates for School Assessment Testing (SATs) and they should make every effort to ensure their child attends school during that period.

### Request for absence

With this in mind, the Government and Local Education Authority have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, using the appropriate application form, to the Principal. Holiday requests during term time are not usually granted apart from in very exceptional circumstances. If holidays are taken during term time without permission, this will result in a penalty notice and parents will be fined.

## Medical appointment

If an absence relates to a medical appointment, the school requests sight of the appointment card or letter; but wherever possible these appointments should be arranged outside school hours.

## Health and Welfare

We liaise closely with the school nursing team and Area Health Authority who oversee a wide range of services such as medicals, hearing / vision tests and health interviews. The nurses' team is also available for any advice or issues you may want to discuss.

### Medicines

If your child is asthmatic, a medical form must be completed and a prescribed inhaler with the child's name on kept in school. The teacher will look after the inhaler and ensure that your child has access to it when necessary. The inhaler will be taken on any visits off the premises.

### Sickness

Children who are absent from school because of vomiting and/or diarrhoea must be kept at home for 48 hours following the sickness.

### Antibiotics

Where a child has a short-term illness such as an infection and requires antibiotics, parents may make arrangements to come into school to administer it. On no account should medicine be sent to school with your child. Staff are not allowed to routinely administer medication or creams.

For longer term conditions, a Care Plan will be created in partnership with parents.

### Ill at school

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you immediately. Please make sure that contact numbers are kept up to date. Many members of staff have completed accredited First Aid training.

## Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access to our essential services, closure may be unavoidable. During severe weather, please listen to the local radio station, visit our website and look out for texts sent from school. If the school is to remain closed, these details will be broadcast from approximately 7:00am onwards.

### Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

## Jewellery and other valuables

Jewellery, including rings, should not be worn to school as nasty accidents can occur. If your child has pierced ears, only small studs should be worn in the interests of safety. It must be noted that for health and safety reasons, earrings must not be worn during PE lessons and we request that your child does not wear earrings to school on PE days. Any child whose earrings cannot be removed for medical reasons will not be able to participate in the PE session(s) for that week. Please note, the swimming pool does not allow children to wear earrings under any circumstances for swimming.

We would request that any new ear piercings take place at the beginning of the summer holiday in order to allow sufficient time for the healing process and therefore not affect statutory involvement in PE lessons at school. Wrist watches may be worn to school but we cannot accept responsibility for their safekeeping. Children are not allowed to bring mobile phones to school. Long hair should be tied back for health and safety reasons.

## Sport

We encourage children to be physically active for sustained periods of time, to lead healthy and active lives and to engage in competitive sports and activities. We participate in, and regularly achieve highly in, numerous sporting events such as football, netball, tennis,

# Frequently Asked Questions

cricket, rugby, cross country, athletics, orienteering and gymnastics. We are always incredibly proud of our children during these events as they consistently display not only outstanding behaviour but also exceptional 'sportsmanship' which we believe are essential traits of a sportsperson. So that all pupils develop a healthy and more active lifestyle, we purchase a Gold Package Service Level Agreement with Darlington School Sports Partnerships which gives us access to a range of specialist sports coaches, local and regional competitions and professional development and training for staff.

## Music

Music is of huge significance to us and enhances work in all subject areas. We buy into an excellent package of support and development through Durham Music Service. Pupils at Reid Street have the opportunity to play a range of instruments and we are proud of our Gold Sing Up status.

## Clubs

We run a wide range of before-school, lunch-time and after-school clubs. These vary throughout the year and include opportunities to take part in a variety of sports, language study, art, drama and media study and much more.

## Seek permission

We will always seek your permission if any activity takes place before, during or after school and will always inform you of the arrangements. Please note that, due to safety concerns, we will always expect an adult to collect a pupil at the end of an after-school club or event such as a disco.

## More Able, Gifted and Talented

We recognise that a number of our children are More Able / gifted and talented. The school's major form of identification of gifted and talented pupils is through the class teacher via observation of the child or work produced. This may be influenced by the views of parents and of other teachers in the school. As for all children, we aim to provide appropriately challenging activities. Enrichment opportunities are provided within topic work and extra-curricular activities are provided through a wide range of school clubs and a variety of musical and sporting opportunities.

## Special Educational Needs

Staff aim to identify children who require additional special educational needs provision as early as possible, and to organise appropriate programmes of study to match individual learning needs. Some pupils join us from their pre-school settings having already been assessed for special needs provision. We make use of the expertise available from professional outside agencies where appropriate. Our aim is to ensure that we provide access to all that is made available in order to help us support our children's special educational needs. In this way we strive to ensure every child's full inclusion in all aspects of experience at our school.

### Lessons

Teachers will use a range of strategies to meet children's special educational needs. Lessons have clear objectives and success criteria, are differentiated appropriately and assessment is used to inform the next stage of learning.

### Access

All pupils are admitted to our school in the same way regardless of ability or need. Both the main entrances to the school have disabled access and we have easily accessible disabled toilet facilities.

## Working with parents Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides, and contribute to the progress and success of its pupils. The most important partnership is with parents. Children make maximum progress when home and school work closely together. We also invite parents into school to celebrate their child's learning through class assemblies and special events such as International Day. Home/school collaboration allows the pupil to improve his or her own standards and potential beyond the classroom environment. We provide regular contact through formal and informal parent evenings and will contact you if there are any problems. Our policy is to keep an open door for parents at all times.

## Partnership with Parents

In addition to all of this, many parents and other volunteers come into school to share their skills. Even a few hours a week is very much appreciated. We work in partnership with Darlington Cares to train and support volunteer readers in school and very much value the contribution our volunteers make to the essential skill of reading.

## Assessment

Every child's progress is regularly assessed and detailed records are maintained. In addition to this Parent/Teacher consultations are held each term for you to discuss the progress of your child. A formal written report is issued at the end of the summer term. Following the report there is an optional Parent /Teacher consultation.

## Parent evenings

Regular parent evenings are held throughout the school year and provide an opportunity for parents to attend school to meet with your child's class teacher to discuss their progress and achievements. If you have any concerns at other times of the school year, please do not hesitate to contact your child's teacher.

## News

Regular newsletters are sent home and placed on the school website where you will also find copies of letters to parents. In addition, each class teacher regularly sends letters home with pupils to update parents on latest news and information, so please check bags regularly.

## The Home School Agreement

We believe it is essential to have strong links between home, school and the community. Parents are asked to sign a Home School Agreement that outlines intentions, a copy of which will be returned to the parents.





# Policies

## Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

### Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's Behaviour Policy or Special Educational Needs Policy, before deciding whether to apply for their child to attend the school.

### High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can visit the school website: <http://www.reidstreet.darlington.sch.uk/> and click on 'Parents' and then scroll down to 'Policies' to read some of our policies.

### Step 1



### Step 2



### Step 3



## Key policies

Some of our key policies are:

- Charging & Remissions Policy
- Data Protection
- Equality Objectives
- Safeguarding
- SEND
- Behaviour
- Privacy
- Complaints

## Our Curriculum

We have worked hard to develop a curriculum that is broad and balanced, creative and engaging and which provides the pupils of Reid Street with the essential knowledge, understanding and skills for success in future education and as active British citizens. We ensure full coverage of the National Curriculum for English, mathematics and science and use our freedoms as a converter academy to develop cross curricular topics which provide motivating, holistic learning opportunities appropriate to the pupils of our school. Where links between subjects are not apparent, subjects are taught discretely following guidance (such as the local SACRE syllabus for RE) supported by exciting materials and schemes such as 'Charanga' for music and 'La Jolie Ronde' for Languages.





## AUTUMN TERM 2016

Monday	5 Sept 2016	Pupils return
Thursday	20th October 2016	School closes at 3:15pm - Half Term
Monday	31st Oct 2016	Pupils return
Friday	16 Dec 2016	School closes at 3:15pm – Christmas break

## SPRING TERM 2017

Wednesday	4th January 2017	Pupils return
Friday	17th February 2017	School closes at 3:15pm - Half term
Monday	27th February 2017	Pupils return
Friday	7 April 2017	School closes at 3:15pm - Easter break

## SUMMER TERM 2017

Monday	24th April 2017	Pupils return
Monday	1st May 2017	School closed - May Day Bank Holiday
Friday	26th May 2017	School closes at 3:15pm - Half term
Monday	5th June 2017	Pupils return
Thursday	20th July 2017	School closes at 3:15pm – Summer break



## Privacy Notice - Data Protection Act 1998

We at Reid Street Primary School are a data controller for the purposes of the Data Protection Act. We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care and
- assess how well we are doing

The information about our pupils will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.

We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA. DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

If you want to receive a copy of the information about your son/daughter that we hold, please contact us through the school office.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which projects) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

our local authority at <http://www.darlington.gov.uk/your-council/data-protection-and-freedom-of-information/data-protection/>

the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

The Data Protection Officer, Darlington Borough Council, Town Hall, Darlington, DL1 5QT

Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288



## School Details

At Reid Street we create a culture that enables pupils and staff to excel. Our broad and balanced creative curriculum inspires pupils to learn, promotes a sense of enjoyment and fascination about the world and prepares pupils for lives as active members of British society. We value our long standing high profile within the community.

Pupils' spiritual, moral, social and cultural development and, within this, the promotion of fundamental British Values, are at the heart of the school's work. Through our commitment to excellence we ensure that each individual pupil fulfils their potential, takes pride in their achievements and is prepared for the next phase of their education as confident, self-assured learners.

Equality of opportunity is our central aim; we respond to individual needs, challenging and supporting within the caring, secure and welcoming ethos of Reid Street School.



Reid Street Primary School  
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