



# Parent Handbook

September

# 2022

Your step-by-step guide to your child starting school at Greenland Community Primary School





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# Welcome

Dear Parents/Carers,

May I, on behalf of all at Greenland Community Primary School and Stanley Learning Partnership, welcome you and your child to our school. The purpose of this brochure is to give you all the information you may need about our school, its organisation and routines.

On behalf of the staff and Governors, I would like to say how pleased I am that you have chosen Greenland for your child. Here at Greenland we take our responsibilities very seriously and we will do our best to ensure that your child receives the highest quality of education you should expect and which they deserve.

We are very proud of our school and we hope that your child has a happy and successful time here with us. Should you have any concerns at any time please contact me at the school to discuss them.

Yours sincerely,

Miss AM Lewis  
Headteacher

Telephone: 01207 232147

Email:

[a.lewis200@greenlandcps.co.uk](mailto:a.lewis200@greenlandcps.co.uk)



# Our ethos & aims

## Statement

Greenland Community Primary School recognises the responsibility it has to the community it serves, and has high expectations of its staff, children and parents. We aim to provide the best possible education through a challenging and exciting curriculum and to be a school of which everyone can be justifiably proud. We actively promote our ethos of supporting every child to meet with success.



## Aims

- To create a happy and secure environment where each child and adult are valued as individuals and where all children have equal opportunity to experience the maximum sense of success.
- To offer a broad, balanced, relevant and differentiated curriculum based on National Curriculum requirements enabling children to use language and number systems effectively.
- To promote moral and social standards such as honesty, politeness, consideration and respect for others, which are essential to a happy, successful community.
- To develop skills and attitudes that will enable our children to become active and independent learners whilst appreciating human achievement and in doing so, preparing them for life in a fast-changing society.
- To promote good citizenship and community cohesion. We are a Rights Respecting School.
- To promote respect for oneself, others and the environment through:
  - The establishment of simple codes of behaviour which ensure the safety and well-being of all (both children and adults).
  - Providing a calm, caring and sympathetic environment where children and adults see their work as valued.
  - Valuing positive input, with an emphasis on praise and rewards, and raising the self-esteem of children and adults.
  - Promoting equality of opportunity for all.
- To maintain a strong and committed team of staff by encouragement, positive appraisal and personal development and to create an atmosphere where all staff feel confident in exchanging opinions and ideas, knowing they will be valued.
- To regularly set targets for improvement and to measure progress against them.
- To maintain a Governing Body who play an active part in the overall management of the school and contribute to both the curricular and pastoral life of the school.
- To provide parents with information and advice they may need in respect of the children's achievement and progress, and to value and encourage their contribution to the life of the school.



# Stanley Learning Partnership



LEADING THE WAY  
FOR COOPERATIONS

At the heart of our community of schools, is the belief that every child can achieve. We create an environment that allows children to develop their talents, both as individuals and collectively, empowering them to succeed in and outside of the classroom.

At every opportunity, we will encourage our children to contribute to the life and work of school, giving them a greater sense of belonging so they are best equipped to share, respect and trust in the start in life we offer them.

All schools within Stanley Learning Partnership share the desire to provide education excellence where children excel and aspire without limit. Irrespective of their ability or background, we are committed to providing inclusive learning. Via our rich and engaging curriculum, we endeavour to meet the individual needs of all of the children we serve to ensure they all reach their full potential every day of their educational journey.

Our committed staff work together collaboratively across all schools, valuing and supporting each other's skills, knowledge and expertise to provide the highest quality of teaching possible. Such synergy and teamwork ensure we share best practice and enables us to develop professional relations built on loyalty, integrity and respect, qualities that are then filtered into the classroom.

We recognise that the children of Stanley Learning Partnership are all unique, encouraging them to respect and embrace one another's individuality. Likewise, the local communities we serve are diverse but our knowledge and understanding of them empowers us to forge partnerships that ultimately, are to the benefit of our children.

The values and ethos held by Stanley Learning Partnership create a sense of purpose instilling the belief that every school, and every child within it, will succeed. We are all proud of our partnership and our values; the lynchpins to our success and that of our children.



# Admissions

Applications for school places and admissions should be made via Durham County Council, irrespective of the time of year. Applications are completed online at: [www.durham.gov.uk/schooladmissions](http://www.durham.gov.uk/schooladmissions)

Following your application, you will be advised by The Admissions Team, if you have been successful or not.

## Reception admissions

Children starting in Reception in September have special arrangements for admissions of which parents are advised of in writing. This is usually via a staggered start date and time introducing both children and parents to school life. We have found through experience that this method of admission is by far the best way to introduce children to school and results in them coming to school happily and without undue stress.



Before your child joins our Reception class it is a tremendous help if he/she can do the following things:

- Remove outdoor clothing and hang it up on their named peg
- Use a knife and fork whilst eating
- Use the toilet independently and flush it
- Wash and dry his/her hands
- Tidy his/her toys away after himself/herself
- Use a handkerchief
- Listen to given instructions
- Carry out instructions

## Rest of school admissions

Parents wishing to apply for admission to the school at other times of the year or any other year group, e.g. if you wish to move your child from another school or you have recently moved into the area, should again do this online via Durham County Council by logging on to [www.durham.gov.uk/schooladmissions](http://www.durham.gov.uk/schooladmissions)



You are welcome to contact the school direct for an informal chat or to view the facilities whilst awaiting the Local Authority's response to your application. Please note; we will always contact the child's previous school for information.



# Classes & Curriculum

## Classes

Our school provision is for 3 Key Stages:

**Foundation Stage** Reception (4-5 years old)

**Key Stage 1** Year 1 (5-6 years old)

Year 2 (6-7 years old)

**Key Stage 2** Year 3 (7-8 years old)

Year 4 (8-9 years old)

Year 5 (9-10 years old)

Year 6 (10-11 years old)



Class organisation depends upon pupil numbers as class sizes are limited to 30 pupils in KS1.

Children are grouped in mixed age or year group classes. Children usually move classes in September each year. Prior to moving into a new class, children spend time throughout June on a transition programme in order to meet their new teacher.

## Curriculum

Parents are welcome to examine our curriculum and other documentation relating to the quality of education provided for your child. Policies and Ofsted reports can be found on the school website at [www.greenlandprimary.durham.sch.uk](http://www.greenlandprimary.durham.sch.uk)

This includes school policies, topic maps for each year group, termly curriculum maps and our latest Ofsted report.

Termly topic maps are sent home with children at the start of every new term. This outlines the specific areas your child will be covering over the forthcoming term.

Should you wish to examine any of these in more detail, please contact school.



## Reception Curriculum

In the Reception Classes the children follow the Early Years Foundation Stage (EYFS) curriculum. The Reception Classes are also referred to as Early Years or Foundation Stage.

The EYFS curriculum focuses on the following areas of learning:

- Personal, Social and Emotional Development
- Communication and Language
- Literacy
- Mathematics
- Physical Development



The EYFS curriculum sets the standards for learning development and care from birth to 5 years of age. The curriculum builds on the children's previous experiences be it at home, at the child minder, play school or nursery.

The curriculum is carefully structured and has three main strands or principles:

- There is provision for the different starting points from which children develop their learning, building on what they can already do
- There is relevant and appropriate content that matches the different levels of young children's needs
- There is planned and purposeful activity that provides opportunities for teaching and learning, both indoors and outdoors

Children's progress through the Foundation Stage is carefully measured and assessed. Children are assessed within 4 weeks of joining a Reception Class. They are then tracked across the year and progress is monitored and reported every term to ensure all children are achieving their potential. Teachers use the early Years Foundation Stage Profile assessment and report to parents at Parents Evening Consultations.



## Key Stage 1 Curriculum

We try to offer a broad and balanced curriculum which we feel is relevant and enjoyable and which draws upon children's own experiences. The curriculum acknowledges the age, maturity and different capabilities of the children and facilitates a smooth progression throughout the school via their involvement in the Programmes of Study of the National Curriculum in English, Maths, Science, Computing, History, Geography, DT, Art & Design, Music, PE, Social Citizenship and the agreed syllabus for RE.

Dedicated Literacy and numeracy lessons take place every day and the school adapts teaching to meet the particular needs of the children in school.

In Science, Computing, History, Geography, DT and Art & Design the school uses a combination of single subject lessons and a creative topic approach. RE is not part of the National Curriculum but nevertheless is a compulsory subject in all schools in KS1 and KS2. Greenland bases its teaching on the Durham Agreed Syllabus for RE.

Through the implementation of the Primary Curriculum we aim to further enhance opportunities for creativity in all subjects. Planning is done in partnership and teachers work together to ensure all children in a year group have access to a similar curriculum appropriate to their needs.

## Key Stage 2 Curriculum

There are 13 subjects taught in Key Stage 2: English, Mathematics, Science, DT, Computing, History, Geography, Art and Design, Music, Modern Foreign Languages, PSHE, RE and PE. All these subjects form the basis for the work planned in each year group. The children may be taught each subject separately or as part of a topic or theme. A mixture of individual, group and whole class teaching strategies are used. Children are in sets for Literacy and numeracy.



At the end of the children's final year (Year 6) at Greenland Community Primary School, the children are assessed using standard assessment tests (SATs). The results of these tests are reported to the parents and to County. All children are assessed and compared to the national expected level. The children's progress is continually monitored and assessed throughout their time at Greenland and records of achievement are maintained by the school.

# The school day

Timetables vary for different Key Stages:

## EYFS

8.45 – 8.50	Registration
8.50 – 9.00	Wake Up Shake Up / Daily 5
Across the morning	Numeracy & literacy Group Work
	Children can access the outdoor play area at any time.
	Free fruit is available for all Foundation Stage children.
12.00 – 1.00	Lunch
1.00 – 2.50	Child initiated learning through play
2.50 – 3.05	Circle story time

## Key Stage 1

8.45 – 8.50	Registration
8.50 – 9.00	Wake Up Shake Up / Daily 5
9.00 – 10.00	Numeracy
10.00 – 10.15	Break during which free fruit is available for all children
10.15 – 11.00	Phonics (Read Write Inc)
11.00 – 11.15	Assembly
11.15 – 12.00	Literacy
12.00 – 1.00	Lunch
1.00 – 2.00	Topic work
2.00 – 2.15	Break
2.15 – 3.10	Topic work

## Key Stage 2

8:30 – 8:45	Registration Years 5/6
8.45 – 8.50	Registration Years 3/4
8.50 – 9.00	Wake Up Shake Up / Daily 5
9.00 – 10.00	Numeracy
10.00 – 10.15	Break
10.15 – 11.15	Literacy – Reading/Phonics
11.15 – 11.30	Assembly
11.30 – 12.15	Literacy
12.15 – 1.15	Lunch
1.15 – 2.15	Topic work
2.15 – 3.15	Foundation subjects, e.g. ICT, PE, DT or Music



## Arriving at school

KS1 school gates open at 8.00am and KS2 school gates open at 8.15am; however, children cannot access the school building and classrooms until 8.30am for Years 5 & 6 and 8:45am for Years 3 & 4.

Children may enter school from 8.00am if attending our free Breakfast Club, access to which is gained via Key Stage 1 gate. Please refer to the Out of Hours section for more information.

## Late arrivals

School starts at 8.30am for Years 5 & 6 and 8:45am for all other year groups, including Foundation Stage children. Both KS1 & KS2 gates are locked at 8.45am prompt. If your child is late, please accompany them into the building via the Main Reception. Upon arrival you will be asked to sign the Late Arrivals book. All late arrivals are marked as such on the SIMS register and will affect your child's attendance.

All children arriving late to school **MUST** be accompanied by an adult. Do not drop them off at the gate allowing them to walk into school unaccompanied, irrespective of their age.

Persistent lateness does not just affect your child's academic achievement but also disrupts classes, therefore, we ask for your support in ensuring your child arrives at school on time.

## Leaving school

Times vary for the end of the school day;

EYFS: 3.05pm

KS1: 3.10pm

KS2: 3.15pm



This is to allow parents with more than one child in the school to make it round to the relevant collection point.

Please collect your child from their relevant Key Stage gate. Children will not be released from school unless a parent or carer is there to collect them. Upper Key Stage 2 children are permitted to walk home unaccompanied if school is notified in writing.

## Early departures

Please contact school to advise us if your child needs to leave school before the end of the school day. For medical appointments an appointment card or letter is required. Parents and carers should arrive at the Main Reception to collect their child where you will be asked to sign your child out.

School would appreciate it if, whenever possible, medical appointments are made outside of the school day.

# Attendance

Regular attendance at school is important for children's continuity of learning. All children will suffer illness and have time off school, but frequent absences mean children have gaps in their knowledge and cannot build effectively on prior learning. As a result, these children do not make the progress that they could and do not achieve their potential. It is a legal parental responsibility to ensure your children attend school regularly.

The National Average for attendance is 96.1%. Here at Greenland we strive to exceed this and endeavor to help and support our families so that together we can achieve this.

We understand wholeheartedly that children genuinely become unwell and this should never be a concern. Mr. Shaw (Attendance Officer) is here to help you and can be contacted by calling our Main Office on (01207) 232147 should you have any concerns with regards to your child's attendance. If your child has an ongoing medical condition which means they have longer periods of absence, it is our goal to ensure that your family feel supported and we will endeavor to make your child still feels part of school life.

A weekly whole school assembly is held which solely focuses on attendance. We are proud that like staff, children now see attendance as a main contributor to their learning, achieving and success. In addition, we have a number of individual and class incentives and rewards to encourage our children to embrace the importance of good attendance.

Our guide to attendance details the procedure families should follow when your child is late or unwell. To view this information click here: [Attendance information for parents](#). Should you wish to access a copy of our full Attendance Policy please contact school on (01207) 232147.

## The Law

It is a criminal offence to keep your child from attending school unless they have a genuine illness, or you have had advanced permission from the Head Teacher. Local councils and schools can use various legal powers if your child is missing school without a good reason. They can give you;

- a Parenting Order
- an Education Supervision Order
- a School Attendance Order
- a maximum fine of £2,500



- a jail sentence of up to 3 months
- Fixed Penalty Notice

## Lateness

If your child arrives at school after the register is taken at 8.50am this will be recorded as late. Those parents whose children are persistently late may be subject to a Fixed Penalty Notice **which applies to both parents**. As a school, we will inform you at the earliest opportunity when your child's attendance or punctuality becomes a concern.

## If your child is absent you must:

- Contact school by telephone on the first morning of absence **before 9:15am**.
- Contact school each day (before 9:15am) your child is absent, unless you have provided a doctor's sick note which specifies the length of a period of absence.
- Be aware that, as part of our safeguarding procedure, we routinely send one of our Attendance Officers to conduct a welfare check if notification of absence has not been received by the above time.

The school's social media platforms, or email, **must not** be used to report absence as these are often run by a member of staff who is not on the school premises at the beginning of the school day.

### **Failure to report your child's absence will result in them being unauthorised.**

Unauthorised absences can be recorded on the register when there is no valid reason given for absences.

## Our procedure

If your child is not at school, and we have not received a phone call from you or another named contact by **9:15am**, one of our Attendance Officers, admin or pastoral staff will contact the relevant adults identified on our system.

A member of staff will then visit your home address, or any known addresses associated with the family, to establish the reason for absence. If this is unsuccessful the absence will be referred to the Police or First Contact as a matter of safeguarding.

### **Please update school if you change your contact details or address.**

It is also helpful if school could be updated of any changes in details for any other relatives who often drop off or pick up your child.



## Medical appointments

Any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary. Those appointments made during school time must be evidenced by documents which confirm an appointment. **If your child is well enough to come back to school following the appointment they should do so.**

If your child has an ongoing health problem and is unable to attend school regularly through no fault of their own, then we will work with you to ensure that your child receives the support necessary to make them feel part of school incentives and rewards.

## Medical evidence

If your child is regularly absent due to illness, then we should receive medical evidence. This can be in the form of copies of G.P. appointment cards or letters, medication details or other relevant information. Failure to do so may result in further action being taken. If your child is regularly absent for the same reason, e.g. reoccurring bouts of sickness and diarrhoea, this can become a safeguarding concern and may be referred to First Contact.

## Leave of Absence (LOA) during term time

Headteachers will only grant a LOA if they believe that exceptional circumstances exist. Any application must be made to the Headteacher 10 days in advance, where possible, of the start date requested. Where parents have children in different schools across the SLP our attendance staff will liaise with each other so that the decision is consistent and fair. It is up to the Headteacher how many days your child can be away from school if leave is granted. **You can be fined for taking your child on holiday during term time without the school's permission.** This fine applies to both adults with parental responsibility for your child. If a request for LOA is declined, you will be notified in writing of the decision and your right of appeal. If your child/children are absent during the time requested, it will be classed as an unauthorised absence and you may be subject to a fine.

## Persistent absence

If your child's attendance falls to 90% or below, this is considered by the Government to be persistent absence. Where attendance falls below 90% and there are unauthorised absences, this may result in a referral to the Local Authority for enforcement action. To help avoid this, we monitor all pupils' attendance and punctuality regularly and will inform you of any concern and how we can support you towards more regular attendance.





## Attendance rewards

Here at Greenland we have a number of attendance rewards for children.

Our weekly attendance initiative rewards classes that have achieved +99% or above with a non-uniform day the following week. Sadly, any class that does not achieve this benchmark will not be eligible, irrespective of individual children who have.

So as not to discriminate any child that is achieving outstanding attendance, we implement the following individual incentives:

- A weekly attendance winner from Key Stage 1 and 2.
- A weekly reward for those classes who have not had any late arrivals in the previous week. Individual class teachers decided what the reward will be.
- Weekly non-uniform rewards for classes with +99% attendance.
- Half-term and full-term attendance certificates are given to those children with outstanding attendance to formally recognise their efforts. Whenever possible we may attach additional rewards to this.
- The SLP Star Awards Amazing Attendance awards recognises excellent attendance at a partnership level.
- End of year celebration assembly is held to acknowledge those children with excellent attendance.
- End of year excellent attendance awards: at the end of the year the children with outstanding attendance will receive a special reward.

With all of these incentives and rewards the attendance team endeavour to factor in those pupils who may have a long-standing medical condition whereby they are required to attend doctor or hospital appointments on a recurring basis. Likewise, any exceptional circumstances which have meant a child has been unable to attend school through no fault of their own are also taken into consideration. We accept that parents may feel their child has missed out on a reward for a particular reason which perhaps we are not aware of. In these circumstances, we urge you to contact Mr. Shaw directly who will be happy to discuss this with you and work together to reach a solution that everyone is happy with.

## Help and support

If you need help with attendance you must **talk to the school about it as soon as possible.**

### **Important Contact details:**

Attendance Officer: Graeme Shaw

Mobile Number (within school hours): 07920885986

School Tel: 01207 232147

Email:- [g.shaw300@greenlandcps.co.uk](mailto:g.shaw300@greenlandcps.co.uk)



# Out of hours' care

Here at Greenland we offer extensive out of hour's additional childcare to all children.

## Breakfast Club

A **FREE** Breakfast Club is available to all children, including Foundation Stage. Access, via Key Stage 1 gate, is from 8.00am. Cereal, toast and fruit are available. This is a drop-in service and places do not need to be booked in advance. We would ask that children wishing to attend Breakfast Club arrive no later than 8.25am. Any donations will be welcome.



## After School Clubs & Wrap Around Care

We offer wrap around care and several after school clubs both of which run from the end of the school day until 4.15pm.

Places for all clubs must be booked and paid for in advance via the ParentPay system on a termly basis and is non-refundable. After school clubs change termly and places at specific after school clubs are limited. Places at general wrap around care are also limited and children are not guaranteed a place so please do not rely on this provision for childcare.

The safeguarding of children is paramount. Therefore, we have a set of Terms & Conditions that we ask parents to adhere to when signing up for any after school care:

- All places must be booked in advance or when clubs change termly
- You are unable to book your child's place over the telephone
- If you wish to cancel your child's place altogether this must be done so in writing – no refunds available regardless of reason for cancellation
- If your child is unable to attend on a specific date please notify their teacher in writing, please do not call school on the day
- Please notify Main Reception of any changes to your after-school requirements as soon as possible
- Children are not permitted to cancel or swap to alternative clubs.



- If your child is attending a sports club, they are required to have a change of kit (their PE kit can be used) which is appropriate for the activity. Persistent failure to do so may result in them being removed from the club

Please note; children will only be permitted to walk home alone when consent is given during the booking process via ParentPay.

Children in wrap around care are released from the Key Stage 1 gate whilst those attending a club leave from the Key Stage 2 gate.



# Clothing in school



## Uniform

All Greenland Community Primary School pupils are required to wear a school uniform, unless school have informed you of a non-uniform event or activity. Uniform can be purchased through school by completing an order form that can be found in the Paperwork section. All orders should be paid for in advance. As stock is not kept in school please allow a few weeks for delivery.

Alternatively, if it is more cost effective, children can wear unbranded clothing.

Our uniform comprises of:

- Bottle green jumper or cardigan
- white polo shirt
- grey trousers (jogging bottoms or leggings are not permitted)
- grey skirt ('rara' skirts should not be worn)
- indoor black shoes ('school shoes') or 'black on black' trainers



If your child would like to play on the outdoor football MUGA (on the KS2 playground) they are required to bring in a separate pair of trainers. Unfortunately, without an alternative pair they will be unable to access this particular area.

## PE Kit

PE Kits should be brought into school on a Monday and taken home on a Friday. Again, PE Kits can be ordered through school or purchased independently.

Our PE Kit comprises of:

- plain white round neck t-shirt. No logos or branding (other than the school badge),
- green or black shorts,
- plimsolls for indoor activities,
- trainers for outdoor activities

## Winter clothing

During cold weather wellington boots or winter boots can be worn but should not be worn indoors, therefore, please ensure your child brings their indoor shoes every day. Please also ensure a coat is worn.

During cold weather a tracksuit or similar can be brought into school and used when required for PE lessons.

## Swimming kit (where applicable)

Costume (not fashion or long shorts), towel and swimming cap are required. Swimming kits cannot be purchased through school. The Louisa Centre has limited stock. You will be notified in writing when your child is attending swimming lessons.

# Food served in school

## School meals

Hot and cold meals are served in school, as is a vegetarian option. Menus are distributed to parents at the start of the term and if any changes are made. They are also published on school's website.

Children are asked to select their choice of meal as part of the registration process.

All orders must be placed by 9.30am. Children arriving at school late will be asked to make their selection at Main Reception when being signed in. If, however, your child will be later than 9.30am please telephone school to place their order.

## FREE milk for all

From 1 January 2015, schools across England were legally required to ensure milk is available during the school day to all pupils who want it. This is because milk is an important part of children's diets.

FREE milk is available to all children at lunch time should they want it.

## No charge school meals (EYFS / KS1)

Under the current Government initiative, all children in EYFS (Reception) and KS1 can have school meals free of charge, irrespective of their parent's financial situation. If, however, you are in receipt of certain benefits, you are still required to complete the Free School Meals Application Form and the Free School Meals Verification Check Form and submit them to the Main Office upon your child starting school. The aforementioned forms are in the Paperwork section.

## ParentPay

From Year 3 onwards, the cost of school meals is £2.15 per day / £10.75 per week. This may change before September 2022. We are now a cashless school, therefore all school meals should be paid for in advance via ParentPay (please see the ParentPay section) on a Monday or on the day itself.

CREDIT IS NOT GIVEN.

## Free school meals

If you are in receipt of certain benefits, your child may be eligible for Free School Meals. To receive Free School Meals please complete the Free School Meals Application Form and the Free School Meals Verification Check Form and submit them, together with proof of your eligibility, to the Main Office as soon as possible. A copy of the aforementioned forms are in the Paperwork section.

If you are unsure if you are eligible, we can check this on your behalf. Again, please complete the Free School Meals Verification Check Form and school will run these checks for you.

## Packed lunch

Packed lunches are permitted. As a Healthy School we conducted extensive consultation with both children and parents at which it was unanimously agreed that crisps are limited to a Wednesday and chocolate, e.g. Kit Kat, to a Friday. Fizzy pop is not permitted.

## Allergies & special dietary requirements

School contracts in Taylor Shaw Catering Services. Procedures and policies are in place for children with special dietary requirements. If this applies to your child, it is imperative that you complete the Allergies & Dietary Requirements Form which is found in the Paperwork section. It is parent's responsibility to update school on any allergies or special dietary requirements as and when they change. This information is required for all children, irrespective of whether they have school meals or packed lunch.





# ParentPay

## What is ParentPay?

[www.parentpay.com](http://www.parentpay.com)

ParentPay is an online payment service used by Greenland. It provides a means for you to pay for school meals, trips, after school provision and uniform online or from your phone



## How do I use ParentPay?

Once your child is registered at Greenland you will receive communication with bespoke account activation details.

Once you have this you can log on at any time to pay for school meals, set reminders when your balance is getting low or pay for school uniform.

If you would like to use ParentPay on your smartphone you simply need to bookmark the login page to your home screen for easy access.

Overall, ParentPay is easy and quick but if you have any questions or encounter any problems please just contact our Main Office as staff will be more than willing to assist.

# Parental support

## Homework

Homework is a vital part of the partnership between home and school.

Our Homework Policy outlines the shared expectations of pupils, parents and teachers, with regards to homework. It is expected that, in line with Government recommendations, the parents and carers of EYFS, Year 1 and Year 2 children spend 10 minutes per night sharing books.

Children in Year 3 and Year 4 will spend up to 90 minutes a week on homework whilst those in Year 5 and Year 6 will have up to 2 and ½ hours of homework a week. This will be done through topic-based projects sent home on a termly basis.

These regular homework activities will range from reading and spellings to informal tasks such as collecting information to supplement learning in other areas of the curriculum. If there are any queries regarding these tasks parents should contact the class teacher.



## Home School Agreement

All schools must have a home school agreement which is distributed to all parents and children in school. Following extensive consultation with parents, we have developed an agreement that we feel meets the needs of both our school and parents.

A copy of our current Home School Agreement can be found in the Paperwork section and we would ask that you read and sign this when your child starts school with us.

Existing parents have a copy of the agreement and as a new parent or carer at our school, we hope you find its contents acceptable and will actively support the school in implementing it. Should you have any concerns about the agreement, please contact the Headteacher.

## Assemblies

Assemblies and Acts of Collective Worship take place each day. Acts of Collective Worship are broadly and mainly of a Christian nature but events and stories from other world religions are also used.

Classes take turns to present an assembly to which parents and carers are invited to attend. You will receive written notification as and when your child is participating in such events.

Harvest and Christmas time is celebrated by the whole school with the local parish. Again, parents are welcome to attend these celebrations and will be notified in writing of arrangements.

Parents may withdraw their child from Acts of Collective Worship if they wish. Friday assembly is largely devoted to children's achievements from that week. Teachers present a child in their class with a Work of the Week certificate for a piece of good work and a Star of the Week for an exceptional incident, who receive a certificate and a bronze star.



## Access to Information including School Policies

Under existing regulations parents have access, at the school, to copies of the Governing Body's Annual Report, statements of the Local Authority, the Governing Body's Curriculum policy and aims, the DFE Orders and circulars, the curriculum and any Ofsted reports. This includes reports about the school, details of the Local Authority complaints procedure, access to syllabuses and schemes of work in use at the school.

Some of our School Policies can be found online at [www. greenlandprimary.durham.sch.uk](http://www.greenlandprimary.durham.sch.uk)

Anyone wishing to see any of the afore mentioned information should contact the Headteacher.

## Parent's Evening

Parent's Evenings are usually held twice a year, when you will be invited to meet the teachers and discuss your child's progress.

It is very important that parents attend these meetings as they provide teachers and parents with the opportunity to share information and to plan how best to work together to support children's learning both at school and at home.



Through our target setting procedures parents are informed of the next steps needed in their child's learning if they are to progress.

The first Parent's Evening takes place in autumn term. The purpose of which is to ensure the children have settled comfortably into their new school/class and answer any queries you may have.

The second takes place in the spring term. This is when parents are invited to speak to their child's numeracy and Literacy teachers. This is more academic and you will be informed of progress made and next steps to progress further.

Two appointments can be allocated to separated or divorced parents if required.

All of our teachers are approachable; therefore, please do not wait until Parent's Evening if you would like to discuss anything with them. All staff can be contacted via our Main Office.

## Keeping up to date

We endeavour to keep parents and carers up to date, with as much notice as possible, on everything that is happening in school.

Our main form of communication is via our newsletter and school Facebook page. Please ensure you check your child's bag regularly for your newsletter or any other letters that we may be sending home with them. All newsletters are published on the school website.



Our SLP News is a termly newsletter that features good news stories from our community of schools. This is sent home with children towards the end of each full term.

Please understand that, whenever possible, we will provide you with as much advanced notice as we can of events going on in school. However, during the dynamic day to day running of a school, things can change quickly or opportunities to take part in an initiative/event can come up very quickly. If we believe this will benefit our pupils, we will inform parents as quickly as possible using as many of our communication platforms possible.

All information is also featured on our school website [www.greenlandprimary.durham.sch.uk](http://www.greenlandprimary.durham.sch.uk) and our school Facebook page is very regularly updated and therefore a great place to find out more about what is happening in school.

## Parental involvement

We appreciate and actively encourage opportunities that allow parents to become involved in school life.

Parents are most welcome to assist on a regular basis with reading, cooking and accompanying school visits. If you would like to join us, then please contact the Headteacher.

There are opportunities to take part in Family Learning Programmes throughout the year and our opportunities for parental involvement will also be posted on our Facebook page and website as well as included in our weekly newsletters.



# Additional learning

Children do not just learn in the classroom environment and here at Greenland we take every opportunity we can to encourage alternative forms of learning.



## Educational visits

Educational visits can play an important part in enhancing the curriculum and regular visits out of school take place. In order for your child to participate in such activities it is essential parental consent is provided as without it they are unable to do so. Please complete The Parental Consent / Medical Form (EV4) in the Paperwork section to enable your child to participate in such activities and visits. Regrettably, without a completed EV4 form your child may not be able to participate.

In accordance with Durham Local Authority policy on charging, where activities take place in school session time, the school will invite parents to make a voluntary contribution. No child will be excluded because parents cannot make such a donation; however, the school reserves the right to cancel planned activities if voluntary contributions do not meet most of the cost of the activities. When an activity takes place out of school hours a full charge may be requested.



## Sex Education for KS2 children

Questions about sex and personal relationships arise naturally in all sorts of school work, especially science and personal, social and health education. It is, therefore, important that children's questions are answered sensitively and honestly in a simple and straightforward way, appropriate to their age, understanding and emotional development.

During the course of the year the school will be visited by the School Nurse who will talk specifically to children in Year 6 about growing up and puberty. Parents who wish, may withdraw their child from this talk.

## Multicultural Awareness and Race Equality



At Greenland Community Primary School, we take our responsibility for promoting multicultural awareness and positive race relations very seriously.

Children are taught about the nature of a multicultural society and the negative effects of racism through curriculum areas; with an emphasis on PSHCE and RE.

The school celebrates the range of cultural traditions both in the country and across the world.



# Special Educational Needs

All Special Educational Needs related issues are the responsibility of our SENDCO's, Mrs Guy and Miss Claydon.

We recognise that not all children progress at the same rate. We would aim to identify children with special educational needs whatever the nature of their need. Parents will always be informed if children are so identified and intervention and support explained. These children will have access to whatever additional support is available in school. Support is given both within the classroom and by children being withdrawn to work in small groups.

Learning difficulties are often in the form of academic skills but may also include emotional, social or behavioural problems. A register is kept of children with special educational needs. Parents will be further informed if it is thought necessary to involve outside agencies such as the Educational Psychologist or Speech Therapist. Unless special exemptions are made, every child has access to the National Curriculum at an appropriate level.

A full policy statement is available upon request. The School's Local Policy can be found on the school website. The Local Authority website below has a wide range of information regarding SEN.

<http://www.countydurhamfamilies.info/kb5/durham/fsd/localoffer.page>

Should you wish to speak to either of our SENDCO's please contact the Main Office where an appointment can be made.

## Care plans & disabilities

If your child requires a specific care plan, we will work with you and any professional body to create and implement one. We will endeavour to ensure that their time here at Greenland is not hindered by any special requirements they may have.

We also welcome the opportunity to educate pupils with disabilities alongside their more able-bodied peers. Parents of children with disabilities wishing to admit their child to the school should, in the first instance, make an application in the normal way through the Local Authority and the Headteacher, when they will be given the opportunity to discuss any particular needs or concerns.

Our Equal Opportunities policy and Special Educational Needs policy try to ensure that all children in school are treated fairly and encouraged to fulfil their individual potential, regardless of disability.

In terms of the building itself, there are no steps inside school. Our wide corridors and doorways ensure ease of movement. Minor adjustments regarding access can be made if and when necessary and the school are confident that any child wishing to attend the school will be able to gain access whether disabled or not.

# Health & Wellbeing

The health and wellbeing of all children is of the utmost importance to us. For us to ensure the highest level of care for them it is vital we maintain an essential set of guidelines in relation to their wellbeing.

## Supporting the Administering of Medication

School recognises that some pupils are likely to have medical needs that require additional measures to ensure that they have full access to the curriculum and that the impact of their medical difficulties upon their time in our school is minimised as far as possible.

Teachers and support staff are in loco parentis and may need to take swift action in the unlikely event of an emergency. The primary responsibility, however, for a pupil's health lies with the parent, carer or guardian as it is they who are responsible for the pupil's medication. It is, therefore, essential you supply the school with any such information and, when relevant, any updates.

Medicines, including Paracetamol, can only be administered on the school premises provided it is to be taken 4 times a day, or more, and that parents have completed the necessary form of authorisation, available from the Main Office. The medication must be prescribed by a doctor and have both the name of the child and the pharmacist's clearly labelled on the bottle/container. Please note that non-prescribed drugs cannot be administered and the administering of any medication in school is discretionary and will be dealt with on a case-by-case basis.

## Child Protection

Changes in the law, notably the Children Act (2004) meant that staff in schools have a duty to report any concerns they may have that a child may be suffering significant harm, particularly as a consequence of possible abuse.

It is a Department for Education requirement that each school in the country nominates a senior member of staff who will have special responsibility for Child Protection. This member of staff, who is known as the Designated Safeguarding Lead, has received training in this area and can be trusted to deal with all these matters with professional confidentiality. At Greenland Community Primary School Miss Lewis is the Designated Safeguarding Lead. There are an additional three teachers responsible for child protection issues and they are Mrs Guy, Mrs Armstrong and Mr Armstrong.

The school has a policy on Child Protection which has been agreed by the Governing Body. As a school we have close contacts with the School Health Service, Social Services and other agencies concerned with the welfare of children.

The school has a responsibility to collate basic information such as who has parental responsibility for a child and to pass on this information to the relevant agencies if requested. The school is also required to pass on any concerns it may have about a



child's well-being to the relevant agency. We do not take this responsibility lightly and try to work sensitively in all cases. In every case we deal with, our first consideration is the welfare of the individual child. Should you wish to discuss Child Protection issues please contact Miss Lewis who will be happy to discuss them with you.

## Accidents

You will be contacted immediately if your child has a serious accident or becomes ill whilst at school. Parents of children in Early Years or KS1 will be contacted if their child has a bumped head. A pupil who suffers a minor injury and whose parent could not be contacted will be given an accident slip to bring home. We would be grateful if you could help us with this by keeping emergency contact numbers up to date.

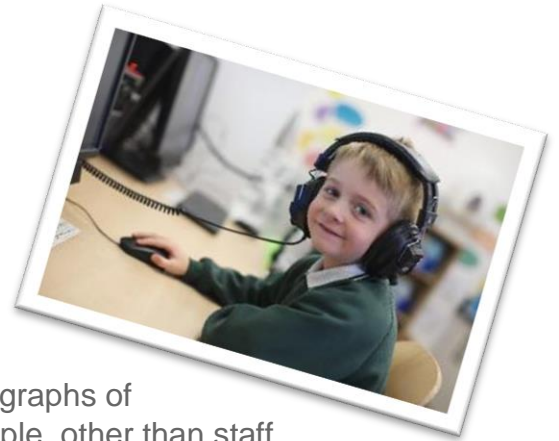
## Head lice

Head lice infestations can become a problem in any establishment where close contact between children occurs. In accordance with the Public Health policy, we ask parents to regularly check, and if necessary, treat their children's hair. Children can come to school during treatment.

# Digital media

## Photography

Our school website features information about our school and the projects and activities that we undertake. Updated regularly, it is accessible to the world.



Online contents include both group and individual photographs of staff, children and on some occasions, parents. No people, other than staff, are identified online by name. In addition to the Internet our school can often be featured in local, and on some occasions, national press. This may include the media outlets associated websites. Again, this may feature afore mentioned photographs.

If you would NOT like your child, or your, photographs to be used online it is essential that you complete The Photographic Consent Form which is in the paperwork section.

In the event your child's photograph is to be used for marketing material you will be contacted direct with a specific consent form.

## Social Media



School recognises that the Internet and social media are playing a bigger part than ever in our everyday lives. Children regularly use the Internet in school under the strict supervision of class teachers. It is important that children are taught to use this form of media carefully, safely and sensibly. They receive advice on e-safety and are not permitted to access social media or chat room sites. As you would expect, certain websites and content are blocked.

The school and our Internet provider also keep records of computer activity in school to help protect children.

As a parent, it is important that you understand that school is working hard to provide a high-quality education and safe working environment for all children. Comments, in particular negative ones, about school life should not be posted on social media sites. Abusive or harmful comments will be addressed as they do not benefit school or our pupils in any way. Such comments are a good example of what we are teaching children not to do. If you have any concerns or have a desire to post any comments about school, we would urge you to contact us directly.

Our E-Safety Policy has been created for both pupils and parents. Please take a moment to read the policy in the Paperwork section with your child so that you both understand the importance of safe digital media use. If you are happy to abide by the policy, you should sign and return it when your child begins school.

# Valuables in school

## Jewellery

For the safety of your child, jewellery, in particular earrings, should not be worn in school at all. Jewellery is not permitted to be worn during PE; this includes swimming, or competitive sporting activities under any circumstances.

If children request to have their ears pierced, we suggest this is done at the start of six-week summer holiday so earrings can be removed on return to school in September.

Children are welcome to wear a wrist watch if they wish but will be asked to remove it during PE or swimming lessons.

## Money in school

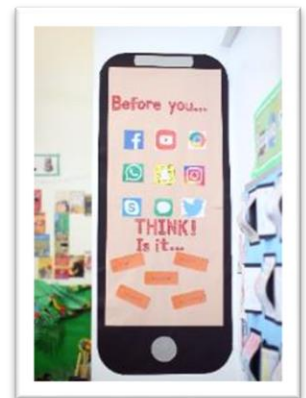
Children should only have sufficient money in school for necessary expenditure, e.g. breakfast club contributions or fruit for KS2 tuck shop, as we are now a cashless school.

A healthy tuck shop is available to KS2 children at morning break. Items of fruit are priced at 25p each.

Any money should be kept in a safe place. Larger amounts can be given to staff in the Main Office for safe keeping but only if this relates to a school activity, otherwise children are responsible for all money and property brought into school.

## Mobile phones

Mobile phones are **NOT** permitted in school. If any parent requires their child to carry a mobile phone, we would appreciate it if they would let the school know about this in advance. In agreed cases, pupils must hand the phone to the Main Office upon arrival at school and collected at the end of the day. School does not accept responsibility for any lost or damaged mobile phones.



# School premises

## Car Parking

The school car park is strictly for staff use only. It should, therefore, not be used to pick up or drop off at any point during the day. This includes late drop offs or early collections. The barrier to the car park is down from 7.30 – 9.30am and again at 2.30 – 4.30pm.

Please do not, under any circumstances, block the entrance to the car park, turn your vehicle at the entrance to the car park or illegally park on the zigzag lines outside the entrance of the school.

Parking is available in South Moor Park directly opposite school.

When accessing the school grounds please use the footpaths provided and for safety reasons, do not allow your child to walk under the car park barrier.

Thank you for your cooperation.

## Smoking

The school and its grounds are a no smoking area, in accordance with National Legislation.

## Dogs in school

Dogs are not permitted anywhere on the school grounds. This also includes dogs that are being carried.



# Policies

School has the following policies in place:

- Anti-Bullying
- Behaviour Policy
- Charging & Remissions Policy
- Child Protection School Policy
- Equality, Diversity & Cohesion School
- Photographic & Video Policy
- Looked After Child
- Race – School Policy
- Safeguarding
- Complaints Policy
- Privacy Statements and Data Protection Policy

School policies can be found online at [www.greenlandprimary.durham.sch.uk](http://www.greenlandprimary.durham.sch.uk) or from the Main Office.



# Complaints

The Education Reform Act requires every Local Authority to set up a formal procedure to deal with any complaints by parents or others about the implementation of the National Curriculum and Religious Worship in schools. A copy of the procedure is available in school and from the Education Department at County Hall. Any minor complaints should be addressed, in the first instance, to the Headteacher.

## Discipline

The school has adopted the Local Authority Assertive Discipline programme which aims to establish a safe, orderly and positive environment in which children may flourish. This programme has three parts:

### RULES

### PRAISE AND REWARDS

### CONSEQUENCES

Our School Rules are

- 1) We take care of our school and the people in it.
- 2) We keep our hands, feet, objects and unkind words to ourselves.
- 3) We are kind to each other.
- 4) We follow instructions from all adults first time.
- 5) We keep a calm atmosphere by walking and using quiet voices in school.

We also have other rules that relate directly to places in school such as the playground, dining hall and assembly. These rules are displayed around school.

## Praise and rewards

Praise and rewards in recognition of good behaviour, attitude and performance are a key element to the Assertive Discipline programme. Greenland use the following:

- 1) Spoken praise
- 2) Special privileges
- 3) Stickers
- 4) Lunchtime raffle tickets – weekly draw
- 5) Coloured cards
- 6) Certificates and trophies
- 7) Letters home
- 8) Taking work to the Headteacher

## Consequence

The following consequences will apply if children choose not to follow the classroom and school rules:

- 1) Warning
- 2) Second warning
- 3) Sit alone
- 4) Work in another classroom

- 5) Referral to a senior member of staff
- 6) Teacher contacts parents
- 7) Headteacher or Deputy Headteacher contacts parents

Serious misbehaviour will bypass the above and warrant immediate involvement of the Headteacher. These will be termed serious offences and will result in more drastic actions being taken and may result in the issue of a formal, written warning. These in turn can lead to a child being temporarily or, in extreme circumstances, permanently excluded.

## Complaints against school

School's Guidance and Procedures for Dealing with School Complaints is available online for parents to access.

Parents are always welcome to contact your child's teacher, the Headteacher or Deputy Headteacher to discuss anything relating to school.







Greenland Community Primary School is proud to be part of **Stanley Learning Partnership LTD (Trading as Stanley Learning Partnership)**  
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Tanfield Lea North Industrial Estate,  
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