



NEW PENSHAW
ACADEMY
SCHOOL BROCHURE
2016-2017



Healthy Schools
SUNDERLAND

CONTENTS

1. Vision Statement
2. An introduction to New Penshaw Academy
3. The School Day/Year
4. Staff
5. Governors
6. Admissions
7. Class Organisation
8. Statement of curriculum aims
9. The National Curriculum
10. Pastoral Care
11. Child Protection
12. Discipline
13. Break-time behaviour
14. Homework
15. Home School Agreements
16. Parent/teacher partnership
17. School Attendance
18. Mid-day Organisation
 - A. School Meals
 - B. Free School Meals
 - C. Packed Lunches
19. Sporting Aims and Provisions
20. Uniform and PE Kit
21. Games and clubs
22. Jewellery
23. Medical Matters
24. No smoking
25. No dogs
26. Security of the School building
27. Photographs
28. SATs Results
29. Other Information
30. Equal Opportunities
31. Breakfast Club
32. If you need help
33. Finally...

1. Vision Statement

INSPIRE VISION

Inspire Multi Academy Trust is committed to providing the highest standards within its family of schools. It has clear aims, clarity of purpose and a vision that is shared by all stakeholders. The major aim is to create and foster a culture of high aspiration within all stakeholders and to enable and empower pupils to achieve to the highest levels regardless of their social or economic background. The Trust will strive for excellence in everything it seeks to achieve across all five of the participating schools, particularly in attainment and progress, the quality of teaching and leadership and management. Lifelong learning is at the heart of the Trust and is reflected by the engagement of all stakeholders in developing and improving learning while providing outstanding progress and achievement for all.

INSPIRE ETHOS

Children are at the heart of all decision making where high aspiration, mutual support, challenge, honesty and inbuilt respect enables all to achieve their potential.

The fundamental commitment is to provide the best possible education for all pupils and the best and most appropriate learning opportunities for all stakeholders. Learning for all is the essential component where outcomes for pupils are the best they can be as a result of high quality teaching, excellent leadership and management and very high expectations and commitment from all stakeholders at all levels. A curriculum that is relevant, challenging, engaging, fun, personalised and inclusive will be the platform upon which high quality teaching will sit. This will be incorporated within a shared understanding and commitment and the result of strong and effective partnership work between all groups and stakeholders within the Trust.

2. Introduction

This prospectus sets out information about the school which should be of help to those choosing a school and to parents whose children already attend the school. The information is also designed to inform the wider local community. The prospectus refers to the 2016 - 2017 school year. Details are correct at the time of publishing but occasionally may be subject to change.

**New Penshaw Academy
Langdale Road,
New Penshaw,
Houghton-le-Spring
Co. Durham.
DH4 7HY**

**Telephone Number : 0191 3823076
Fax Number: 0191 3823078**

**E-mail: new.penshaw@inspiremultiacademytrust.co.uk
www.newpenshawacademy.co.uk**

Headteacher: Mrs. S. Johnson

Chair of Governors: Mr. H. Brown

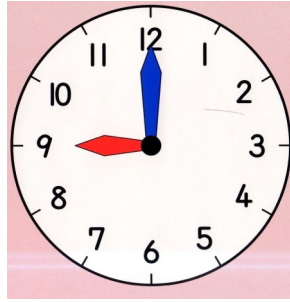
New Penshaw Academy is a co-educational primary day school catering for all abilities from 3 - 11 years of age. It is an Academy operated by Inspire Multi Academy Trust. Inspire Multi Academy Trust is an exempt charity. It is a company limited by guarantee registered in England and Wales under company registration number 08287012.

The school has a Foundation Stage unit for 26 children from 3 - 4 years of age and 30 children from 4 - 5 years of age. The school also has a Language Provision which caters for 10 children with significant speech and language difficulties. New Penshaw Academy is not affiliated to any particular religious denomination. A Breakfast Fun Club is available from 8 a.m. until 9 a.m.

The Academy is surrounded by security fencing to ensure the safety of pupils during the Academy day and security cameras are installed for extra protection.

3. The School Day/Year

The School Day



The school day for pupils is slightly different for different age groups. Full details are given below:

Foundation Stage (aged 3 - 5)

Nursery	Morning	9.00 am to 12.00 am
	Afternoon	1.00 pm to 3.00 pm
Reception	Morning	9.00 am to 12.00 am
	Afternoon	1.00 pm to 3.10 pm

Key Stage 1 (Year 1 and Year 2)

Morning	9.00 am to 12.00 am
Break	10.40 am to 10.55 am
Afternoon	1.00 pm to 3.15 pm
Break	2.05 pm to 2.15 pm

Key Stage 2 (Years 3, 4, 5 and 6)

Morning	9.00 am to 12.00 noon
Break	10.40 am to 10.55 pm
Afternoon	1.00 pm to 3.15 pm

The playground is supervised from 8.50 am until registration, throughout the morning, afternoon and midday breaks and until 3.20 pm.

The School Year 2016-2017

The school year is 190 days for pupils and 195 days for staff. Parents will receive advance notice of in-service training days or changes caused by emergencies.

Autumn term:	5th September 2016 to 21st December 2016 (Half-term 24th October 201 to 28th October 2016)
Spring term:	9th January 2017 to 7th April 2017 (Half-term 20th February 2017 to 24th February 2017)
Summer term:	24th April 2017 to 21st July 2017 (Half-term 29th May 2017 to 2nd June 2017)

In addition, 2 INSET (teacher training) days will be taken during term-time in 2016-17, and therefore school will be closed to pupils;

Monday, 5th September 2016
Tuesday, 6th September 2016

4. Staff

New Penshaw Academy Staff

Teaching:

Mrs. S. Johnson	Head Teacher
Miss L. Rowe	Deputy Head Teacher/SENCo
Miss. L. Clark	Nursery
Miss F. Stanley	Reception
Miss S. Welsh	Year 1
Miss M. Watkins	Year 2
Miss S. Hartmann	Year 3
Miss S. Walker	Year 4
Mr. A. Hunter	Year 5
Mrs. M. Smith	Year 6
Miss L. Rowe/Miss J. Dixon	Language Provision

Non-teaching:

Ms J. Fryatt	Teaching Assistant	EYFS
Mrs. V. Thompson	Teaching Assistant	EYFS
Miss A. Shepherd	Teaching Assistant	Year 1
Mrs. C. Hall	H.L.T.A.	Year 2
Mrs. M. Dover	Teaching Assistant	Year 3
Ms M. Brown	Teaching Assistant	Year 4
Mrs. M. Clark	Teaching Assistant	Year 5
Mrs. L. Woods	Teaching Assistant	Year 6
Mrs. J. Bosanko	Business Manager	
Miss H. Fawcett	Administration Clerk	
Mr. J. Jewitt	Site Supervisor	
Mrs. P. Harland	Cleaner	
Mrs. E. Brown	Cleaner	
Mrs. F. Crosby	Cleaner	
Mrs. M. Clark	Mid-day Supervisor	
Mrs. E. Brown	Assistant Mid-day Supervisor	
Mrs. L. De-Jonge	Assistant Mid-day Supervisor	
Mrs. S. Flounders	Assistant Mid-day Supervisor	
Mrs. D. Kean	Assistant Mid-day Supervisor	
Mrs. W. Young	Assistant Mid-day Supervisor	

Designated Person for Safeguarding

Designated Person	Mrs. S. Johnson
Deputy Designated Person	Miss. L. Rowe
Safeguarding Governor	Mr. H. Brown

5. Governors

Chair of Governors	Mr. H. Brown
Vice Chair of Governors	Ms. G. Muizelaar
Head Teacher	Mrs. S. Johnson
Community Governors	Mr. H. Brown Mr. S. Parker Mr. A. Summerscales Mr. A. Walmsley
Local Authority Governor	Mrs S. Wright
Parent Governors	Ms. G. Muizelaar Mrs. S. Adamson Mrs. L. Dudley Mrs. W. Lunn
Staff Governor	Mrs. C. Hall
Safeguarding Governor	Mr. H. Brown
Clerk to the Governing Body	Simon Allan Business Relations and Governance Manager Inspire Multi Academy Trust Farringdon Academy Archer Road Farringdon Sunderland SR3 3DJ Tel: 0191 5535994

6. Admissions

The Academy's admission procedure is in line with the Local Authority policy. Parents of children starting the Academy in Nursery or Reception are required to bring with them a copy of the child's birth certificate to comply with Authority Regulations. Full details about admissions are contained in the booklet "Information for parents" available from the Local Authority School Admissions Team (tel: 0191 5205553 or email enquiries@sunderland.gov.uk).

Registrations for nursery are accepted from a child's second birthday and are dealt with at the Academy on completion of a short registration form.

Parents of children starting the Academy in September will be invited to attend a meeting with practitioners in June/July prior to the September start date. Nursery has two further intakes for nursery in January and after Easter, dependent upon availability of places, for children who are "rising 3", ie their normal

Registration for Reception class are dealt with by the Local Authority School Admissions Team. Parents need to complete an admissions form stating their which school they wish their child to attend.

We are a feeder Academy for Biddick Academy in Washington for secondary education. Within the Autumn term Year 6 parents will need to complete an admissions form stating their preferences for their child's Key Stage 3/4 education.

7. Class organisation

School has an Early Years Foundation Stage Unit which caters for children from 3 - 5 years old. Years 1 - 6 have one class for each age group containing children from across the whole range of abilities. At the end of the school year, children move automatically to the next year group until it is time to transfer to secondary education. Apart from specific individual circumstances described under the heading "Special Needs", children receive all their teaching as part of their class. The teaching may be individual, in small groups or whole-class based, as is appropriate to the task. At times, classes may combine to study particular topics.

Student Teachers - As part of our partnership with Sunderland University, student teachers may work in school.

8. Statement of curriculum aims

The governing body and staff have agreed the following statement of curriculum aims;

The curriculum is not just a list of subjects taught in a school. The curriculum describes everything that goes on in the school and helps children to learn about the world around them. Any curriculum must cover all the activities in a school designed to promote the spiritual, moral, cultural, emotional and physical development of pupils and prepare them for the opportunities, responsibilities and experiences of life and society.

New Penshaw Academy has adopted the curriculum policy statement prepared by the City of Sunderland Education Committee. This gives the principles behind the curriculum as;

- All children must be valued equally whatever their stage of development and are entitled to experience the maximum sense of success and the minimum sense of failure.
- All children must be offered equality of opportunity and not be discriminated against on the grounds of class, race, colour, gender, religion or disability.
- Personal development is a life-long learning process.
- The provision of education is a partnership between schools and colleges, parents and the wider community, each having contributions to make to the development of the other.

and the aims of education are described as;

- Developing in pupils lively, enquiring minds, to help them to enjoy the acquisition of knowledge to promote the ability to question and argue rationally. To encourage pupils to apply themselves to a range of tasks and skills which will equip them for adult life and work in a fast changing world.
- Fostering attitudes in a setting which will preserve self-esteem and instil self-confidence in all pupils, creating in them a sense of personal achievement.
- Enabling pupils to use language and number efficiently, to appreciate and respond creatively through the variety of perceptions and methods of learning offered to them by all areas of the curriculum.
- Helping pupils to develop personal, spiritual and moral values and a tolerance of the way of life of others.
- Helping pupils to understand the world in which they live and the interdependence of individuals, groups and nations.
- Developing qualities of spirit, feeling and imagination and a sense of beauty.
- Developing in pupils the ability to appreciate critically human achievements and endeavours.

In the primary years the school's curriculum is planned with a specific and practical base, which reflects the fact that youngsters learn best when all of their senses are used and tasks are seen to be relevant to their present and possible future lives. It is linked to the five key outcomes of the Government publication "Every Child Matters" i.e.,

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

9. The National Curriculum

The children in the Foundation Stage are provided with learning experiences to build on what parents have already begun, and to establish a foundation for the national curriculum. The children are taught using the Foundation Stage curriculum, which is a key stage in its own right.

Every child in KS1 and KS2 will be taught the programmes of study within the National Curriculum. Religious Education will also be taught to the children.

The programmes of study outline in general terms the opportunities, experiences and activities the children should experience in each subject. We use the programme of study as a starting point for developing and planning our teaching and identifying learning outcomes. We plan to ensure that the children have an active involvement in their own learning.

LITERACY

In English children have experience of different forms of writing. We encourage the children to talk and express themselves well so that they become confident with spoken language. We place great emphasis on the ability to listen. In our reading programme we give each child the opportunity to enjoy books. Children can experience a wide variety of reading materials, at different levels of complexity, so that they can become competent and fluent readers. Children are encouraged to choose books to take home to read to their parents. We plan from the renewed Literacy Framework.

MATHEMATICS/NUMERACY

In Mathematics we give children a powerful means of communication. That includes the ability to solve problems, to understand numbers, shapes and relationships, and to predict likely results. All of that is applied in a range of practical tasks and real-life problems. We plan from the renewed Numeracy Framework.

SCIENCE

Children are involved in practical investigations which build on their own interests and experience. Individual and group skills are vital to science-based activities but also have a much wider application. These involve planning, decision-making, investigating and communicating results, as well as observing, classifying, recording, making and testing hypotheses designing experiments and drawing information from evidence.

TECHNOLOGY

We encourage the children to understand the significance of design and technology to the economy and to the quality of life. This involves planning and making things and evaluating outcomes.

HISTORY

We introduce children to historical personalities and events, through stories, poetry, pictures, TV, radio and festivals at local, national and world levels. We use the children's own lives and environment to make them aware of the passage of time.

GEOGRAPHY

We introduce children to the local area as well as extending their factual knowledge visiting local landmarks. This is done by using maps, photographs, written accounts and other sources such as Beamish, Housteads, Penshaw Monument, Herrington Country Park, Souter Lighthouse etc.

ART

We encourage the children to experience a variety of different techniques, they are also encouraged to plan, to manipulate different materials and to evaluate their work. A range of cultural experiences and opportunities are provided which include visits, concerts, collaborative opportunities for participation with other organisations and links with specialist practitioners.

PHYSICAL EDUCATION

In Physical Education, children develop their skills in gymnastics, dance, outdoor, individual and team games and adventure play, to develop good body co-ordination and control. We begin with a programme of Early Moves in Foundation Stage leading to Basic Moves in KS1. We endeavour to give each child enjoyment and satisfaction from physical activity and to foster the development of positive sporting attitudes.

MUSIC

We encourage the children to make music and to develop their appreciation of different types of music. Children with a particular interest may receive individual tuition in recorder, ocarina, clarinet, violins, saxophone, trumpet, flute and chalameau.

RELIGIOUS EDUCATION

The Religious Education curriculum is taken from Sunderland's agreed syllabus, which has been discussed, agreed and ratified by the City of Sunderland's Education Committee, local teachers and representatives of all major local faiths and denominations. Although Christian -based, it also ensures that our pupils gain respect, awareness and understanding of other world religions.

We strive to give children the opportunity to visit places of worship such as the local church, mosque, temples and a synagogue.

All parents have a right to withdraw their child from the school's daily act of collective worship and/or religious education etc. If you want to withdraw your child from these areas of school life, please write to the Headteacher.

COLLECTIVE WORSHIP

There are varied arrangements for collective worship which include whole school celebration and achievements, celebration singing, key stage, in-class and family assemblies, which ensure that the children experience a wide variety of styles and content.

SPECIAL EDUCATION NEEDS

Children with particular learning or other special needs can benefit from specialist help. This may be because they experience particular learning difficulties or because they show exceptional ability. Extra help is given in the classroom wherever possible, but there can be occasions when individual or small group work is appropriate.

For a very small proportion of children the school may need to involve other specialists in a formal assessment of complex special educational needs. In such circumstances there is always prior consultation with parents, who are involved in any assessment process.

SEX AND RELATIONSHIPS EDUCATION

Sex education is part of our PSHCE/Citizenship programme. It is school's policy that this subject is presented in a natural way and that any questions are dealt with as they arise.

In Year 5 and Year 6 we provide structured lessons on family life, relationships and sex education. We use a BBC video and are supported by the school nurse. Parents are given the opportunity to be part of this and can also withdraw their child if they wish.

We hope to create a climate in which children feel able to ask questions and to have those answered in a frank but appropriate way.

PERSONAL, SOCIAL, HEALTH AND CULTURAL EDUCATION (P.S.H.C.E.)

We deliver P.S.H.C.E. throughout the curriculum. Circle time takes place in each class from FS to Y6, during which we follow the S.E.A.L. programme and other resources such as the School Nurturing Programme. In Foundation Stage, a variety of resources are used for circle time, including the above programmes and Second Steps.

We are currently working towards Healthy School Status. We already follow many of the key principles of healthy schools but recognise that there are areas we can further develop.

Awards school has achieved include:

- Two achievement awards for raising standards
- Football Charter Mark
- Non-smoking school
- School Sports Active mark
- Healthy School

School Council is highly regarded within school and is elected by the children at the beginning of the school year. There are two representatives from each class from Y1 - Y6.

Active Playground equipment is available during breaktimes. Y5 children volunteer to be Playground Buddies and they organise the giving out and collecting in of the equipment.

KS1 and KS2 Nurture Groups are available for children who experience emotional difficulties. These groups encourage, reward and model expected behaviour.

10. Pastoral Care

Each member of staff is responsible for most of the teaching their class receives as well as looking after a wide range of children's other needs. Everyone in school works to foster caring relationships throughout the school. We value parental support in and out of school and keep parents informed of their child's progress. We like to work jointly with parents to support their child as well as resolve any problem that their child may encounter.

11. Safeguarding

School considers the well being of the pupils in their care to be of paramount importance and will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a pupil may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow S.S.C.B. (Sunderland Safeguarding Children's Board) through the designated person who will inform social care of their concerns. The school handles concerns in a sensitive way and parents are involved as appropriate. The Designated Person for Safeguarding is Miss L. Cassidy - Head Teacher and the nominated Deputy for Safeguarding is Mrs. S. Johnson

12. Behaviour

Our approach to discipline is a positive one in which good relationships and high expectations are of great importance. We aim to develop self-confidence and to this end a code of practice has been formulated which reinforces examples of good conduct and special effort, encouraging and rewarding good behaviour and work, keeping rules to a minimum, giving time and attention, involving parents and handling matters in a firm but sensitive, caring way.

Minor breaches in good behaviour will be dealt with directly by the class teacher. Serious breaches in good behaviour will be referred to the Head Teacher. In such cases, the parents of the child concerned may be informed and their assistance requested. Further information is available in our behaviour brochure.

13. Break-time behaviour

If a child is unable/unwilling to maintain an acceptable level of behaviour while on school premises during lunch times, school cannot accept responsibility and parents may be asked to remove their child from the school premises for a fixed term.

14. Homework

In Key Stage 1, great emphasis is placed on reading and children are encouraged to take a book home on a regular basis, which gives parents an opportunity to listen to their child(ren) read at home. "Little and often" is the best approach - with as much praise and pleasure as possible.

In Key Stage 1, children will be given Maths and English homework and may also have a spelling list. Homework will normally be linked to their topic. In Key Stage 2, children will be given Maths and English homework, as well as spelling and times tables practice. It is really important that children spend time learning these.

Many successful class projects rely on children bringing in materials which they (and you) have helped to prepare at home. If a child needs to consolidate or extend his or her learning, the class teacher may suggest appropriate work or other activities to be undertaken at home. We ask for your co-operation and support on these occasions.

15. Home-School agreements

A home-school agreement is a statement explaining: the school's aims and values; the school's responsibilities towards its pupils who are of compulsory age; the responsibilities of the pupil's parents; and what the school expects of its pupils. These are reviewed at the start of each academic year and parents of new starters to school are requested to sign the agreement.

16. Parent/teacher partnership

At New Penshaw Academy we greatly value the partnership between a child's home and the school. A profile of school is updated annually and is available for parents. We work hard to build up a feeling of trust between a child's parents and the staff of the school. We try to do this in the following ways:

Parents' Meetings

Two sessions are held when parents are given a chance to discuss their child's progress and achievement.

Meeting Teachers

All teachers are available to parents at the beginning and end of every school day. However, once lesson time begins, their main duty is to teach the class. If a parent needs to talk further, the teacher would be very pleased to arrange to continue the discussion in non-teaching time. If a parent would like to see their child's work at times other than the Parents' Sessions, then the class teacher would be pleased to arrange this for them - please ask.

Meeting the Headteacher

If parents wish to talk to the Headteacher, it would be preferable to make an appointment .

Information for Parents

We have one notice board and a plasma screen in the main entrance and we use the hall doors, Foundation Stage, lower school doors and other outside boards to display useful information. Newsletters are sent out at least once a month. If you have any queries, please ask at the school office.

Parent Helpers

We value the help of parents, whether this be in school or at home. A DBS check is necessary for anyone working within school. If any parent, other family member or friend would like to help, please let us know. Some people help in classrooms, others sew or mend items for us, make costumes for plays, staple booklets, cut paper to size, accompany us on outings etc. Many spend time at home helping their child(ren) to discuss their day, read, spell, learn the times tables etc. All help is a fantastic bonus to the school and gratefully received.

Friends of New Penshaw Academy

We have reformulated this Parent/Teacher Association which now consists of all Parent Governors, one Staff Governor, one Teacher Governor and the Headteacher. All parents are automatically a "Friend of School".

Home Visits

Prior to a child starting the Foundation Stage or Nurture Group, staff make a home visit. This enables the child to be familiar with the adults working in the area and provides the parent with an opportunity to ask questions or share any concerns.

This is your child's school, we want everyone to feel welcome!

17. School Attendance

Regular attendance and punctuality is crucial for each child's educational development.

LATENESS

If your child is going to be late, please telephone the school office.

Bring your child into the main entrance doors and report to the school office. Your child will be marked late in the class register. Regular lateness will be brought to the attention of the L.A. Attendance Team and you may receive a visit from them.

ABSENCE

Our expectation is that pupils will attend the Academy for 100% of the Academy year and parents are requested not to take holidays within the teaching calendar. New Penshaw Academy strictly follows the Local Authority Attendance Procedures, details of which can be found on the Academy website.

- On a child's first day of absence, parents are asked to contact the Academy office by 9.15 am to explain the absence, in order that we can record and "authorised absence".
- Children returning from an absence should bring a letter from their parents confirming the reason for absence.
- Children should only be withdrawn from the Academy during the day for dental, doctor or hospital appointments (wherever possible, these should be arranged outside of the Academy day). Parents will need to provide a copy of the appointment card and sign pupils out at the main office before taking pupils out of the Academy.
- Any unexplained or long absence will be followed up by the Inclusion Officer. This also applies to persistent lateness.
- In accordance with the Education (Pupils, Attendance Records) Regulations 1991, the following unauthorised absences were recorded for the academic year ending July 2015;

Our absence rates from 1st September 2014 to 17th July 2015 were;

Percentage of overall attendance	93.8%
Percentage of authorised absence	4.1%
Percentage of unauthorised absence	2.2%

APPOINTMENTS

Could you please ensure that regular appointments/check-ups etc., are arranged out of school hours. For any emergency appointment school needs to know in advance, either by written note, reporting in person to the school office or telephoning the school. Your child must be collected from the school office. If an appointment has been made for your child, please bring the documentation to school so that it can be photocopied for our records.

MEDICINES/MEDICAL CONDITIONS

It is a parent's responsibility to keep school informed of any treatment required or change in medical conditions, particularly if the child is going off site.

All medicines must be brought to, and collected from, the school office by an adult. Only medicines prescribed by a doctor can be brought into school and a consent form must be signed before the school can administer any medication.

Antibiotics can only be administered at school if the stated dosage is four times per day.

Please label **inhalers** with the child's name. A form must be completed by the parent. Inhalers are administered under the supervision of an adult when necessary.

HOLIDAYS DURING TERM TIME

From 1st September 2013 DFE amended the regulations surrounding holidays in term time. Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Forms to apply for leave of absence for your child(ren) during term time are available from the school office.

18. Mid-day Organisation



We consider lunchtime to be an integral part of the school day. Midday staff support the development of social skills through supervision in the dining area, activity areas and in the playground.

SCHOOL MEALS

School dinners are prepared in our own kitchen and a healthy choice of food is offered. The cost is **£9.50 per week (£1.90 per day)**. The Education Authority insist that all meals are paid for **in advance** (please put the money in an envelope with your child's name on and send it to school first thing **on a Monday morning**). If paying by cheque please make it payable to "New Penshaw Academy" with your cheque card number on the back.

If dinner money becomes in arrears, parents will be requested to provide a packed lunch for their child(ren) until arrears are cleared.

FREE SCHOOL MEALS

Free school meals are available to families who are receiving certain benefits. Application forms are available from the office or the Civic Centre.

In line with Universal Infant Free School Meals (UIFSM), children in Reception and Key Stage 1 are also eligible to receive a free school meal.

PACKED LUNCHES

If you are considering giving your child a packed lunch, please consider the following before making your decision;

- A packed lunch box must be provided and this should be clearly labelled with the child's name and class.
- Pop, sweets, chocolate bars or packets of peanuts must not be included.
- A bottle of water may be included in a suitable container (no glass bottles) but every child is given a glass of water at lunch time.
- If you wish to change from school meals to packed lunches or vice versa, two weeks notice needs to be given.

19. Sporting aims & provisions

Each year group has an entitlement of at least 2 hours of P.E. per week, which includes games, gymnastics, activities, dance, athletic activities, outdoor and adventurous activities, some of which are led by outside providers. Swimming instruction in Y5, takes place at Washington Community Pool. The children are transported by hired coach and supervised at all times.

Extra curricular activities include football, tennis and high 5 netball. School has the facilities to provide a marked football pitch and athletics track.

20. Uniform and P.E. Kit

All clothes and belongings should be clearly named.

School has adopted the following dress code for uniform;

Purple sweatshirt / cardigan with logo

White polo shirt

Black or grey trousers/skirt

School fleece (optional)

Black shoes

Warmer Weather

Purple/white checked dress

Black/grey shorts

We expect children to come to school clean, neat and tidy, appropriately dressed for the weather conditions. During bad weather the children need a change of footwear, if they are wearing wellingtons or boots.

School can order school logo uniform. A school uniform order form is available from the school office. Initials/names can be embroidered onto uniform free of charge.

For reasons of hygiene, children are expected to change for P.E. into shorts and t-shirt, and plimsolls/trainers and to change back into regular school uniform after the lesson.

P.E.

White T-shirt with logo, purple shorts and plimsolls/trainers. In winter weather, track suit or change of trousers and a sweatshirt or jumper.

Parents will be contacted if children come to school in the incorrect uniform.

21. Games and clubs

Various extra-curricular activities are provided during the lunch hour or after school. They include kick boxing, sport and fitness, football, choir, gymnastics, internet and others. School ensures that Parents/Carers sign an agreement to collect their child from the premises if they are participating in any after school activities. Please contact school if your child is unable to attend a session which they would normally attend.

22. Jewellery

The British Association of Advisers in P.E. gives the following advice:

Jewellery should not be worn in P.E. lessons because of the potential dangers inherent in such items when engaged in physical activity. The same potential dangers are inherent in children's play in the playground and some jewellery can cause serious injury. The Governors operate a policy that children **DO NOT** wear jewellery to school.

If ears are to be pierced, please arrange that this is done during a school holiday so the wounds are healed and children do not need to wear sleepers at school. Sleepers will need to be covered for the period of 6 weeks after the ears have been pierced and plasters must be provided by parents to ensure that the children receive their P.E. entitlement. After the 6 weeks, only studs may be worn and these need to be removed by the child to take part in the P.E. lesson. A form, which can be collected from the school office, must be completed when ears are pierced.

23. Medical matters

In the event of any accident or injury, staff trained in first aid will care for your child and seek further advice, if necessary. We ask all parents to provide us with at least one emergency contact number so that they can be notified if their child becomes ill during the school day.

Please keep school informed of any changes to emergency contact phone numbers.



24. No smoking

New Penshaw Academy is committed to providing a smoke free school as one aspect of our Health Education programme, this includes e-cigarettes. We have a major role to play in working towards non-smoking being seen as the norm in society.

Children need to receive consistent messages and require non-smoking role models within the school, as well as a non-smoking environment.



25. No dogs!

In the interests of health and safety, no dogs (except guide dogs) are allowed anywhere on school premises without the permission of the Head Teacher.

26. The School Building

CCTV

Closed Circuit Television (CCTV) is in use at the school 24 hours per day. The cameras are continuously monitored via a link to the Civic Centre and all activities are recorded. A CCTV policy is held by the school and can be viewed on request.

PEDESTRIAN GATE (Allendale Road)

Access to the main school yard from the vehicle Pedestrian access to the school via the Allendale Road entrance is limited to the following times;

OPEN	CLOSED
8.40 am	9.15 am
14.50 pm	4.30 pm

INTERNAL GATE

The internal gate near the Allendale Road entrance is open/closed at the following times;

OPEN	CLOSED	
8.40 am	9.10 am	School opening
14.50 pm	15.30 pm	End of school day

CAR PARK

For additional safety reasons, the main vehicle entrance gates will be closed from 8.45 am to 9.15 am and 3.00 pm - 3.30 pm. Please park outside of the school grounds.

Authorised parking is only for staff, taxis, visitors who have business to conduct, deliveries and disabled access. Access is also needed for emergency vehicles. All unauthorised parking will be dealt with by the appropriate authority. The speed limit for authorised users of the car park is 5 miles per hour.

ANTI-VANDAL PAINT

Please be aware that certain areas of the school building have been painted with anti-vandal paint .

Pupils are not allowed back on to the school site after the end of their daily session.

27. Photographs

Photography in schools traditionally forms an endearing part of each family's record of their child's progress and a celebration of success and achievement, as well as being an established social practice.

Photography policy statement

Sunderland schools have a photography policy, which is in accordance with data protection and human rights legislation.

Photographs taken for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose.

Publicity photography is helpful in publicising the success of the school and in promoting educational initiatives. From time to time members of the press and media are invited into schools to cover events celebrating success. However, the views of parents who, for any reason, do not wish their children to appear in such photographs will be respected at all times.

School trips

Photography by staff on school trips and visits may be used in the curriculum and displayed within the school or at parents' evenings to illustrate the work of the school. Parents may be allowed to purchase a copy of a photograph of their individual child, or as part of a group, if the parents of the other children in the group are in agreement.

Concerts/Plays/Prize-giving/Sports Days

Parents and guests should observe any constraints imposed by school staff. Photographs, video or sound recording of a performance is normally forbidden and photography is also restricted for reasons of child protection or out of respect for the rights and privacy of individuals. If so, photography opportunities will, instead, be arranged before or after a performance or event, if possible.

School Photographer

Class and individual or group photographs are annual school events. Parents are asked in advance whether or not they wish their children to be included in these. Copyright rests with the photographer.

28. SATs Results 2015

In 2015 our national curriculum test results (SATs) were as follows;

KEY STAGE 1 Percentages (taken in May when the children are 6 - 7 years old) in Year 2.

Cohort 21	Achieved Level 2c and above	Level 3
Reading	82%	29%
Writing	86%	24%
Maths	87%	29%

KEY STAGE 2 Percentages (taken in May when the children are 10 - 11 years old) in Year 6.

Cohort 16	Level 4 and above	Level 5
Reading	81%	43%
Writing	75%	38%
Maths	88%	31%

29. Other information

If you are considering joining us at New Penshaw Academy you will need to be aware of;

Our Charging Policy

By law, no state school can make a charge for;

- education wholly or mainly within school hours
- materials and ingredients for things made in school which pupils do not want to keep
- visits in or outside school hours which are necessary for an examination.

Charges may be made for the following;

- individual music tuition which is not part of the syllabus
- certain excursions where a third party is involved
- board and lodging where a school activity involves a residential element
- the exact cost of “optional extras” i.e., things not connected directly with the national curriculum.

The School Governors have decided that, in general, charges will only ever be made for a school activity if this is the only way to guarantee the event takes place. This is most likely to apply to some trips and excursions. We will always inform parents at the outset and try to assist parents who would have genuine difficulty in paying.

Our Complaints Policy

We hope to be able to resolve any complaints that parents may have. In the first instance complaints should normally be made to the Headteacher and in most cases we find that complaints can be dealt with successfully at this informal level. However, there are two formal routes that you can use if you wish to take the matter further.

You have particular rights in making a complaint about;

- curriculum provision, including RE and collective worship
- the implementation of the National Curriculum
- the availability of external qualifications
- exemptions from the National Curriculum
- the operation of charging policies
- the provision of the information listed in the section below.

The complaint must first go to the school, through the Headteacher. If the complaint cannot be resolved it may be necessary for it to be considered by the Governing body.

If the complaint is not resolved by the Governing Body it may be referred to Sunderland Education Committee, where it will be considered by councillors. If that fails, the complaint can be referred to the Secretary of State.

Note: this procedure **does not** apply to complaints on matters like pupil discipline or individual teachers.

Information is set out in the booklet "Information for Parents" available from the Education and Community Services Department. Any matter can be investigated under this procedure. In appropriate circumstances under this procedure the Council's staff will act as advocates and/or advisers.

We do, of course, hope that any complaint can be resolved by parents discussing the matter with the Headteacher.

30. Equal Opportunities

The school supports and promotes equal opportunities for all children regardless of ability, race, gender or background. We feel it our responsibility to foster individual self-respect, mutual respect and understanding and to prepare our children for life in a multi-racial, culturally diverse society.

31. Breakfast club

School offers a breakfast club from 8 a.m. until 9 a.m. Please contact Mrs. M. Clark for a booking form and current session prices.

32. If you need help

School Doctor

Dr. Disbande
Galleries Health Centre
Washington
Telephone: **4166880**

School Nurse

Karen McCreanor
Galleries Health Centre
Washington
Telephone: **4166880**

Community Police Support Officers

PCSO Caryn Wilson
PCSO S. Porter
Houghton Police Station
Dairy Lane
Houghton
DH4 5BH
Telephone: **4547555 Ext 66517**

33. Finally...

**We are delighted to have
your family with us!**