

Welcome to Gainford CE Primary School!

Aim of our School

To provide a safe, welcoming and happy Christian school, set within both the local and global community where academic potential is fulfilled and positive values are nurtured.

Our Ethos Statement

Recognising its historic foundation, Gainford C of E Primary School will preserve and develop the religious character in accordance with the principles of the Church at parish and diocesan level.

The school aims to serve its community by providing education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers all its pupils.

Gainford C of E Primary School welcomes all, and reveres and respects all members of the diverse community as individuals who are known and loved by God.

Gainford C of E Primary School is a small Church of England Primary School of some 75 pupils arranged into three classes. We also have a pre-school group that is taught alongside our Reception pupils in our EYFS unit. It is set in pleasant surroundings and full use is made of these in the education of our children.

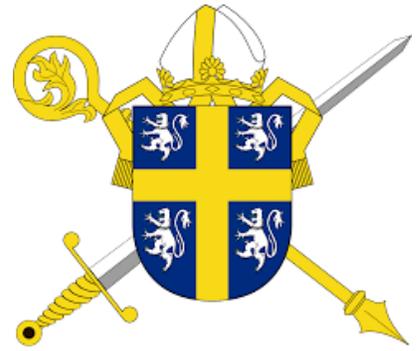
Children attending the school come not only from the village of Gainford itself but also from the neighbouring villages of Winston and Ovington and from some other surrounding settlements too. For those children living outside the village of Gainford, transport is provided by the Local Authority in accordance with its policy.

At Gainford C of E Primary School we always look to develop the whole child and our dedicated team of staff will help your child to develop socially, emotionally and physically as well as academically. We sincerely hope your child will be happy here at Gainford C of E Primary School and we shall do all we can to help each one achieve his/her full potential.

We hope that you will find this brochure useful. If you have any further queries, comments or questions, we would like to hear from you. We value everyone's opinions and contributions, enabling us to make our school even better. Under normal circumstances we welcome visits to our school. However, at the moment we are not able to do so due to COVID19 guidance and restrictions. Should you wish to know more about our school, please contact the School Office and someone will endeavor to get back to you as soon as possible. We will be delighted to tell you why we are so proud of what we do.

Mrs C. Riley (Head Teacher)

Mrs J. Young (Chair of Governors)



A Message of Welcome from the Bishop of Durham, Bishop Paul Butler

It has been my privilege over many years to visit schools in many different places. This has been across England but also in some of the very poorest countries in the world, like Rwanda, Burundi and Uganda. It does not matter where I see schools at work, I am always impressed by the dedication of teachers and the longing of parents to want the very best for their children. As a parent I know you want the very best for your child. The Church of England is engaged in schools because it too wants the very best for every child.

Every child matters because every child is special. Naturally they are special to you, their parent or carer, and to grandparents. They are also special to the school. This is particularly true for us in church schools because of what we believe about the value God places on every child.

Jesus' friends were arguing one day about who was the greatest in God's kingdom. Jesus took a small child, stood him or her amongst the group and told all the adults that unless they became like this child they could never enter God's kingdom. I often wonder just how very special that child felt that day. We want a sense of being loved, accepted and valued to be at the very heart of our schools, and of your child's education.

Education matters because it provides building blocks for life now and into the future. We seek to offer the very best education we can in every school. This is not simply about the important matters of reading, writing, numbers and the like. It is also about the values by which we behave, and the kind of people we want to be. We believe our church schools offer great all round education for every child.

I love being able to visit schools and meet children. They are always enthusiastic, welcoming and brilliant at asking tough questions. Their zeal for learning is inspiring.

So welcome to one of our wonderful church schools. I trust your child will find they grow and develop well throughout their time here.

+Paul

We are a Good School: OFSTED May 2019

Our school continues to be judged as **good** by OFSTED. We are deservedly proud of this important recognition of our achievements and improvements:

- The leadership team has maintained the good quality of education in the school. You and your team, supported by governors, have made sure that the areas for improvement highlighted at the previous inspection have been actioned. You have also made sure that the strengths of the school have continued to develop.
- Pupils' behaviour and personal development continue to be very strong.
- Pupils' attitudes to learning are a substantial factor in supporting them to make good progress across a range of subjects.
- Pupils continue to enjoy a wide array of enrichment and clubs which capture their interests and help them to develop healthy minds and lifestyles.
- Governors continue to serve the school well, providing a sharp challenge as well as maintaining a high level of support for leaders.
- Safeguarding is effective. The leadership team has ensured that all safeguarding arrangements are fit for purpose

Comments from OFSTED (May 2019)

- The teaching of Jesus "to love your neighbor as yourself" is lived out and is seen in the excellent behavior and caring, supportive relationships between all in the school community.
- Christian values are embedded in the daily life of the school, contributing to the good progress and attainment of every pupil. All are valued and nurtured as children of God and academic and personal achievements are equally celebrated.
- Outstanding teaching of Religious Education (RE) makes a significant contribution to pupils' social, moral, spiritual and cultural development, (SMSC) their understanding of Christianity and social diversity.
- Excellent curricular opportunities for SMSC have allowed children to flourish and to develop as rounded, confident and articulate individuals.
- Established and highly effective links with the local church and community have ensured that Gainford School is at the heart of the community it serves making a positive contribution to village life.

Extracts from the Church (SIAMS) Inspection (September 2015)

Community Links

We have strong links with our local community and local church, St Mary's Church, Gainford. Our pupils take part in community events such as Gainford Village Art Exhibition, Gainford Horticultural show, Harvest Festival and lots more events held within the community and at church throughout the year.

Staff Roles and Responsibilities

Teaching Staff

Mrs. C. Riley	Head Teacher
Mrs. J. Kidd	Deputy Head Teacher
Mr. D. Martin	Class Teacher
Mrs. R. Muir	Class Teacher
Miss. M. Farley	Class Teacher
Mrs. J. McLachlan	Class Teacher
Miss M. Burns	Teaching Assistant
Mrs. L. Maude	Teaching Assistant
Miss J. Collishaw	Teaching Assistant
Mrs. E. Gallagher	Learning Support Assistant

Support Staff

Mrs. R. Wickens	Admin Officer
Mrs. M. Reed	Caretaker
Mrs. J. Mennell	Cleaner/Crossing Patrol
Mrs. S. McGill	Cook
Mrs. K. Cook	Kitchen Assistant
Miss K. Hannant	Supervisory Assistant
Miss N. Holmes	Childcare Supervisor
Mrs. R. Stevens	Parent Support Advisor (PSA)

School Times and Term Dates

The school times are set by the Governing Body. The times of our school day are shown below.

Please arrive promptly at the start of the school day and at the end of the day to collect your child.

Day Begins	Morning Break	Lunchtime	Afternoon Break	Day Ends
8:55am (Gates open at 8:45am)	10.15-10.30am	12:00pm-12:55pm	2.15-2.30pm	3:30pm

Term dates for the academic year 2020/2021 are as follows:

Holiday	Closing Date	Date Re-open for Teaching Purposes
Summer 2020	Friday 17 July 2020	Wednesday 2 September 2020
Autumn Half Term 2020	Friday 23 October 2020	Tuesday 3 November 2020
Christmas 2020	Friday 18 December 2020	Tuesday 5 January 2021
Spring Half Term 2021	Friday 12 February 2021	Monday 22 February 2021
Easter 2021	Friday 26 March 2021	Tuesday 13 April 2021
May Day 2021	Friday 30 April 2021	Tuesday 4 May 2021
Summer Half Term 2021	Thursday 27 May 2021	Monday 7 June 2021
Summer 2021	Tuesday 20 July 2021	To be arranged

Teacher Training Days 2020-2021 in Term Time

Tuesday 1st September 2020
Monday 2nd November 2020
Monday 4th January 2021
Monday 12th April 2021
Friday 28th May 2021

The Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) is the stage of education for children from birth right up to the end of the Reception year. It is based on the recognition that children learn best through play and active learning.

This is a very important stage as it helps your child to get ready for school, as well as preparing them for their future learning and successes. From when your child is born, up until the age of 5, their early years' experiences should be happy, active, exciting, fun and secure and support their development, care and learning needs.

The EYFS Framework exists to support all professionals working in the EYFS to help your child and was developed with a number of early years experts and parents. In 2019 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most. This revised framework has a greater emphasis on the importance of your role in helping your child to develop.

Within our Foundation Stage Department, led by Mrs Muir, there is a Pre-School, Reception and Year 1 class. This allows us the flexibility to offer an individual induction programme for those children who find it challenging to settle into the demands and routines of school life. Children normally start Reception the academic year after their 4th birthday.

Arriving on Your Child's First Day

In September your child will start their schooling with a shorter week of 3 days. They will be in school for the whole of the school day on **Wednesday 2nd September, Thursday 3rd September and Friday 4th September. After this week they will attend full time from Monday to Friday.**

We appreciate that it may be difficult for you to leave your child initially. All children are different and will settle in different ways. A quick definite goodbye is often best but you know your child and can settle them best in your own way. If you need help, please ask.

All children do settle happily, but some can take longer than others. Children who settle initially, may become unsettled after a week or two. Usually there is a simple explanation, but if you know of reasons for this, you may wish to talk to staff to enable us to resolve any problems quickly.

If your child is upset it is important to reassure your child that you will be back soon to see what they have been doing and explain what you will be doing while they are at school.

Beginning of the Session

At the start of the school day staff will be on the Infant yard and we ask that parents and carers leave the children at the gate after they have been handed over to a member of staff.

It is important that we all try to encourage our children to be as independent as possible and staff will support them to be so.

Please note that each child has their own individual peg to keep their belongings on. All staff will do their best to ensure all coats and belongings are kept safe on pegs, but as you can appreciate, to ensure everything is present is a difficult task. Unfortunately, we cannot accept liability for any items of clothing that are lost or misplaced. Please help us by clearly naming all of your child's belongings in an obvious place that can be seen by ourselves and your child. Please try and use a permanent marker or name labels. Your child's name can be embroidered onto their school sweatshirt at the point of ordering.

You are free at this time to talk to any member of staff on the gate, to share any concerns or matters that you feel we should know about. If you need a longer discussion please make an appointment. Staffs' first priority is to ensure the safety and well-being of all children and so therefore they are not able to discuss things with you at length.

End of the Session

At the end of the school day Reception staff will bring the children out onto the yard and they will be handed over to the adult who has come to collect them via the school gate.

Children should always be collected by a responsible adult over the age of 18 who is known to staff and to the child. The staff must always know who is expected to collect your child.

If it is necessary for any other adult to collect your child, please let staff know in advance. You are always able to contact the school office to inform them of any changes. We have a duty of care to keep all children safe, therefore children may not be collected by any other adult without the knowledge and permission of the parent/carer. Please try to avoid any awkwardness by letting us know in plenty of time about any changes.

It is really important to collect your children on time. Searching the sea of faces for someone who is collecting you and finding no one there can be really upsetting when you are only 4 or 5 years old.

It would help if you could arrive 5 minutes before the session ends.

Daily Routines

Group Activity Times

9:30am – Maths Teaching

10:30am – Phonics Teaching

1:00pm – 3.30pm Topic focused teaching or PE

In addition to group times, children have different opportunities on a morning and an afternoon to choose where they wish to learn through play and apply their learning. This may be indoors or outdoors. Learning during this time will be facilitated by members of the EYFS staff. This time is vitally important for children to learn and develop their skills and knowledge across all areas of the early years' curriculum through first hand experiences, problem solving and working with others.

The children also have the wonderful opportunity to take part in weekly forest school sessions. Once your child starts school you will get a letter before the start of your child's forest school sessions

Milk is provided free of charge until your child is 5 years of age. Once your child is 5 years old, you have the choice to purchase milk at a subsidised price. Please ask at the school office for a form if you wish to arrange this. All children are encouraged to drink some milk every day due to the obvious health benefits. Alternatively, water is available. Children should not bring juice into school.

We are part of the School Fruit and Vegetable Scheme where children in Reception and KS1 are entitled to receive a free piece of fruit or vegetable each day.

School Meals and Lunch Arrangements

At Gainford CE Primary School we promote and encourage healthy eating. During your child's time here, they will have many opportunities to try a wide variety of foods and textures. We also like to include the children in the preparation and the choice of their snack.

School Meals



Taylor Shaw, Durham County Council's approved catering contractor, provides our school meals. This means that pupils who opt to stay for school lunch, have a variety of healthy, nutritionally balanced foods. Children are provided with a school meal with either a hot or cold dessert. All pupils are offered chilled drinking water as part of their lunch.

Reception, Year 1 and Y2 children all qualify for a free school meal as part of Government funding. This is known as Universal Free School Meals. We would strongly encourage all of our Reception, Year 1 and Year 2 children to have a free school meal, particularly when there is such a wide choice of hot and cold meals including sandwiches.

The cost of a school meal for Year 3 – Year 6 pupils will be £2.10 in September 2020.

The cost of a school meal for Pre-School children will be £2.52 from September 2020.

School lunches **must** be ordered in advance using ParentPay our online payment system. The cut off date for ordering lunches is 8:30am 2 weeks before the meal is due. Any lunches not taken due to absence will be credited to the parent account.

The school requires 2 weeks' notice to change from school meals to packed lunch or vice versa.

Please note that we do not accept cash payments.

Packed Lunches

Children may bring a healthy packed lunch. To ensure consistency and to keep packed lunches in line with food standards for school meals, packed lunches should not contain the following:

- Fizzy / sugary drinks in cartons, bottles or cans
- Chocolate-coated products / sweets / confectionary
- Cereal bars, fruit bars
- Chocolate spread as a filling for sandwiches
- Chewing gum
- Sugared / toffee and salted popcorn

Admissions

The County Admissions Policy applies at our school. Pupils are admitted to the school in one intake in the September of the year of which their 5th birthday falls.

The school's admission limit is set by the DfE at 15 children per year group.

Prospective parents are asked to make an appointment with the Head Teacher to visit our school.

We are committed to meeting the needs of all children including those with Special Educational Needs and Disabilities. We would ask parents to discuss the identified needs with the school prior to starting so that appropriate intervention and support can be planned and implemented. Advice from the LA or other agencies may be requested to ensure any the school can meet any needs appropriately.

Full details of the admission arrangements can be found in the Primary and Secondary Admissions brochure produced by Durham County Council.

<http://www.durham.gov.uk/schooladmissions>

Attendance

We place a strong emphasis on good attendance, even though attendance for children who are not yet five years old is non-statutory. **Once a child is five years old parents carers have a legal responsibility to ensure their child attends school regularly.** It is really important to develop good attendance routines particularly with very young children. The more regularly children attend school, the easier it generally is for them to settle both emotionally and socially.

What to do if your child is going to be absent from school

If your child is going to be absent from school, then please call the office on the first day of absence, before 8:50am and let us know either by speaking to a member of the office staff or by leaving a message on the answerphone if the school office is closed. **The school telephone number is (01325) 730274. For safeguarding reasons, we do expect you to inform us on each day whether your child continues to be ill. The answerphone is available at any point outside of school hours.**

Parents must notify school of any hospital and dental appointments, providing evidence of such appointments.

Parents wishing to take their children on a family holiday, during term time, will need to obtain permission on the appropriate form which can be obtained from the school office. If we do not know where children are, then this is a safeguarding issue and we may have to report your child to the local authority as a missing child. Holiday forms should be completed before holidays are booked.

Gainford CE Primary School will not routinely grant permission for holidays or extended leave to be taken in term time and would discourage parents/carers from making an application for term time holiday/extended leave 'exceptional' circumstances.

Holidays will not, under any circumstances, be authorised at the following times:

- The first three weeks of any academic year
- The two weeks prior to and during Testing weeks for Years 2, 4 and 6 (these weeks will be confirmed in September each year but as a guide testing runs from the Monday following the first Bank Holiday in May until half term).
- When pupil attendance for the current academic year falls significantly below 95% (This percentage excludes any previous year's authorised holiday).

Exceptional Circumstances:

The Head Teacher may, for example, consider the following circumstances as 'exceptional':

- Where a parent has to take holidays at a time specified by their employer and this has been confirmed in writing. This would include parents who work in certain professions, for example factory workers, fire fighters, armed forces. The Head Teacher will use their knowledge of families to manage requests made by self-employed parents.
- There has been a death or significant trauma in the family and a holiday is considered to be beneficial to the child/parent.
- To allow pupils to return to their country of origin for family, religious or cultural reasons.

However, the following would not be considered 'exceptional' circumstances and will not be authorised:

- Availability of cheap holidays
- Availability of desired accommodation
- The prospect of better weather

There is no automatic entitlement in law to time off school to go on holiday.

All applications for leave must be made in advance of booking using the Parental Leave of Absence Request Form. Authorised absence is granted at the discretion of the school to a maximum of 10 days in any academic year. In making a decision the school will consider the circumstances of each application individually, including any previous pattern of leave in term time.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised. The matter will then be passed to One Point with a request that a Penalty Notice is considered. Failure to pay will normally lead to prosecution.

Changes in Circumstances

Please inform us of any change of address or telephone numbers, or if there is any change of family circumstance that may affect your child. It is very important that we keep our records up to date. It is a legal requirement that we have 2 contact telephone numbers in case of an emergency.

It is parent's responsibility to keep contact details up to date. In some instances, there may be a data breach (under GDPR regulations) if we have the wrong contact details, because we have not been informed. Under these circumstances we cannot be held responsible for any data breach.

It is also important for you to let us know if any kind of personal or family trauma arises, as we would want to give your child extra support/attention in such circumstances.

School Uniform

The wearing of school uniform is expected and sweatshirts and polo shirts in jade green, embroidered with the school badge, are available. Children are encouraged to wear black or grey trousers or skirts with their jade green sweatshirt and polo shirt. Green and white gingham dresses may also be worn. Dark coloured shorts are an acceptable uniform item for summer. **For health and safety reasons, only flat shoes are permitted.**

The aims of our uniform are to make children look smart, to promote the school identity and to avoid unhelpful competition amongst children regarding fashion items which can seriously distract them from their education. **The wearing of extremes of fashion, of jeans and football shirts are particularly discouraged.**

Order forms for school uniform items can be obtained from the school office and orders sent direct to the supplier. The telephone number for Elizabeth's Embroidery is 01642 674973 (fax 01642 6411005), website www.elizabethsembroidery.com). Items can be ordered online using the password 0153dr. Deliveries are made to school and sent home with your child. Children are expected to come to school clean and neatly dressed. These items are quite reasonably priced. It is perfectly acceptable for parents/carers to buy uniform items of the same colour from different suppliers if they choose to do so. Gingham dresses are not available from our named supplier but are available from several retailers including larger supermarkets.

The wearing of jewellery is very much discouraged. More information on this subject is located in the 'PE' section of this brochure.

Lost Property

Any lost property is placed in the lost property box in the foyer. You are welcome to look in here for any items of clothing that may have gone missing.

Mobile Phones

Pupils are not allowed to bring mobile phones into school. In some cases, where mobile phones do accidentally come into school, they will be sent to the main school office where parents and carers can collect them at the end of the school day. They will be placed in a sealed envelope and your child will be asked to sign over the seal. A record/register will be kept of any children who bring mobile phones into school.

Water Bottles

Although we have a water station located in school, providing pupils with chilled water, this is not in use during this Covid19 period. Water jugs and beakers are available in the reception classroom so it is not necessary to provide your child with their own individual water bottle.

Drinking water can help to keep your child's brain hydrated and healthy, enabling them to concentrate more in lessons...Drink more, think more!

The Early Years Curriculum

Within our EYFS provision we focus our teaching and learning experiences around the three prime areas of:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language.

and the specific areas of literacy and mathematics, whilst still providing a rich environment to allow children to demonstrate and embed their skills, knowledge and understanding in all areas of learning.

There are 4 other specific areas in addition to the 3 prime areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

It is the aim of the Foundation Stage to provide children with a language rich quality provision, which fosters their curiosity and independence as learners and provides a wide range of activities, to allow all children to learn and achieve in a safe environment, where they feel happy and valued.

We aim to enable all children to leave the Foundation Stage as independent learners with a firm foundation in all areas of learning from which they can build future successes and learning upon.

Forest School

What is Forest School?

Forest school sessions are an exciting opportunity for your child to experience nature and learn from being outdoors. During Forest School sessions the children learn from first-hand experience and develop skills such as perseverance, independence and responsibility. These are all skills that will help them to achieve more when they are back in the classroom.

Why are forest school sessions good for my child?

It will help your child to develop skills such as:

- Communication
- Perseverance
- Resilience
- Independence
- Inquisitiveness
- Social Skills

Children will also be able to practice and use their literacy and numeracy skills, as well as their speaking and listening skills, which are all very important.

Every woodland session is designed specifically to meet the needs of the group, so will provide your child with an individually tailored program to help them develop and enhance their early years' curriculum.

Who runs forest school sessions?

Mrs Muir leads the sessions for Swale Class.

Where do forest school sessions take place?

The children use a site within the school grounds or the school field. The children walk to this area for their sessions.

When do children have forest school sessions?

Swale Class children have one forest school session every week. Prior to your child's forest school sessions beginning details of your child's session will be sent home in a letter.

What is a forest school session like?

A forest school session lasts around 1-1½ hours. During this time the children will usually have time to play some games, sit together around the fire circle and discuss what they are going to do. Then they will be introduced to the activities for that week. The leader will give any safety talks and the children will choose their activity. The children will have a snack whilst in the woodland and the session will end with another discussion all together about what they have enjoyed and what they would like to do in their next session.

There are lots of different games and activities, which we can do in Forest School sessions which will support your child in their learning. We will, at some point safely cook over an open fire, use tools, make dens, leave trails, go on scavenger hunts, make environmental art and have lots wonderful experiences.

What should children wear?

School can provide waterproof trousers, a waterproof jacket and wellington boots for the children but if your child would prefer to bring their own to school, they can. We ask parents to provide children with spare socks, hats, gloves, scarves and to ensure that arms and legs are covered and warm. In warm, dry weather children should wear a hat. They should wear a top with long sleeves, comfortable trousers or joggers and sturdy boots or trainers with a good grip which can get muddy.

Swale Class children should have a spare set of clothes in school, just in case they get wet or dirty.

Parents are asked to provide children with sun cream on warmer days. If you do not wish us to apply sun cream, please let the class teacher know.

How do we keep children safe?

The forest school staff are all first aid trained. The site will have been carefully assessed before sessions begin, and the children given detailed explanations for all of the activities.

Part of the forest school sessions involves teaching children about risks and how to evaluate them. Because of this the children will be taught about how to safely add wood to a fire, cook and make drinks using a fire, climb trees and use tools. These activities will be introduced as the children in the group are ready for them and will be carefully supervised by an adult. By allowing children to take these measured risks, we help to prepare them for making choices when they are older and teach them to be actively responsible for themselves, their choices and actions.

What if it is raining?

‘There is no such thing as bad weather, only bad clothing’

Forest school sessions will be able to go ahead in almost all weathers, as the children will be provided with clothes that will keep them warm and dry. If there are high winds, thunderstorms or very bad weather then the staff will run an indoor session in school.

Educational Visits

Sometimes it is necessary to ask for monetary contributions from parents and carers, to enable pupils to go on visits or trips, or to have a visiting speaker in school. Letters from school requesting a contribution will always be sent home in plenty of time to give parents and carers as much notice as possible. As the visits can sometimes be costly, understandably we may have to cancel a visit or workshop if the contributions received in school do not cover the cost of the visit or workshop.

Please see our website for a copy of our Charging and Remissions Policy, which is reviewed and agreed by governors on an annual basis.

Pastoral Care

The pastoral care of pupils in school is one of the most important roles in school that all staff have. Teachers and staff in school aim to build a secure working relationship with each child. The pastoral work is led by the Head Teacher and Deputy Head Teacher who have access to various support services, to help and support vulnerable pupils.

Playtime supervision is undertaken by teachers working to a rota, whilst at lunchtime, the children are supervised by Supervisory Assistants especially employed for the purpose. Playground Buddies are children from the top class who are trained to help other children to resolve problems at break times.

Special Education Needs

Mrs Riley is our SENCO.

Our aim is to ensure that all pupils identified as having special educational needs receive an education which is appropriate to meet their individual needs.

Children's progress is monitored by the staff with the use of ongoing assessments. These provide guidelines to progress, as well as diagnostic information, which pin point particular areas to develop, where additional support may be required. Support from teachers and or teaching assistants is given to pupils wherever possible, but there may also be occasions when groups of pupils or individual pupils receive further support, in addition to their normal lessons. This is usually in maths or English. This additional support is known as intervention.

Pupils requiring additional support may undertake smaller group work that will focus on their educational need. The impact of the intervention can then be measured by ongoing assessments, to see if pupils have made progress and are 'back on track', in line with their expected progress.

Specific Educational Needs

Some pupils may also need a 'short note'.

A 'short note' outlines targets that pupils must try and work towards, to achieve across the course of each term. The targets on the short note are shared and agreed with staff, pupils and parents. Parents and carers will always receive a copy that should be signed and returned to school. Open evenings are times when short notes can be shared with parents and carers and any immediate concerns can be shared at this time. A longer appointment time during the school day is given to parents/carers of children on the special needs register.

For a very small proportion of pupils our school may need to involve other specialists in order to support a higher level of special educational need. In such circumstances, there is always consultation with parents and carers who are involved in any assessment process. Further information can be obtained by contacting the Head Teacher/SENCO at school.

Able and Talented Pupils

In any school there will always be pupils that achieve significantly above the national age-related expectations. These pupils are known as 'able and talented'. Pupils can be identified as able and talented in any school curriculum subject. As a school we endeavor to provide a wide range of learning opportunities and experiences working with other schools and providers, whereby children can develop their innate talents and abilities.

Medical Matters

At Gainford CE Primary School, we are very privileged to have a large number of our teaching assistants, lunchtime supervisors, office and kitchen staff, qualified in first aid at work and those who work with children under 5 years old qualified in paediatric first aid.

Parents will always be informed straight away, via a telephone call from the Office in the case of a head injury, or knocks to the genital area (particularly with boys) no matter how minor they may appear. **However, parents/carers can only be informed if contact details are up to date. It is your responsibility as a parent/carer to inform us straight away of any changes in contact details.**

In serious cases, the first aid member of staff on duty will inform the Head Teacher if the pupil needs urgent medical support outside of school, or if they need to go home, as their injury prevents them from staying at school. In these circumstances the school office staff will always inform parents and carers, using the contact numbers stored in the school database.

Please keep your child at home if they are ill. This is particularly important in the case of infectious conditions, until your doctor says that they can return to school.

Sickness & Diarrhoea

In the case of 'tummy upsets; **it is vital that children stay at home for at least 48 hours after the last incident of sickness and diarrhoea to prevent it spreading to others.**

Headlice

Please check your child's hair regularly and if you find any signs of headlice consult your GP or Health Visitor. Treat the whole family and inform the school. If you take a louse to the pharmacy on a piece of sellotape you will be able to access treatment lotions free of charge.

Asthma

Staff need to know if your child has asthma. If an inhaler is used, we need to keep one in class, labelled with your child's name. You will be given an asthma pack to complete and you will be contacted to ensure that an up to date asthma care plan is in place. It should be reviewed regularly. It is your responsibility as a parent that all medications are available within school and have not passed their use by expiry date.

Childhood Infectious Diseases

There are lots of common infectious diseases which your children will invariably have at some time. Please let us know as soon as you suspect an infection, or have a diagnosis, so that we can alert other parents or staff if necessary. This is particularly important in the case of chickenpox or German measles. We can also advise you about the minimum exclusion periods.

Earache

Ear, nose and throat infections are very common in young children, but ear infections in particular should not be treated lightly. Ears can so easily be damaged permanently if infections are not treated. They are also very painful and children need to be at home.

Conjunctivitis

This is an eye infection which is extremely contagious. **Please keep your child at home until they have been treated and symptoms have cleared up.**

Medicines in School

If your child needs medication, then it is important that **you contact the school office in person**, as medical forms will need to be signed and procedures put into place with one of our first aid staff. Pupils are not allowed to bring medicines in to school without parents and carers notifying the office first. Medicines must be handed over to a member of staff. Prescribed medication will not normally be administered by school staff (unless the dosage is 4 times per day). If a child is in need of medication, parents and carers can come into school and administer it to their child.

Our medical policy is under constant review. We also have a number of emergency inhalers in school as we recognise that asthma can be a life-threatening condition which commonly affects a large number of children.

Medical Conditions

We do have some pupils in school who have medical conditions that require special consideration. Where this is the case, all staff will be aware of who these pupils are. If your child does develop a medical condition that needs constant medication, then it is important that we update your child's school records, so that appropriate arrangements can be made. This can be done by contacting the school office. It is extremely important that parents and carers inform the school office of any changes to emergency contact numbers.

Where a child has an on-going medical condition, which is or is likely to be long-term, an IHP (Individual Healthcare Plan) will need to be devised. It is everyone's responsibility to share information as soon as possible.

Health & Safety

Accident Book

Should an adult or a child have an accident which requires more than the most basic treatment then an accident form is completed online.

Accidents - minor

All minor injuries are dealt with by a qualified first aider. Parents are informed of any injuries when they collect their child.

Accidents – major

If a child has a major accident, then qualified first aiders in school will assess and react to the situation. In the event of a serious accident, parents and carers will always be informed via contact numbers held in the school office. It is extremely important that telephone numbers are up to date. If you do need to update your telephone numbers or addresses, then please inform the school office immediately.

Emergency Fire Procedures

Emergency fire evacuation drills are undertaken every term at different times of the day. The fire alarm, when activated, is a loud two-tone siren. Pupils, staff and visitors assemble in the main school yard as far away from the school building as is possible.

Car Parking

Parents and carers are asked to park along by the village green as there is limited car parking space outside of the school gates .

- There is a disabled car parking bays which should only be used by those visitors who are disabled.
- **PLEASE park with consideration.**

Our car park gates are locked between 8:45am and 9:15am and 2:45pm and 3:30pm to ensure the safety of our children and families. The church gates are also closed at the start and end of the day so that our children have a safe journey to school and home. They are not opened for anyone under any circumstances.

Smoking

Durham County Council operates a no-smoking policy throughout the school site. Please refrain from smoking near the school gates even if you are not in the school grounds. We ask that this also applies to e-cigarettes.

Dogs On Site

Durham County Council operates a no dog policy throughout the school site. Only guide dogs or hearing dogs will be allowed on site. Dogs are not allowed, even if they are carried by their owners.

Health and Safety

Every term our Premises Manager undertakes a health and safety walk of the whole school site. Recommendations are made and the governors are consulted to implement any changes. Every day the large playtime equipment is checked with regard to pupil and staff health and safety. The school field is also checked before use.



ParentPay Online Payments

ParentPay is a secure online payment system that Gainford CE Primary School uses to collect dinner money, school trip, breakfast club and after school childcare payments. Many parents have activated their accounts and enjoyed the benefits of making secure payments to the school and also receiving school newsletters and other information by email.

ParentPay is our preferred method of making payments to school. Due to COVID 19, we are unable to accept cash.

What are the benefits to parents and pupils?

- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24/7
- The technology used is of the highest internet security available, ensuring that your money will reach school safely – offering you peace of mind
- Payments can be made by credit/debit card or also through PayPoint
- Full payment histories and statements are available to you securely online, at any time
- Your children will not have to worry about losing money at school
- Parents can choose to be alerted when their balances are low via email and/or SMS text

What are the benefits to our school?

- The more parents that use ParentPay, the greater the benefit is to our school.
- You can help us reduce workloads for all staff, creating more time to lend to educational support and the smooth running of the school.
- Using ParentPay also ensures that all financial transactions are safe and secure - helping us to remove costs associated with us having to manage cash securely on the school premises.

We are a cashless school. This means that when your child starts Reception you will be encouraged to register for ParentPay. Those who are not able to register and who would like to continue to pay for school services with cash will be given alternative methods to pay which will involve not sending cash to school. If you are experiencing difficulty registering, please ask at the school office where staff will be happy to help.

Making a payment is straightforward and ParentPay holds an electronic record of your payments to view at a later date; no card details are stored in any part of the system. Once you've activated your account you can make online payments straight away.

Debt Management Policy

As from September 2020, Gainford CE Primary School has adopted a clear NO DEBT policy relating to school meal services and Extended Services (Breakfast Club/After School Childcare).

The school meals, breakfast club and after school childcare services are no different to any other business and meals/sessions have to be paid for. Parents/carers should be able to relate to the situation that they cannot take their child to a restaurant or fast food outlet and expect a meal without paying; the same applies at school. If debts are incurred, then the school budget has to pay for them.

This means that money which should be spent on the children's education is used to pay for debts incurred. Every parent will agree that this is unacceptable and we request that all parents/carers and staff give this policy their full support.

The Free School Meal (FSM) system is available for parents who are in receipt of certain state benefits. If a parent thinks they may qualify for FSM entitlement, they should contact the school office for further details. This allowance is a statutory right and it is important that parents use it if they qualify. Their child will then have a right to a free school meal each day.

In addition, all children in Reception, Year 1 and Year 2 are eligible to receive Universal Infant Free School Meals and therefore have a right to receive a free school meal each day.

It is very time consuming for the office staff to continually chase for dinner money – by letter, phone call, text or in person. It is also highly embarrassing for all concerned and occasionally it can have an avoidable negative effect on our relationships with staff and families.

The Governing Body of Gainford CE Primary School believe that a 'zero-tolerance' approach is the fairest system. We understand that it may seem a very hard stance as there has been a culture of debt tolerance. However, going forward, we are sure that all parents/carers and staff will support the school and ensure all the school budget is spent for the benefit of all our pupils.

If parents have accumulated debts, we will not allow parents to attend community lunches where payment is required.

Payment for Breakfast Club/After School Childcare

Parents/carers must pay **in advance** for breakfast club and after school childcare sessions via credit or debit card on their ParentPay account or request a PayPoint barcode for cash payments.

If Payment Has Not Been Made -If a child attends breakfast club or after school childcare sessions which have not been paid for, the parent/carer will be contacted to remind them that they have not paid for the sessions and that their child will be unable to continue to attend until the sessions that week are paid for.

Parental Involvement

We aim to build a bridge between home and school and to build on the foundations which you have already laid at home.

You as parents and carers are the most important people in your children's lives and always will be. To achieve success we need to work together- learning today for a successful tomorrow.

As mentioned earlier your child is continually being observed and monitored, so all staff are aware of key interests and developments that they make in their areas of learning. From the beginning of Preschool staff contribute to your child's 'Learning Journey', which is an online document that will be built up over the year and tells your child's story while they have been in Preschool and Reception. The journal will contain key moments in your child's development and learning.

You will have the opportunity throughout the year to look at your child's on line learning journal, to contribute to it and share the journal with your child. These prove year after year to be a very valued and precious document to the child, parents and school. By using the online system we will be able to send you notifications throughout the day if your child has had a wow moment and keep you updated with what they have been experiencing.

Reception Parents

Parents of new pupils starting Reception are invited to induction parents' meetings with the Head Teacher, Foundation Stage Leader and class teachers. Parents and pupils will have the opportunity to see how the department is organised and staff will have the opportunity to discuss our expectations.

Unfortunately due to current COVID19 restrictions and the need for us to minimise the number of visitors into school we are not able to host induction meetings on the school site or for parents to visit the setting. We will keep you updated with any developments .

At Gainford CE Primary School, we normally hold two Parents afternoons/evenings every academic year. These are usually in November and March. As well as this, parents and carers will also receive a termly report on their child's progress.

Tests and Assessments

Foundation Stage

In September we will be part of a Government baseline assessment. This new compulsory assessment will be carried out in the first six weeks after your child has started Reception. We firmly believe that staffs' attentions should be focused upon enabling children to settle into routines and be an active part of the learning experiences which we want to excite and engage your child with therefore we will only complete your child's baseline assessment once we feel your child is settled and happy at school.

Children are assessed throughout the year using the 'Development Matters' document. This is to ensure their successes are recorded and their next steps can be planned for accurately. These assessments are informal and usually are observation based whilst your child is learning through play.

Fundraising



You, your family and friends can support Friends of Gainford School (FOGS) whenever you shop online by registering with Easy Fundraising.

Every time you shop online via easyfundraising at one of the 3,300 retailers including John Lewis, Aviva, Sainsbury's and Booking.com, a donation will be made to Friends of Gainford School, and it won't cost you a penny extra.

It's really simple to get started;

- Go to https://www.easyfundraising.org.uk/causes/friends-of-gainford-school/?utm_campaign=raise-more&utm_content=cpl
- Sign up for free
- Get shopping – your donations will be collected by easyfundraising and automatically sent to Shotton Primary School. It couldn't be easier!

There are no catches or hidden charges and we will be really grateful for your donations.

Governance of the School

The Governing Body of Gainford CE Primary School, consists of parents, members of the local community, school staff and representatives from the Local Authority. The full Governing Body meets at least once per term, although all governors are members of at least one sub-committee.

The Current Governing Body

Mrs C. Riley	Head Teacher
Mrs Jill Young	Chair
Mrs Emma Chawner	Vice –Chair
Mrs Jo Kidd	Teacher governor
Canon Neil Russel	Co-Opted Governor
Reverend Eileen Harrop	Foundation Governor
Mrs Sue Taylor	Foundation Governor
Mr Steve White	Parent Governor
Mr Adam Mather	Parent Governor

When vacancies do occur, all parents and carers are informed by letter. For more information about how our Governing Body works, then please make an appointment with the Head Teacher at school.

Complaints

Complaints Procedure

The school has adopted Durham County Council's complaints procedure. Details can be obtained from the main school office. Information regarding our formal complaints procedure can also be found on our school website.

We would hope that by working together any issues that may arise can be fully resolved. Please talk to us if you have any concerns or worries

Safeguarding

Child Protection

Mrs. Riley, as our Head Teacher is the Designated Safeguarding Lead Officer. Mr Martin and Miss Burns are also Level 3 trained child protection designated staff.

All of our staff who come into regular contact with children are trained in child protection (Level 1). Mrs. Wickens our admin officer manages our Single Central Record and staff exercise the utmost vigilance in terms of child protection and visitors into school.

Safeguarding Statement

At Gainford CE Primary School we will provide a healthy and safe working environment. We will strive to provide a welcoming, caring environment for each member of the school community.

At Gainford CE Primary School we will not tolerate any instance of physical aggression, verbal abuse, or other form of harassment to persons or property, including homophobic and racist language.

Any threatening behaviour, which may cause distress, demoralisation, fear and/or injury to any member of our community including staff, is not acceptable under any circumstances.