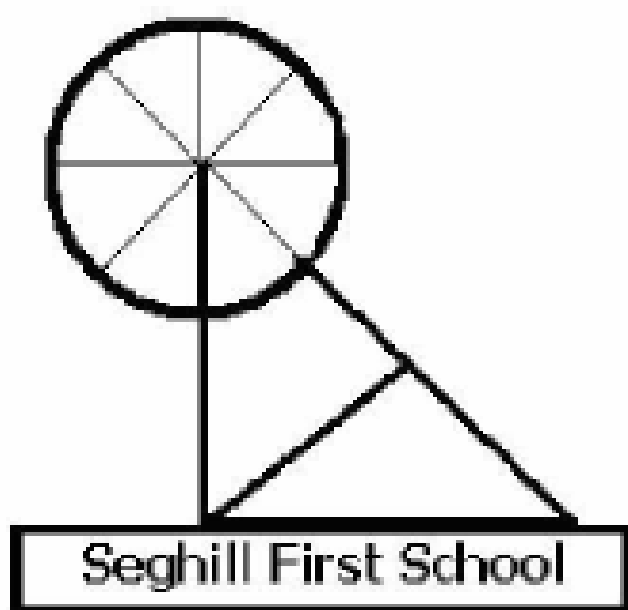


# Welcome to Seghill First School



This is the handbook  
for parents of children  
in Reception

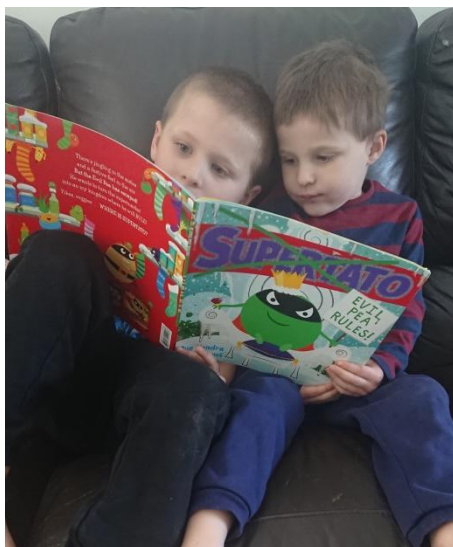




This handbook is designed to answer your questions and give you useful information that will help you and your child through this important step into full time education.

Children join our Reception class from a variety of other settings, including our own Nursery class. Some children will be used to going to a Nursery or a child care setting. For some children, this will be their first experience of learning outside the home. We want you and your child to feel as confident as possible about full time school.

We pride ourself on our home school links and the strength of our partnerships with parents and carers to support all children to achieve their potential.



Pictures in this handbook have been sent in by parents and carers while school was closed due to the global Covid-19 pandemic.

### Section 1

- The curriculum
- Characteristics of Effective Learning
- Your child's Learning Journey
- Transition from Nursery to Reception

### Section 2

- The school day
- Morning routines
- Lunchtime routines
- Fruit and milk
- End of day routines
- Attendance
- Rewarding good attendance
- Punctuality
- Reporting pupil absence
- Appointments during the school day
- Requests for leave of absence during term
- Medication
- Illness or accidents during the school day

### Section 3

- School uniform, summer variations, footwear and hairstyles
- PE kit
- Jewellery

### Section 4

- Home school links
- Meetings for parents with the class teacher
- Annual reports
- Class coffee mornings
- Contact details
- Fundraising
- Communication with your child's class teacher
- Communication with the headteacher
- Homework
- Problems, concerns and complaints
- Safeguarding
- Working in partnership

### Section 5

- Behaviour and discipline

### Section 6

- Staff list



## Section 1

### The curriculum

Your child will be given opportunities to develop through a balance of adult led, adult guided and child initiated experiences.

The Foundation Stage curriculum is taught through seven areas of learning. All areas of learning are important and inter-connected. Three areas are particularly important in supporting and encouraging children's enthusiasm and curiosity. They are the prime areas-

- Communication and language;
- Physical development;
- Personal, social and emotional development.

There are also four specific areas, which are-

- Maths, including number and shape, space and measures;
- Literacy, including reading and writing;
- Expressive arts and design;
- Understanding the world.

These areas are taught through carefully planned and well-resourced activities.

### Characteristics of Effective Learning

Your child's teacher will also plan to ensure that your child develops "Characteristics of Effective Learning" which will help them develop good skills and attitudes for learning throughout school.

The Characteristics of Effective Learning are-

Playing and Exploring- engagement

- Finding and exploring;
- Playing with what they know;
- Being willing to have a go.

Active Learning- motivation

- Being involved and concentrating;
- Keeping on trying;
- Enjoying what they set out to do.

Creating and Thinking Critically- thinking

- Having their own ideas;
- Making links;
- Choosing ways to do things.

Play is a very important part of a child's development. So much of what children learn in Early Years is taught through play. The Early Years team will work together to ensure that the activities and learning environment are fun and enjoyable but also challenging for your child.

Opportunities to learn new skills, new vocabulary and new knowledge are presented daily. The children's progress and attainment are continually monitored and activities are planned, taking into account the different stages of learning of the children and their interests. Staff meet regularly to discuss children's progress.

Play continues to be very important in Reception, but children will begin to move towards a more formal day as they progress through the school year. Children will be taught as one whole class, in smaller groups and individually. Teachers will group the children according to ability for some sessions, such as the teaching of phonics. This is so they can plan learning sequences that are closely matched to the ability of all children in each group.

Teaching has an increased focus on the children learning, remembering and using letter names, letter sounds and numbers in their work with a teacher and independent work.

### **Your child's Learning Journey**

As your child moves through the Early Years Foundation Stage, an individual profile of development will be kept.

In both Nursery and Reception we use Tapestry to record observations of the children's experiences and learning. This system builds a chronological record of their development in school.

Staff use Ipads to record children's learning and achievements electronically. The photographs and notes they take are uploaded into Tapestry. The software within Tapestry compiles this information into your child's Learning Journey.

When your child moves into Reception, staff will continue to use Tapestry to record your child's progress. Staff use the information about each child stored on Tapestry to ensure planning is personalised to support learning and progress.

We also value any information that you share with us about your child. You can upload pictures, videos and notes to Tapestry. This helps us to see a full picture of your child and find out more about their interests. If you are not using Tapestry at the moment, please see Mrs Kembrey if you need extra help with this. Tapestry is a very important tool in tracking your child's development and both you and your child will be missing out if you don't use it.

Information is updated regularly on Tapestry for each child. As a parent, it is fantastic to receive updates from school so you can see a snapshot of your child's world and their developmental journey.

We need to use your email address to create an online Learning Journal with Tapestry for your child. We also need you to agree to the guidelines for using Tapestry to keep everyone safe. We will send the login details to you when we have created the account. Please see the Tapestry letter and permission slip included in this pack.

### **Transition from Nursery to Reception**

In order to allow children to get used to coming to school full time, we operate a staggered start to the beginning of term. Please be assured that planning for your child's transition into our school is extremely important to us.

The pattern that we follow is-

**week 1 w/b Monday 06 September**- all Reception children attend from 8:45am to 12:30pm, including staying for lunch;

**week 2 w/b Monday 13 September**- all Reception children attend from 8:45am to 2:00pm, including staying for lunch;

**week 3 w/b Monday 20 September and beyond**- all Reception children attend from 8:45am to 3:10pm, including staying for lunch.



## Section 2

### The school day

During the autumn term, school hours for children in Reception will be-

- Monday to Thursday 8:45am to 3:10pm;
- Friday 8:45am to 1:15pm.

This is the arrangement that we have had in place for the last year.

We are aware of feedback from parents and carers both in support and against closing at 1:15pm on Fridays. In terms of the operational needs of the school, we would prefer to close early on Wednesdays; however, we have taken on board feedback from your responses, and we will close at 1:15pm on Fridays for the duration of the autumn term.

Continuing with this arrangement for the autumn term is a temporary measure, which will be reviewed at the full governing body meeting in November. Should we plan to make this arrangement permanent, we will carry out a full and formal consultation process with parents and carers during the autumn term after the full governing body meeting in November.

### Morning routines

Each morning children should be dropped off at the classroom door. The doors are open from 8:45am to 8:50am. Please drop off any younger children at Nursery first.

Parents and carers are asked to follow the current one-way system to move around the outside of the school, as this really helps with the flow of children and adults around the school site.

Classroom doors and all gates will be locked at 8:50am and children must be in their classroom by this time. Children who arrive late at school after their doors are locked will not be allowed in. This is due to lateness being unacceptable, rather than for Covid-related reasons.

Pegs for coats and bags are located outside the classroom in the corridor. Children should put their coats and bags on their peg then bring their reading book and reading record into the classroom. They should also bring their water bottle and packed lunch into the classroom with them. When the registers have been completed children should put their packed lunch and water bottles in the chiller trolley inside the classroom.

Parents and carers can speak to the class teacher very briefly and informally at this time. However, class teachers are responsible for the supervision of their children, so it is not an appropriate time for a detailed discussion. If you wish to discuss a more serious or confidential matter, please make an appointment to see the class teacher at an alternative time.

### Lunchtime routines

Lunchtime runs from 11:45am to 12:45pm for children in Reception. They will play on the yard or the Early Years garden (weather permitting).

Children will have their lunch in the dining room, irrespective of whether they have school meals or packed lunches.

All children in Reception and Years 1 and Year 2 are eligible for free school meals. This is because of the government's Universal Infant Free School Meals initiative. Parents and carers of these children do not need to pay for their school meal. Alternatively they may bring a packed lunch.

This is our three week rolling programme of menus from September 2021 to July 2022. A copy of the menu is available on the homepage of the school website.

<b>Week 1</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Chef's choice</b>	Sweet chilli chicken wrap with corn on the cob	Pizza margherita	Savoury minced beef and onion pie with creamed potatoes	Roast turkey and Yorkshire puddings with roast potatoes	Fish fingers and chips
<b>Meat free choice</b>	Sweet chilli Quorn wrap with corn on the cob	Pizza margherita	Quorn mince and onion pie with creamed potatoes	Quorn and Yorkshire puddings with roast potatoes	Vegetable fingers and chips
All served with seasonal vegetables and selection of salad available at the salad bar					
<b>Sweet choice</b>	Chocolate cake and chocolate sauce	St Clements cake and custard	Fruit jelly with ice cream and peaches	Pancakes served with toffee sauce	Marbled sponge and custard
Fresh fruit is available daily					

<b>Week 2</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Chef's choice</b>	Pork sausages and chips	Beef grill and potato wedges	Pizza margherita	Roast chicken and Yorkshire puddings with creamed potatoes	Fish fingers and chips
<b>Meat free choice</b>	Quorn sausages and chips	Quorn fillet and potato wedges	Pizza margherita	Quorn and Yorkshire puddings with creamed potatoes	Vegetable fingers and chips
All served with seasonal vegetables and selection of salad available at the salad bar					
<b>Sweet choice</b>	Lemon drizzle sponge and custard	Chocolate brownie and milk	Very berry sponge and custard	Ice cream sponge with raspberry sauce and peaches	Oaty crunch biscuit
Fresh fruit is available daily					

<b>Week 3</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Chef's choice</b>	Minced beef and dumplings with creamed potatoes	Pizza margherita	Beef burger in a bun with potato wedges	Roast pork and Yorkshire puddings with roast potatoes	Fish and chips
<b>Meat free choice</b>	Quorn mince and dumplings with creamed potatoes	Pizza margherita	Quorn burger in a bun with potato wedges	Quorn and Yorkshire puddings with roast potatoes	Vegetable fingers and chips
All served with seasonal vegetables and selection of salad available at the salad bar					
<b>Sweet choice</b>	Apple sponge and ice cream	Chocolate orange muffin and milk	Jam and coconut sponge with custard	Shortbread biscuit	Ginger snap biscuit
Fresh fruit is available daily					

If your child has a specific dietary requirement, please contact school and we will arrange an appointment for you to meet with Mrs Rogage so we can discuss and agree a bespoke menu for your child.

When we return to school after a holiday, we always start the three week rolling programme of menus again from week 1.

Parents and carers who think they may be eligible for Free School Meals should apply via the online portal on the local authority website at <https://www.northumberland.gov.uk/Education/Schools/Meals.aspx>

We urge you to do this, as we will receive extra funding for your child to support their learning.

All school meals are cooked on the school premises by Mrs Rogage.

Please mark all packed lunch boxes and containers with your child's name and class on the outside.

We ask parents to send an enjoyable and healthy meal, and not to include sweets, chocolate bars or fizzy drinks in the packed lunch. A guide to great packed lunches is on our website.

### **Fruit and milk**

Children in Reception receive free fruit every day. This is part of a government initiative to promote healthy eating.

Children in Reception receive free milk in any term when they are aged four for the whole term. Unfortunately, this is a very complicated system which we have not put in place ourselves.

Milk costs approximately £13.00 per term, although this changes depending on the number of days in the term.



Milk can be ordered and paid for via School Gateway. Please look in the letters tab of the school website for letters about milk in the autumn term.

### **End of day routines**

The school day ends at 3:10pm on Monday to Thursday and 1:15pm on Friday. Please collect your child from the classroom door.

Children are not allowed to leave the school premises without an adult. Children must be collected by an adult at least 16 years of age and known to staff from the classroom door.

If someone is collecting your child who is not known to school and/or there is a change to collection arrangements, please inform your child's class teacher before school or telephone school and let us know. This is still the case even if you have asked another parent to collect your child. Adults may be known to your child but if they are not known to us, or you have not informed us of a change to arrangements, your child will not be allowed to go with them.

We have a policy on collection of children, which is available from the school office or on the school website.

### **Attendance**

It is very important that children attend school every day. There are very clear links between a child's attendance and their achievement in school. Children who attend school regularly are much more likely to do well and achieve their targets. Children who do not attend school regularly are much less likely to do well and are much less likely to achieve their targets.

Some of the effects of poor attendance on children are-

- missing large chunks of learning even when they are only absent a few times;
- rarely seeing a task through from beginning to end;
- missing the chance to make and maintain strong friendships;
- developing poor habits for later life;
- missing out on "extras" such as fundraising days and school visits.

We expect that when parents have made the decision for their child to attend our school, they adhere to the policies, including attendance, whichever year group their child is in. Please refer to our attendance policy, which is available on the school website or from the school office.

### **Rewarding good attendance**

The vast majority of children attend school regularly and have good attendance. The names of all children who have 100% attendance and punctuality from each week are put in a hat. At the end of each half term and term, one name is drawn out of the hat and the lucky winner receives a voucher. The half term reward is a £10 voucher, and the termly award is a £20 voucher.

Each week we look for the class with the best attendance and punctuality. The name of the best class, known as Class of the Week, is announced during whole school assembly every Tuesday. The Class of the Week receives the class cup for a week, and their name is also displayed on the attendance and punctuality noticeboard.

The Class of the Week for each half term receives an afternoon of Golden Time. The Class of

the Week for the term are allowed to come to school in non uniform on the last day of each term. These rewards have been chosen by the School Councillors.

### **Punctuality**

Each morning children should be dropped off at the classroom door. The doors are open from 8:45am to 8:50am. Please drop off any younger children at Nursery first.

Parents and carers are welcome to bring their children to the classroom door. The school doors and gates are locked again at 8:50am. In order that teachers can make a prompt start to the day and our security measures are in place to keep your children safe, parents and carers must leave by 8:50am so the doors and gates can be locked.

Classroom doors and all gates will be locked at 8:50am and children must be in their classroom by this time. Children who arrive late at school after their doors are locked will not be allowed in. This is due to lateness being unacceptable, rather than for Covid-related reasons.

School closes at 3:10pm and we do expect parents to be on time to collect their child. Please refer to our punctuality policy, which is available on the school website or from the school office.

### **Reporting pupil absence**

We understand that there are times when children are not well enough to come to school. If this is the case, children should not return to school until they have fully recovered. We ask for children who have sickness and/or diarrhoea not to return to school until 48 hours after they stop being unwell. Children who have recovered should return to school at the earliest possible opportunity, even if this means coming back to school on a Thursday or Friday.

Parents of children who are going to be absent from school **must contact school before 9:15am via telephone or email** to let us know why their child is absent and when they will be back at school.

Please let us know if there are any issues that are affecting you or your child in relation to attendance. We are supported by Mrs Sharon Ratcliffe, the school's EWO (Education Welfare Officer).

### **Appointments during the school day**

We know there may be times when children have to attend urgent medical or dental appointments during the school day. If this is the case, please let the school office know. You will be asked to fill in a form in order to give permission for your child to attend their appointment during school hours. Please arrange check ups and non urgent appointments outside of school hours.

### **Requests for leave of absence during term**

The Education Act (1996) requires parents and carers to ensure their child attends school regularly. There is no automatic right for parents and carers to take their child out of school during term time even if the child does have an excellent attendance record.

Leave of absence during term time will not be authorised unless evidence of exceptional circumstances is provided and agreed by the Headteacher. All leave of absence taken

during term time will be recorded as unauthorised absence, unless evidence of exceptional circumstances is provided and agreed by the Headteacher.

Children with good or even excellent attendance are not more entitled to, or deserving of, leave of absence during term time because no children are entitled to leave of absence during term time.

Exceptional circumstances are those where it is deemed necessary to remove a child from education as the activity entered into cannot possibly take place during school holidays.

If you believe that your child's absence is deemed to be exceptional circumstances you will need to complete a leave of absence/exceptional circumstances form. These are available from the school office or school's website. You will need to include supporting evidence wherever possible. You will need to submit the form at least two weeks before any leave is taken. The Headteacher will consider the exceptional circumstances on a case by case basis and decide whether or not to accept your request due to exceptional circumstances.

Please note that exceptional circumstances do not include instances such as holidays being booked by grandparents, holidays being booked as a surprise and holidays being booked without checking the term dates.

We may request that a penalty notice is served due to requests for leave of absence during term time as per our attendance policy and national guidance.

### **Medication**

Your child may be well enough to return to school after an absence but they may still need to take medication. Children in Reception should not need to take medication while they are at school unless they have been prescribed four doses of medication every day. If they need three doses, please give these before school, immediately after school and before bedtime so medication in school is not required. If medication absolutely must be taken during the school day, please take all **medication to the school office**, where you will be asked to complete a medicines form. The medication must be clearly labelled with your child's name, class and dosage instructions.

Class teachers are not able to accept or administer medication of any kind. We are also unable to administer any medication unless it has been prescribed by a doctor.

### **Illness or accidents during the school day**

If your child becomes unwell while they are at school, or if they are hurt, we will need to contact you immediately. Please ensure that we have your most up to date contact details. If your mobile number is your first form of contact, please ensure that it is switched on and you let us know if you change your number.

## Section 3

### School uniform

We expect children in all year groups to wear school uniform. Our children always look really smart. Our expectations for school uniform are as follows-

#### Girls

red sweatshirt or cardigan\*  
white polo top  
grey or black skirt, trousers or pinafore  
black flat heeled shoes

#### Boys

red sweatshirt\*  
white polo top  
grey or black trousers  
black shoes

Items marked with \*  
carry the school logo  
and can be ordered  
via the school office.

### Seasonal variations

In the winter, boys and girls may wear flat heeled black boots. Girls may also wear tights.

In the summer girls may wear a red gingham school dress. Boys and girls can wear shorts (short school trousers). They can also wear flat heeled sandals.

### Shoes

Children should wear 'sensible flat school shoes' with laces, buckles or Velcro fastenings to ensure safety at all times. We believe that it is dangerous and inappropriate for children to wear shoes for school that have high heels and/or platform soles.

### Trainers

Children are not allowed to wear trainers for school, unless it is a PE day.

### PE kit for boys and girls

Children should wear their PE kit to school on PE days. Our PE kit is-  
plain white t-shirt\*  
plain navy or black shorts or tracksuit bottoms (weather depending)  
trainers or sandshoes

Children should come to school wearing their plain white PE t-shirt and their school jumper or cardigan. They can come to school wearing their shorts or tracksuit bottoms, depending on the weather.

Football strips are not part of our school PE kit. Please don't send your child to school wearing their football strip.

Parents will be informed at the beginning of each half term when their child's class will have PE.

### Jewellery

The wearing of jewellery is very much discouraged. All jewellery must be removed before PE lessons, including earrings. Children who cannot remove earrings themselves should not wear them on PE days. Staff are not allowed to remove earrings. Long hair must be tied back for PE.

## Section 4

### Home school links

We believe that all children achieve more when school and parents work together. We also believe that parents can play a more active role in their child's education if they know what the school is trying to achieve and what their children are learning about in school.

All schools are required to have a home school agreement. This sets out what you can expect of the school and what we ask of you and your child. You will be invited to sign this agreement each school year.

We send out fortnightly newsletters to keep you up to date with recent achievements and information about upcoming events. The most recent newsletter can be found on the homepage of the school website. All previous newsletters can be found in the newsletters tab of the school website. The address is [www.seghill.northumberland.sch.uk](http://www.seghill.northumberland.sch.uk)

Our school website is a useful source of information. Letters for parents are stored here too, so if you forget about something, information can be found in the letters tab.

We have a school Facebook page. We use this to showcase excellent work and endeavours from the children and also to communicate with parents. You can find us at [www.facebook.com/seghillschool](http://www.facebook.com/seghillschool)

We use **School Gateway** to send emails and texts, collect lunch money, collect all other money, bookings and permissions for clubs, trips and events and tracking attendance. We will provide information on how to access this system when your child starts school. If you have not done so already, please download the School Gateway app.

Please note that all payments for clubs, trips and events must be paid using School Gateway and we do not accept cash or cheques at the school office.

### Meetings for parents with the class teacher

There will be two parent consultation meetings each school year. One is in the autumn term to find out how your child has settled into their new year group and to share their targets with you. The other will be in the spring term, when their progress will be reviewed and further targets will be discussed. Miss Chappell will be available at parent consultation meetings to discuss any other issues you may have.

### Annual reports

An annual report is provided towards the end of the summer term. The report includes comments from the class teacher about the child's strengths and areas for development in all curriculum areas, as well as a comment from the Headteacher.

### Class coffee mornings

Class coffee mornings will take place at the beginning of each term. This will be a chance to meet your child's class teacher informally and to find out what the children will be learning about that term. We will also give out some "top tips" to help your child with their school work. Refreshments will be provided. You will receive details of your child's class coffee morning at the start of each term and on the fortnightly newsletter.

### **Contact details**

Each school year you will be asked to check and amend a data collection sheet. This provides information on how we can contact you, or anyone else if you are not available. It is very important that we have your most up to date contact details, especially if your child becomes ill during the school day. Please inform the school office as soon as possible if you change any of your contact details.

### **Fundraising**

School is grateful for the continuing enthusiasm, time and support given by parents, carers, friends and staff which enables events and fundraising to enrich the children's experiences and opportunities.

Profits from summer and Christmas Fayres have provided in-school theatre entertainment and playground equipment, subsidised many school visits, and paid for discos and end of term treats.

If you would like to help us to raise money and provide enjoyable experiences for our children, please see Miss Chappell and she will let you know about events in our calendar.

### **Communication with your child's class teacher**

Class teachers are available at the beginning and end of the school day to discuss issues briefly and informally. If you wish to speak to the class teacher in more detail or about a private matter, please ask the teacher for an appointment at a mutually convenient time. You can also contact Mrs Kembrey by email at [sarah.kembrey@school360.co.uk](mailto:sarah.kembrey@school360.co.uk)

### **Communication with the headteacher**

Your child's class teacher should be the first person to speak to about day to day issues. If you wish to speak to the headteacher, please telephone school or call in at the school office. If Miss Chappell is unable to see you immediately, she will contact you as soon as she becomes available and either discuss any issues on the telephone or arrange a mutually convenient time to meet. You can also contact Miss Chappell by email at [admin@seghill.northumberland.sch.uk](mailto:admin@seghill.northumberland.sch.uk)

### **Homework**

Guidance on the amount of homework your child will be asked to complete will be provided by class teachers at the beginning of each term. Our homework policy is available on the school website or from the school office. We ask for your support in hearing your child read and checking that tasks have been completed and handed in on time.

Homework is always given out on a Friday and is always due back to school by Wednesday. This is to allow children time to see their class teacher if they require any further help.

### **Problems, concerns and complaints**

If you have any problems or concerns we would like you to let us know about them straight away. We would much rather deal with things as soon as they happen. Please discuss problems or concerns with your child's class teacher in the first instance.

Communication is a two-way process. If you have any issues, please speak to your child's class teacher or the headteacher. Please do not air your views or complaints on social media. This is not helpful and will not lead to school being able to address or resolve the situation.



We have a complaints procedure for complaints against the school, a member of staff or the governing body. There are separate arrangements, laid down by law to cover the following:

- Appeals against admissions;
- Appeals against exclusions;
- Appeals about assessments and statements of special educational needs (to 2018) and against Education Health Care Plans;
- Complaints against collective worship and religious education.

It is in everyone's interest that complaints are resolved at the earliest possible stage. In the first instance the complaint should be discussed between the person making the complaint and the member of staff involved. If a complainant indicates that he/she would have difficulty discussing a complaint with that particular member of staff he/she should be referred to another staff member. Where the complaint concerns the headteacher, or a governor, the complainant should be referred to the chair of governors.

If a complainant first approaches a governor, he/she should be referred to the appropriate person i.e. the member of staff concerned or the chair of governors. Governors should not act unilaterally on an individual complaint outside the formal procedure or be involved at the early stages in case they are needed to sit on a committee at a later stage of the procedure.

A copy of the complaints procedure is available on the school website and the school office.

### **Safeguarding**

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We have a particularly important role as we are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Providing a learning environment in which children feel safe is our key priority. Children are unlikely to learn and achieve their best if they do not feel safe.

Schools and colleges and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance Working Together to Safeguard Children 2015 and Keeping Children Safe in Education September 2021. A copy of these documents is available on the school website and from the school office.

We work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

We have a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.

The Designated Safeguarding Lead for Child Protection is Miss Chappell. The deputy Designated Safeguarding Lead for Child Protection is Mrs Knowles.

### **Working in partnership**

We are one of eight schools in Seaton Valley to benefit from being part of a well-established partnership of schools. The headteachers from all eight schools in the Seaton Valley Learning Partnership meet weekly. We share policies and good practice. We have shared training events in order to ensure continuity across all schools in the partnership.

The aims of Seaton Valley Learning Partnership are-

- aiming higher;
- building relationships;
- creating futures.

Schools in the Seaton Valley Learning Partnership are-

- Holywell Village First School;
- New Hartley First School;
- Seaton Delaval First School;
- Seaton Sluice First School;
- Seghill First School;
- Seaton Sluice Middle School;
- Whytrig Middle School;
- Astley High School.



Theo made a fabulous Stick Man entry for our virtual Easter decorating competition.

### **Behaviour and discipline**

In our school we aim to promote an atmosphere of mutual respect. We expect all our children to be well behaved, courteous and caring. We try to focus on and praise positive examples of good behaviour. We have a set of Golden Rules which we ask all children to follow. The Golden Rules are-

- Follow instructions the first time they are given;
- Walk in school;
- Keep your hands, feet and all other objects to yourself;
- Show respect to other people and their property.

In addition to following the Golden Rules, we strive to encourage good behaviour, effort and manners. Smileys may be awarded for any actions, deeds or attitudes which are deemed noteworthy and may include:-

- Particularly good work/effort;
- Displaying good manners;
- Displaying a caring attitude towards others.

As in all schools, there are times when we need to deal with behaviour that does not meet our expectations. In these cases, children are given a series of warnings in order to give them an opportunity to amend their behaviour. We may use a yellow card and/or a red card if the series of warnings has not resulted in improvement. Class teachers deal with behaviour in the first instance, although the Deputy headteacher and/or Headteacher become involved if the incident is more serious.

This is a summary of our behaviour and discipline policy. The full policy, along with the anti-bullying policy, is available on the school website and from the school office.

## Section 6

### Staff list

Mrs Bell	Green class Year 2 teacher
Miss Chappell	Headteacher
Mrs Jones	Purple class Year 3 teacher
Mrs Kembrey	Yellow class Reception teacher
Mrs Knowles	Green class Year 2 teacher and deputy headteacher
Mrs Lyons	Blue class Year 4 teacher
Mrs Thomas	Orange class Nursery teacher
Mrs Watson	Purple class Year 3 teacher
Miss Elliott	Teaching assistant
Mrs Ellison	Teaching assistant
Mrs Miller	Teaching assistant
Mrs Elliott	Officer manager
Mr Ruler	Caretaker
Mrs Rogage	Cook
Mrs Jose	Lunchtime supervisors
Mrs Mullen	
Miss Ornsby	
Mrs Collier	Cleaning staff
Miss Collier	