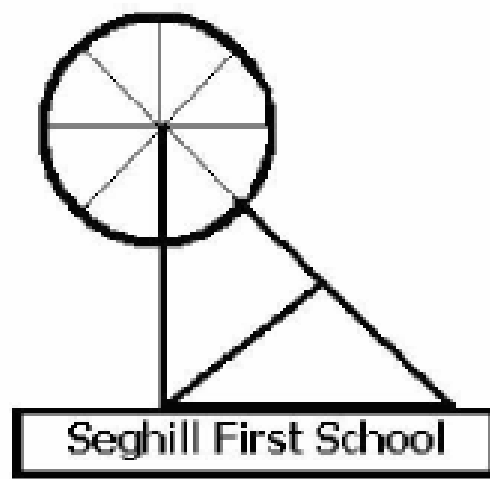


Seghill First School



Information for parents and carers
September 2021 to July 2022

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Section 1- Staff

There will be a number of changes to teaching and learning support staff from September.

The Year 4 class teacher will be Mrs Lyons.

The Year 3 class teachers will be Mrs Watson and the newly appointed Mrs Jones.

The Year 2 teacher will be Mrs Knowles for the beginning of the autumn term, followed by Mrs Bell. Mrs Bell is having an operation during the summer holidays and will not be fit to return in September. While she recuperates, Mrs Knowles will be the class teacher for Year 2. When Mrs Bell returns to work, Mrs Knowles will be leaving our school.

The Year 1 teacher will be Miss Neal. She will be moving from Nursery to Year 1.

Mrs Kembrey will continue to be the Reception teacher.

The Nursery teacher will be Mrs Thomas, who will be taking over for Mrs Askew while she is on maternity leave.

We are very much looking forward to working with our new staff team.

Section 2- School times

During the autumn term, school hours for children in Reception to Year 4 will be-

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

Section 3- 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 their classroom first. You will need to walk around the outside of the building to get to each classroom so you may need to allow extra time to do this.

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.

Section 4- Lunchtime routines

Lunchtime runs from 11:45am to 1:00pm.

Children in Reception have their lunch between 11:45am and 12:45pm. They will play on the yard or the Early Years garden (weather permitting).

Children in Years 1 to 4 have their lunch between 12:00 noon and 1:00pm. They will play on the yard or the field or in the middle 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.

Parents and carers of children in Years 3 and 4 who are eligible for Free School Meals do not have to pay for their child's school meal.

Parents and carers of children in Years 3 and 4 who are not eligible for Free School Meals do have to pay for their child's school meal. This is done via the School Gateway app. School meals cost £2.30 per day. We do not accept cash for school meals.

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.

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Chef's choice	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
Meat free choice	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					
Sweet choice	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					

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
Chef's choice	Pork sausages and chips	Beef grill and potato wedges	Pizza margherita	Roast chicken and Yorkshire puddings with creamed potatoes	Fish fingers and chips
Meat free choice	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					
Sweet choice	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					

Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
Chef's choice	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
Meat free choice	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					
Sweet choice	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.

Section 5- End of the day routines

The school day ends at 3:15pm on Monday to Thursday and 1:15pm on Friday. Please collect your child from the classroom door. Parents and carers who also have to collect younger children from other classrooms should collect from Reception first then walk around the outside of the school following the one way system to collect older children. Staff will wait in the classroom with your child until you collect them.

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.

Children will not be sent to adults waiting in cars or adults waiting outside the school grounds on Cheviot View or Barrass Avenue.

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.

Section 6- School uniform and PE kit

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.

Class	Autumn term A PE days
Reception yellow class	Tuesdays and Wednesdays
Year 1 red class	Tuesdays and Thursdays
Year 2 green class	Tuesdays and Thursdays
Year 3 purple class	Mondays and Thursdays
Year 4 blue class	Mondays and Thursdays

PE days change each half term to allow each class to have the opportunity to work with coaches from external providers.

Hairstyles

Our expectations for hairstyles reflect our high expectations for school uniform. With this in mind, extreme hairstyles are not permitted. This includes shaved shapes or lines, Mohicans, extensions, bleaching, streaks, bright colours and styles which require styling products to maintain them. Plain hair bands, bobbles and slides are acceptable.

Jewellery

We would prefer it if children did not wear jewellery to school. However, children can wear a watch. Children with pierced ears can wear one pair of small, plain stud earrings. All other forms of jewellery are not allowed.

Please ensure that all school uniform and PE kit, including coats, are clearly named.

Some parents and carers like to buy the school logo sweatshirts or cardigans. Some parents prefer the cotton style, available from supermarkets. We do not expect families to buy lots of school items with our logo on. School bags, coats and water bottles can be purchased from anywhere. We are aware that some schools have extremely high expectations of parents and carers, expecting them to buy uniform from specific suppliers or with the school logo on everything. This can be very costly. We hope that our policy clearly demonstrates that we have high expectations of how smart we want the children to be for school, but a realistic approach to what is and what is not essential.

Parents and carers can order school uniform by downloading an order form from the school website or by emailing their order to the school's admin email address. Uniform is paid for via the School Gateway app. We do not accept cash for school uniform.

Section 7- Behaviour

We have high expectations of the behaviour and conduct of all children in our school. We have a set of Golden Rules which are applied consistently across all year groups which clearly state our expectations for behaviour. The Golden Rules are-

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

We have a policy on rewards and sanctions. Children who demonstrate noteworthy actions, attitudes or deeds will be awarded a Smiley. Smileys are accrued and children are rewarded for achieving agreed totals (see Rewards policy).

We also have a system for rewarding behaviour at playtimes and lunchtimes, where each class can gain a Playground Point for every playtime and lunchtime when there is no unacceptable behaviour from anyone in their class. Again, Playground Points are accrued and children are rewarded for achieving agreed totals (see Rewards policy).

Section 8- Communication

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

We encourage parents and carers to let us know immediately if there are any issues that may affect your child at school. The class teacher should be the first person to speak to about any issues relating to your child's learning and behaviour. Please make an appointment to see Miss Chappell to discuss a more serious issue.

We produce a newsletter once every fortnight. This will be emailed to you via School Gateway. This tells you about events that are coming up in school and any new initiatives or changes. Copies of the newsletters are also on the school's website. We also send out letters about other events and to give you information.

We are planning to hold a class coffee morning each term for teachers to talk to parents and carers and tell you what your child will be learning about in the next term. It will also include advice and tips on how to support your child's learning at home.

At the meetings for parents and carers with teachers in autumn 2021 and spring 2022 there is an opportunity for parents and carers to meet face to face with your child's teacher to talk about your child's learning and progress. Teachers will tell you about how your child is doing at school, including the level of attainment and progress for your child and how this compares to age expected levels, as well as sharing their targets for reading, writing and maths. We are very much hoping that we will be able to carry our face to face meetings this year.

In the summer term 2022 parents and carers will receive an annual report.

Section 9- Attendance and punctuality

Our school attendance target is **96.3%**. This means that our expectation for every child is that their attendance is at least 96.3%.

We expect all children to attend school every day unless they are too ill to do so. Parents and carers have a statutory duty to inform the school on the first day of any absence by telephoning school or sending a message via School gateway before 9:15am. Parents and carers must tell us the reason for their child's absence and the date that they expect them to return to school.

If a child returns to school and they need to take medication, parents and carers must fill in a medication form available from the school office. Medicine must also be handed in to the school office. Class teachers cannot accept medicines. We cannot administer medicine which needs to be given three times each day.

Leave of absence during term time will not be authorised unless evidence of exceptional circumstances is provided. Parents should complete and submit a request for leave of absence

during term time at least two weeks in advance. Leave of absence for family holidays will not be authorised.

Penalty notices will only be issued in the following circumstances-

- repeated poor attendance without medical evidence;
- a child has poor attendance and is taken out of school for leave of absence during term time when leave of absence has not been authorised;
- a child is taken out of school for leave of absence on more than one occasion in any school year, irrespective of their attendance;
- a child is taken out of school for leave of absence in more than one consecutive year, irrespective of their attendance.

A copy of our attendance policy will be circulated in September.

Section 10- Homework

Homework will be given out each week on a Friday. Please help to support your child's learning by ensuring their homework is returned on time every Wednesday, and inform the class teacher if there are any problems with this.

Reading books and reading records should be brought to school every day.

Topic homework is set over the October, February and May half term holidays. No other homework is set for the week before or after the half term holiday week. The nature of the tasks are usually fairly open-ended, with children being asked to explore, draw, make and find out about specific subjects, rather than complete pieces of written homework.

Section 11- Wraparound

We operate a before and after school club.

Breakfast club operates Monday to Friday from 7:30am. Children are provided with breakfast. Each session costs £3.50.

After school club operates Monday to Thursday until 5:30pm. Children are provided with tea. Each session costs £7.00

Sessions at both Breakfast Club and After School Club can be booked and paid for via School Gateway by the Friday before the week that they are needed so we can arrange for appropriate staffing levels.

Section 12- Other information

Our website is www.seghill.northumberland.sch.uk

We will send text messages and /or emails via our message service. Please ensure that you have downloaded the School Gateway app. Please see Mrs Elliott in the school office regarding any issues. She can be contacted on 0191 2370419.

The Designated Safeguarding Lead is Miss Chappell. The deputy Designated Safeguarding Lead is Mrs Knowles.

The chair of governors is Mrs Steph Hall.

Please ring 0191 2370419 to speak to us or any other member of staff, email admin@seghill.northumberland.sch.uk or write to us via the school address.

Section 13- Term dates

September							October							November						
M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S
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13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
December							January							February						
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							31													
March							April							May						
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14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
June							July							August						
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20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
Holiday							Training day - pupils do not attend school													