



COTHERSTONE
PRIMARY SCHOOL

**Cotherstone Primary School, Cotherstone,
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Introduction

Cotherstone School is situated in the centre of Cotherstone - a village on the River Tees approximately 4 miles west of Barnard Castle. It was opened in 1964, primarily to serve the children of Cotherstone and surrounding villages. The building is attractive, standing in its own extensive grounds in beautiful rural surroundings, and provides a safe, clean and stimulating environment in which children can develop and grow.

Statement of Aims

The Governors and staff of Cotherstone Primary School see their broad aims as:

- providing children with the knowledge, skills and understanding to prepare them for adult life, and to be active participants in society;
- providing an education which is suited to each pupil's age and ability so that the full potential of each child is realised;
- encouraging each child to become confident, competent and self-reliant;
- offering a broad curriculum, based within the guidelines of the National Curriculum, with equal opportunities for boys and girls;
- establishing a secure, orderly, happy and stimulating environment for all children in order to create the conditions to develop within children a positive self-concept and a feeling of 'belonging';
- developing lively and enquiring minds, and providing opportunities to gain enjoyment and satisfaction from doing tasks well, for which praise and encouragement will be given;
- helping our children towards an understanding of the world in which we live, a respect for themselves and each other, and for religious and cultural differences;
- establishing a close liaison between school and home in order to provide a happy, and successful school life for all the children in our care;
- positively developing and maintaining close links with the community;
- encouraging each child to develop creativity through the medium of language, art, music, movement and P. E.;
- encouraging a sense of awe and wonder, and providing opportunities for children to reflect upon such things as nature, life and feelings.

To provide the above we endeavor to ensure that staff receive adequate training and that resourcing meets the needs of the curriculum being taught. We liaise closely with the County Curriculum Support Teachers and the Inspectorate.

The School Governing Body

Welcome from the Governing Body:

We would like to extend a very warm welcome to you and your family as you join our school. We'd also like to take this opportunity to tell you a little bit about what the Governing Body does, who we are, how we will keep in touch with you during your time with our school and how you may become involved at some point should you wish to do so.

The role of the Governing Body is to work with the school's management team to provide strategic direction to raise standards, monitor progress, and ensure best use is made of school resources. We aim to ultimately achieve our mission of **“high quality teaching and learning that challenges pupils to raise their expectations and standards in a safe environment through a creative, experimental and experiential curriculum for the development of the whole child in a secure, happy and nurturing school community”**.

Our Governing Body is made up of 15 Governors from a combination of Parent Governors (parents of children at the school), Staff Governors (members of school staff), Local Authority Governors (nominated by Durham County Council) and Foundation Governors. Each Governor (with the exception of the Teaching Staff Governor and Non-Teaching Staff Governor) has allocated to them areas of special interest and acts as the curriculum Link Governor between the school and Full Governing Body.

Governor:	Type of Governor:	Special Interest Area(s):
Mr Peter Nicholls	Chair	
Mrs J Gibson	Executive Head Teacher	
Mr Richard Batchelor	Associate	
Ms Sarah Harrison	Staff	
Mrs Alison Butler	Co-opted	
Councillor Richard Bell	Foundation	
Rachel Atkinson	Parent Governor	
Mr Martin Sayer	Foundation	
Mr John Degnan	Foundation	
Mr Chris Marmont	Foundation	
Mrs Penny Sunderland	Foundation	
Rev David Tomlinson	Foundation	
Mrs Davina Tomlinson	Foundation	

Governors are usually appointed for a period of 4 years. When vacancies on the Governing Body arise, these will be promoted through both the Governors' Newsletter as well as the weekly School Newsletter.

We hope that you enjoy your time with our school and if you would like further information about the Governing Body, or indeed would like to raise an issue with us, please do so via our Chair of Governors.


Kind Regards,

Chair of Governors

The Staff

The school is run by teaching and non-teaching staff as follows:

 <p>Deputy Head Teacher and Class 2: Mr Batchelor</p>	 <p>Class 3 Teacher: Miss Thomas</p>	 <p>Pre-school and Class 1 Teacher: Miss Lee</p>
 <p>Secretary: Mrs Sabey</p>	 <p>Teaching Assistant: Mrs Murtagh</p>	 <p>Teaching Assistant After School Club Leader: Jennifer Papworth</p>
 <p>Higher Level Teaching Assistant & Lunchtime Supervisor: Mrs Jane Batchelor</p>	 <p>Teaching Assistant: Mr Liam Leinster</p>	 <p>Lunchtime Supervisor: Ms Wendy Farr</p>

 <p>Caretaker: Mr Ray Sparkes</p>		
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Other staff:

Ms Tamsin Diment, Peripatetic Music Teacher (violin)
Ms Anne Unwin, Peripatetic Music Teacher (flute)
Mr Derrick Mann, Cook

In addition to their teaching responsibilities, teachers have coordinator responsibilities for various curriculum areas.

The Curriculum

The National Curriculum

The school seeks to provide all pupils with a broad, balanced and relevant curriculum matched to their individual needs. In this way children will gain knowledge of the world around them and develop a desire to learn more about that world. Depending upon the subject key skills teachers may deliver the curriculum either in a topic/thematic approach or as separate discrete subjects.

During the course of the year, pupils will cover the full range of subjects within the National Curriculum, though at different stages of the year there may be a different emphasis (and therefore time) allocated to each curriculum area. The National Curriculum (and the accompanying assessment) as delivered in this school is a legal requirement and, ordinarily, no pupil may be excused.

At Cotherstone School we always endeavor to improve the learning experiences which we provide for your children. Continuing Professional Development of staff is achieved through participation in courses, and the sharing of expertise by the observation of, and liaison with, colleagues in our own and other schools.

Teaching

The children are taught across three classes. Class 1 - Reception and Year 1 and Year 2, Class 2 - Year 3 and Yr 4, Class 3 - Years 5 and 6. Various teaching styles (whole class, group, or individual) are used to accommodate the ages and abilities of the children in our care who, of necessity, in this small school, are organised into mixed-aged classes. "Traditional" and "child-centred" approaches to education are used, and there is an emphasis on offering practical first-hand experience whenever possible.

The School Day

The length of the school week for teaching purposes (excluding lunchtime, morning and afternoon break, registration morning and afternoon, and daily Collective Worship) is:

KS1 – 21 hours 20 minutes
KS2 – 23 hours 50 minutes

The school day starts from 8.50am. Supervision is available only from 8.40am. We must insist that no children arrive before that time as no supervision will be provided. The school day finishes at 3.15pm. Children can be collected from the playground. Children using a school taxi will be accompanied on to the taxis by classroom staff.

Morning break	All:	10:15am -10:30am
Lunch	KS1:	12:00 noon -1:15pm
	KS2:	12:20pm -1:15pm
Afternoon break	Class 1:	2:30-2:40pm

Health/Sex Education

Health Education is taught as part of the Science and Personal and Social Education Curriculum. It is our practice to answer questions about human development honestly and provide appropriate information in a natural and forthright manner as and when situations arise. We liaise closely with the School Health Service to provide information on human development. If it is felt that the information given to children will be over and above the statutory requirements of National Curriculum Science, parents will be informed, and will have the right to withdraw their children by arrangement.

Special Educational Needs

Observation and assessment from the moment of starting school enable us to identify children with special needs at an early age. This includes more able pupils, whose learning needs to be extended, as well as the less able and physically disabled with learning difficulties. Where there are concerns, it is our aim to involve parents at an early stage. Ms Blackburn is our SEN Co-ordinator and spends one half-day per week in school helping those children who have been identified as being in need of extra assistance. Some only need this for a short time, while others may need more regular support. Our aim is to keep these children as fully integrated members of their class, who can, with confidence and enjoyment, work within the levels of their own ability.

Pupils with Disabilities

Certain areas of the school have been adapted to make it accessible for people with disabilities including ramps and a disabled toilet. Details in our accessibility plan indicate the improvements we wish to make in the future and this is available from the school secretary.

P.E

Your child will need a change of footwear suitable for physical activity, a T-shirt, and a pair of shorts. If your daughter wears tights, please send a pair of socks. The official P.E strip is

an emerald T-shirt with the school logo (available from school), and navy shorts. A draw-string bag is necessary so that P.E equipment can be hung on your child's peg or kept in their cloakroom box. PE may be held outdoors and so children may appreciate track suit bottoms when the weather is inclement. PE kits are kept at school until the end of each half term or end of term, when they are sent home for cleaning. Please send your child to school in easy to manage clothes on P.E days. Please also ensure that all items of clothing are clearly marked with your child's name. Ear studs and watches must be removed for swimming and all other PE activities. It would, therefore, be better if these items were left at home on appropriate days.



Children in Key Stage 2 will have the opportunity to learn to swim/improve their swimming. We use the facilities and expertise of Teesdale Leisure Centre. For swimming, children need a costume (no bikinis please), a towel and swimming cap (not compulsory but advisable for children with long hair in winter), carried in a waterproof bag. A special sock is necessary if your child has a verruca. Children in Key Stage 2 also have the opportunity to use dry side facilities at Teesdale Leisure Centre. Where possible children in Key Stage 1 also partake in these activities but this is dependent upon the progress children in Key Stage 2 have made.

We constantly seek to enhance the P.E curriculum by making use of outside experts and entering into competitions with other schools.



Religious Education/Collective Worship

The Education Act 1988 requires that the school offers Religious Education to all pupils. We follow the Durham Agreed Syllabus for Religious Education, which reflects the fact that religious traditions in the County are mainly Christian. Collective Worship is of a broadly Christian nature and is non-denominational. Parents have the right to withdraw their children from these activities by arrangement.

Music

A peripatetic teacher of music visits the school each week to give violin lessons and support

the teaching of music in the school. We are very proud of our musical tradition and the high standards achieved by our pupils. Opportunities are given for children to perform at social events throughout the year. All children take part in singing, music-making activities, and music appreciation. Additional music activities are sometimes available as extra-curricular activities.

Literacy and Numeracy

Apart from in exceptional circumstances, children will participate in at least one Literacy and Numeracy lesson each day. These vary in length but generally last for an hour each. The focus of the lessons may be taught as a discrete subject or may be integrated as part of the class topic. In Literacy, skills taught throughout the week will be incorporated in to the weekly 'Big Write'.

Reports and Profiles

Parents are always welcome to discuss their child's progress - visits by appointment are preferable. We keep detailed records of progress, and a written report is sent to all parents at the end of the school year. Parent Evenings take place in the Autumn and Spring terms. We assess children's progress on a number of occasions throughout the year but formal National Curriculum assessments take place when your child is at the end of KS1 (Year 2), and KS2 (Year 6). A phonics test is conducted for children at the end of Year 1 which may be repeated at the end of Year 2. The annual report for these year groups will contain a special section for National Curriculum levels.

Management of Behaviour

A high standard of behaviour is expected from pupils at all times. We aim to promote and reward positive behaviour, and use a House Point system by which we reward good behaviour as well as academic achievements. In addition, special certificates are awarded on Friday Assembly. School rules are few, and are mainly concerned with keeping order and preventing accidents. When necessary, temporary exclusion from an activity is usually a sufficient sanction. Parental support is especially helpful if unusual difficulties arise. The full behaviour policy document incorporating action on bullying is available in school for parents who wish to read it.

General Information

Transport

Some children living in outlying areas may qualify for a bus pass or taxi provision. Please contact the transport department at County Hall for further information.

School Lunch

A school lunch is provided each day from our own kitchen. Children are encouraged to be adventurous in their choice of food, but will never be forced to eat anything they do not want. We regard lunchtime as an enjoyable social event, and do our best to make it so. Special diets can be catered for. Please make your needs known to the Head Teacher. Packed lunches can be brought into school instead and will be taken in the hall with the

other children. Whether your child has a school dinner or a packed lunch they will be encouraged to have a healthy, well balanced meal.

It helps greatly, and makes more efficient use of our desperately short administrative time, if dinner money is sent on Monday, for the whole week, in an envelope or purse clearly marked with your child's name and the amount. You may pay by cheque weekly, monthly, or half-termly. Please make cheques payable to 'D.C.C.'

If, for any reason, your child is going to be late and requires a school meal, please telephone before 10.00 a.m. Unfortunately, because school meals are now provided by a private contractor, meals cancelled after 10.00 a.m. need to be paid for.

At present school lunch costs £2.50 per day, £12.50 per week. Children in Reception and Key Stage 1 currently receive Free School Meals.

If you are in receipt of certain benefits, you will be entitled to claim free school meals. Forms are available from the Secretary. I would ask you to register for free school meals even if you wish your child to have packed lunches, as other benefits may be available to you, the school and the county if you do so.

Absence – Illness

Please notify school if your child is going to be absent for a long period. For appointments at the doctor/dentist please inform school in advance and collect your child. If anyone, other than you (the child's legal guardian), has permission to collect your child from school, please inform the Head Teacher. If your child is suffering from vomiting or diarrhoea they must have had no further bouts for 48 hours before returning to school.

Please telephone, or send a short note, indicating reason for absence from school. This is necessary as regulations specify that all absences must be explained, and regular checks on unauthorised absences are made by the DFEE.

Absence – Leave of Absence

Recent legislation means that we may only authorize holiday absence in exceptional circumstances.

No authorised absence can be taken during the Year 6 SATs week.

Medicals/School Nurse

The school nurse is always available by appointment via the secretary, or by telephone at One Point, The Hub on 03000 261120. The school nurse can be consulted on any medical or developmental matters that are affecting your child's educational progress: hearing loss, sight problems, speech impediments, intellectual development, etc. The school dentist and audiometrician also make regular inspections.

Medicines in School

It is generally felt that if your child requires medicine then he/she is unlikely to be well enough to benefit from attending school. However, if your doctor feels that your child may attend school whilst receiving medication, an adult must be responsible for bringing and collecting the medicine on a daily basis. Our reason for requesting this is:

- (a) we feel that it is important to teach children that medicines must be treated with respect; and
- (b) that children should not be carrying glassware.

Medicines can only be administered where a written authorisation is given by parents, and the dosage must be clearly stated. Please ask the secretary for an 'Administration of Medicine' form. We are advised by the medical profession that only medicines prescribed four times a day need to be taken in school time.

Please ensure that we have up to date details of any medical condition suffered by your child and keep us informed. Children who are asthmatic may keep their inhalers with them but please ensure these are clearly labelled with the child's name.

First Aid

All members of staff have had first aid training in addition to Miss Lee has undertaken more extensive first aid training. In order to safeguard our legal position, we are advised not to administer antiseptic cream or apply adhesive dressings. Although if permission is given we will apply elastoplasts. Minor wounds will be cleaned and ice packs will be applied to swellings. A letter will be sent to parents informing them of the treatment given, and if an injury causes concern, parents will be informed by telephone as soon as possible after the incident.

Uniform

Parents are requested to ensure that their children wear the correct school uniform to create a feeling of identity and belonging. The school colours are emerald green and navy.

The uniform consists of:

- Navy sweatshirts/hooded tops/cardigans.
- Emerald green polo shirts.
- Navy joggers, skirts, pinafore dresses.
- Navy tights.
- Navy ski hats.
- Navy fleeces
- Navy or grey trousers/shorts

Summer Alternative:

- Navy shorts.
- Navy blue/white gingham dresses.
- Emerald green/white gingham dresses.

There is a limited amount of second hand uniform available for sale in school. Please enquire at the school office.

For P.E. all children will need:

- a pair of the school shorts or plain navy shorts,
- a school PE T-shirt and

- elasticated PE shoes.

These are to be kept in a drawstring bag.

Children will also need:

- a navy tracksuit or school tracksuit and
- long navy socks.

Children also need a pair of trainers to use for games on the school field. The children will take part in outdoor sports throughout the year and they should have a waterproof jacket in school at all times.

Please ensure all items of school uniform and other school clothing are clearly named.

Wellingtons also need to be named and a clothes peg is useful to keep them together in the cloakroom.

Denim jeans are not allowed to be worn in school.

Jewellery of any description apart from watches is not permitted. If children's ears are pierced, **small** studs are allowed. These are to be removed or covered with tape for PE and sports.

In order to protect all children, the wearing of smart watches is not permitted in school.

Mobile phones are not permitted in school.

Uniform can be ordered by visiting:

www.motif8.co.uk/schools/primary-schools/cotherstone-primary-school

Reading and Homework

We encourage children to read on a daily basis both at home and at school. A book holder is provided for each child which contains reading materials and a record booklet for parents and teachers to fill in. Please sign this booklet each time you hear your child read and feel free to make comments.



As your child passes through school we will require a little extra work to be done at home. This may take the form of spellings, tables, numeracy and literacy tasks, poems to be

learned, handwriting practice or additional research into current topics.

Toys and Games

It is not necessary for children to bring in toys as the school has a wide variety of suitable equipment available, and space is very limited. Occasionally, teachers may ask children to bring objects from home in connection with a topic. Please do not send in anything breakable or precious.

Bags

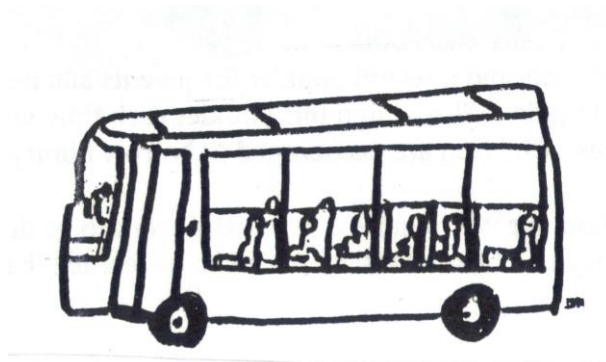
If children bring in their own bags please ensure their size is kept to the minimal because cloakroom space is very limited. Book holders are provided and can be used to carry books, homework and notes. Pupils participating in swimming classes will need to bring a small bag on swimming day.

Jewellery

In view of the physical activities which primary school children indulge in within the curriculum and when at play, jewellery (other than ear studs and watches) should not be worn at school as it presents a potential hazard to the wearer and others. Children wearing jewellery will be asked to remove it and place it in their book folders. Ear studs and watches must be removed for swimming and PE. It would therefore be better if these items were left at home on the appropriate days as staff have been advised by the insurers not to take responsibility for children's possessions.

Educational Visits

We consider educational visits to be important to the learning process by providing valuable opportunities which could not be created in school. Destinations for educational visits are carefully chosen so that they provide extra stimuli for topics being studied in school. The children are prepared for their visit and follow-up work is planned. Donations towards these visits will be requested when necessary, but it will be clearly stated that payment is of a voluntary nature and no child will be excluded from an educational visit for non-payment. However, if insufficient funds are donated, we may, on occasion, have to cancel visits.

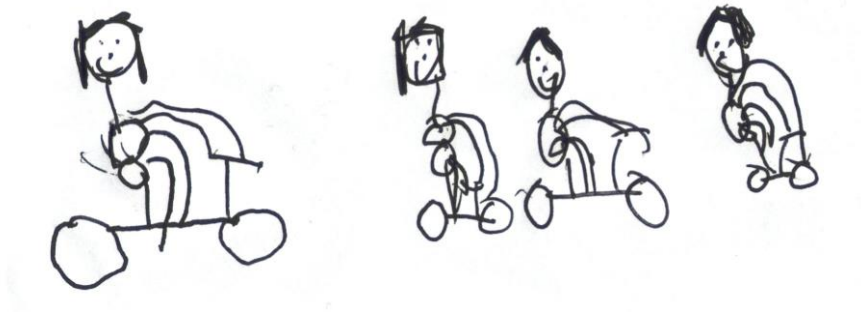


Throughout the year we make good use of the local environment to support curriculum work in Geography, History, Science, Environmental Studies and Art.

During their time in school children will have the opportunity to take part in a residential visit.

Cycling Proficiency

The Durham County Road Safety Officer assists us in providing cycling proficiency training for our pupils on bi- annual basis for children in upper Key Stage 2.



Cycling to School

Children are welcome to bring their cycles and scooters to school. These can be stored in the playground during the school day however we cannot be held responsible for their security. At the teacher's discretion, children may use their scooters during playtimes and will be encouraged to use a cycle helmet.

Extra-curricular Activities

A variety of extra-curricular activities are provided by staff at lunchtimes. Activities provided after school are done in collaboration with Cool Kids Cotherstone.

Breakfast Club

Our Breakfast Club runs daily. Children may be dropped off at school at 08:00am.

After School Club

Our after school club aims to create a 'home from home' where children can mix with their friends, participate in a number of activities or just kick back till pick up time. We operate from 3.15pm till 5.15pm Monday to Thursday during term time. Charges are £3 per child for every 30-minute slot, with a full session costing just £12. For any further information or to book a child contact school on 650491.

Friends of Cotherstone School

We have an active 'Friends of Cotherstone School' which holds regular, well publicised meetings and organises a programme of social events throughout the year. If you wish to become involved with the group, please contact the secretary or come along to the next meeting. The Friends committee changes each November and their contact details are circulated shortly afterwards and displayed on the notice board. We are very grateful for

the help, both financial and practical, which we receive from our 'Friends'.

Snacks

We discourage children from eating between meals, but appreciate that many of our children have an early start to the day. Children in Reception are offered a piece of fruit and milk each morning. Fruit or a healthy snack is allowed during morning break. Milk forms are sent out to new starters and are readily available from the school office should you require them.

School Council

One pupil is elected from each year group for a one-term period of office. The council provides an opportunity for the pupils to make positive changes to school life. The council meets once or twice per half term, although sub-committees may be set up to explore complex issues further. Ms Blackburn is the link teacher with the council.

Adults in School

We have a rota of adults who help in school, on a regular basis, in a variety of ways:

- hearing children read
- assisting with art and craft activities
- accompanying children on educational visits
- playing games
- working with children on the computer
- extra-curricular activities

We also invite adults to come into school to talk about an experience or share their occupation or hobby with us. The children and staff enjoy sharing their school with interested adults, and an extra pair of hands and ears is always appreciated. If you feel that you, or anyone you know, could spare us some time on a regular or occasional basis, please contact the Head Teacher. All adults in school work under the supervision of the class or Head Teacher and may require a check from the Disclosure and Barring Service (DBS).

Car Parking

At the beginning and end of the school day only children using the taxi service may use the car park. If you do bring your child to school by car, parents are asked to park considerately, avoiding the blocking of driveways and parking in such a way that cars are forced onto the opposite side of the road on the bend. Please also ensure that the taxi drivers who come into the school grounds have a clear view of the road when exiting the drive.

Complaints Procedure

If you have any worries concerning the curriculum, or any other matter, please do not hesitate to bring them to the attention of the Head Teacher. A meeting with the Head Teacher may, if preferred, be arranged via an approach to a school governor. If the matter is not dealt with to your satisfaction a formal complaint may be made, to the Local Government Ombudsman Advice Team 0300 0610614 or email

enquiries@legalombudsman.org.uk

Child Protection

We aim to keep our children in as safe an environment as possible. To this end we have a door entry system and appropriate supervision arrangements. We try to encourage our children to protect themselves by raising self-esteem and encouraging positive and assertive behaviour. The school takes its responsibilities for Child Protection seriously and will work within the appropriate procedures and with other agencies in carrying out those responsibilities.



Parent View is an Ofsted interactive form which allows you to give your opinion about the school. Parent View asks for your opinion on 12 aspects of your child's school.

The website address is www.parentview.ofsted.gov.uk