



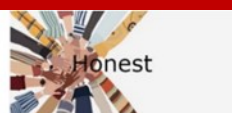
Shotley Bridge Primary School

School Prospectus

2024 - 2025



Paint a bright future!



Welcome to Shotley Bridge Primary School...

I am very proud to welcome you to Shotley Bridge Primary School. It is a privilege to lead such a wonderful school, full of happy, well behaved, caring, kind and hard working children who are a pleasure to teach, and to be part of a caring, talented and dedicated team of adults. I am proud that we have created an inclusive community, where everybody is valued and nurtured. We work together to provide a secure and happy environment for everyone and visitors to our school comment on the warm, friendly atmosphere that they experience as they step through the doors. We are committed to strong partnerships with community members, parents and carers and believe by working together we can provide the very best education for our children. There are many opportunities for parents and carers to play a role at Shotley Bridge Primary School and as new parents/carers you can become members of our PTA, if you so wish.

At Shotley Bridge Primary School, we strive to make every child and adult realise that they are unique and that they are an important part of our school community as we all strive to achieve our full potential. Throughout the school, staff work hard to ensure that lessons are engaging, enjoyable and challenging for all pupils. We are innovative in our teaching methods and think hard about our practice. Like the children, we aim to be the very best that we can be. Staff at Shotley Bridge Primary School are excellent role models for our children, and consequently all children are polite, well mannered, courteous and have excellent attitudes to learning. We are proud to say that our children make good progress from their starting points and achieve wonderful outcomes throughout their time with us.

Of course, we want our children to do well academically; to become literate and numerate and to fulfil their potential in their schoolwork. However, at Shotley Bridge Primary School, we want so much more than this. Our school is a land full of opportunities, where children (and adults) have the chance to engage in new experiences, learn and develop a range of skills, find out what they enjoy and develop and grow as individuals and as members of our community. We look forward to welcoming you and your child/children to our wonderful school.

Mrs V Atkinson
Headteacher



School Information

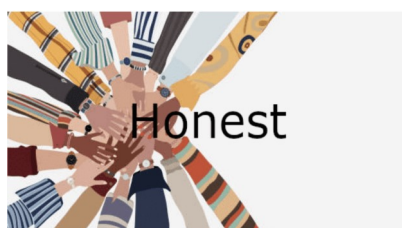
Website	www.shotleybridgeprimary.durham.sch.uk
Address	KS1 Benfieldside Road, Shotley Bridge, County Durham, DH8 0SQ
	KS2 Snows Green Road, Shotley Bridge, County Durham, DH8 0ES
Telephone	01207 260444
E - mail	shotleybridgeprimary@durhamlearning.net
Acting Head Teacher	Mrs Vicky Atkinson
Chair of Governing Board	Mr David Grimes
Type of School	Local Authority Maintained School - catering for children aged 4 - 11



Our Values and Ethos

Our vision of **'Achieving our Full Potential'** encompasses everything we do and offer here at Shotley Bridge Primary School for all stakeholders including; children, staff, Governors, families and our local community. We do this by providing a welcoming, happy, safe and supportive learning environment. Our inclusive curriculum offer, enrichments and work within the village provides the opportunities and support that is required to ensure that all stakeholders continue to 'achieve' physically, mentally, socially, emotionally and spiritually.

Our values are based on character traits that we promote through everything we do. Our whole school approach supports all stakeholders to be...



We try to be the very best version of ourselves by incorporating these values in our daily life at school and at home.

Our school governors meet regularly to review the work of the school and to set school policy.

Co-opted Governors

Mr David Grimes (chair)

Mrs Liz Charlton

Mr Martin George

Mrs Moira Barnes

Mrs Kate Charlton

Parent Governors

Mrs Fiona Steel

Mr Malcolm Blake

Mrs Anna Hughes

Mrs Nicola Miller

Associative Members

Mr Paul Henderson

Mr Darren Hobson

Mrs V Atkinson and Mr Luke Vasarhelyi are our staff Governors

Staff

Job Description	Name	Responsibility
Headteacher	Mrs V Atkinson	Child Protection, Safeguarding, Attendance, Behaviour, Standards, Teaching and Learning, Health and Safety, Pupil Premium, Wellbeing
Deputy Headteacher	Miss A Reid	Child Protection, Safeguarding, Assessment, English Phonics, Reading, Attendance, Behaviour Y1 Teacher
Deputy Headteacher	Mrs N Dryden	Child Protection, Safeguarding, Child Protection, SENDCo, SEND/LAC Pupil Premium, Behaviour, Y3 Teacher
Teaching Staff	Mrs A Burnett	Early Years Foundation Stage Lead, Reception Teacher
	Miss A Hunter	Reception Teacher, PSHE and British Values and R/KS1 Staff Wellbeing Champion
	Miss L Hirst	Y1 Teacher and Geography Lead
	Miss E Douglas	Y1 Teacher and Outdoor Learning Lead
	Miss B Beveridge	Y1 - SCITT Teacher
	Mrs S Dipper	Y2 Teacher, R/KS1 Maths Lead and History Lead
	Miss G Newbould	Y2 Teacher and Computing Lead
	Mrs A Orrick	Y3 Teacher and Art Lead
	Miss L Jackson	Y3 - SCITT Teacher
	Miss R Blythe	Y3 Teacher, Music Lead and KS2 Staff Wellbeing Champion
	Mr K Murphy	Y4 Teacher and Modern Foreign Language Lead
	Miss E W White	Y4 Teacher and RE Lead
	Mr L Vasarhelyi	Y5 Teacher, PE Lead and KS2 Maths Lead
	Miss E Fernandes	Y5 Teacher and Design and Technology Lead
	Mr E Goldsborough	Y6 Teacher and Science Lead
	Mrs D Ross	Teacher
Pupil Well Being Lead	Mrs D Lee	Pupil Wellbeing, Attendance, early help for pupils and families and Higher Level Teaching Assistant

Staff

Job Description	Name	Responsibility
Teaching Assistants	Miss J Donnelly HLTA	R/KS1
	Mrs J Browbank	Reception
	Mrs S Clarke	Y1
	Miss L Riseborough	Y1
	Miss D Milburn	Y2
	Mrs L Humble HLTA	Y2 (am) R/KS1 (pm)
	Miss E Veitch	Y2 (1:2 support)
	Mrs A Storey HLTA	Y3 (am) KS2 (pm)
	Miss Cowey	Y4
	Mrs M Ryczel	Y4
	Miss L Williams HLTA	Y5 (am) R/KS1 (pm)
	Miss E Milburn	Y5 (1:1)
	Miss J Clarke	Y6 (Tuesday and Thursday)
	Office Staff	Mrs J Parker
Mrs C Coombe		KS2 Office
Miss E Holmes		KS2 Office
Mr D Hobson		Business Manager

Staff

Job Description	Name	Responsibility
Support Staff	Mr P Henderson	Site Manager
	Mr A Marshall—Dyson	Caretaker
	Mrs T Houghton	Cleaner
	Mrs S Waites	Cleaner
	Mrs A Stonehouse	Cleaner
	Mrs L Wylde	Cleaner and Lunchtime Supervisor
	Mrs L Irving	Lunchtime Supervisor
	Mrs R Larmouth	Lunchtime Supervisor
	Mr G Ridley	Lunchtime Supervisor
	Mrs D Curry	Cleaner and Lunchtime Supervisor
	Mr K Whittaker	Lunchtime Supervisor (part time)



Safeguarding

At Shotley Bridge Primary School, we regard the safeguarding of children as our main priority. We believe that we all have the right to be happy, to be safe and to learn. We all have the responsibility to make this happen.

We will ensure that

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to be protected from harm.
- All suspicions or allegations of abuse will be taken seriously and responded to.

Please report any concerns to the Designated Safeguarding Leads.



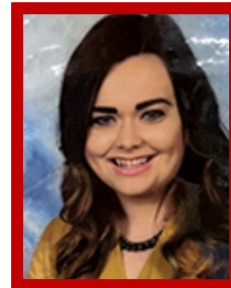
Mrs Atkinson

Senior Designated
Safeguarding Lead



Mrs Dryden

Deputy Designated
Safeguarding Lead



Miss Reid

Deputy Designated
Safeguarding Lead



Mr Vasarhelyi

Deputy Designated
Safeguarding Lead



Mrs Lee

Deputy Designated
Safeguarding Lead



Miss Newbould

Deputy Designated
Safeguarding Lead

Term Dates 2023/24

Holiday	Last Day of School	Reopening Date
Summer 2023	Friday 21st July 2023	Tuesday 5th September 2023
Autumn half-term 2023	Friday 27th October 2023	Monday 6th November 2023
Christmas 2023	Tuesday 19th December 2023	Thursday 4th January 2024
Spring half-term 2024	Friday 16th February 2024	Monday 26th February 2024
Easter 2024	Thursday 28th March 2024	Monday 15th April 2024
May Day 2024	Friday 3rd May	Tuesday 7th May 2024
Summer half-term 2024	Friday 24th May 2024	Monday 3rd June 2024
Summer 2024	Friday 19th July	Thursday 5th September 2024

Teacher Training Days (School closed to pupils)

1. Monday 4th September 2. Wednesday 3rd January 3. Friday 28th June
4. Monday 22nd July (within school holidays) 5. Tuesday 23rd July (within school holidays)

Term Dates 2024/25

Holiday	Last Day of School	Reopening Date
Summer 2024	Friday 19th July	Thursday 5th September 2024
Autumn half-term 2024	Friday 25th October 2024	Monday 4th November 2024
Christmas 2024	Friday 20th December 2024	Monday 6th January 2025
Spring half-term 2025	Friday 21st February 2025	Monday 3rd March 2025
Easter 2025	Friday 11th April 2025	Monday 28th April 2025
May Day 2025	Friday 2nd May 2025	Wednesday 7th May 2025
Summer half-term 2025	Friday 23rd May 2025	Monday 2nd June 2025
Summer 2025	Friday 18th July 2025	Wednesday 3rd September 2025

Teacher Training Days (School closed to pupils)

1. Wednesday 4th September 2. Tuesday 6th May
3. Monday 21st July 2025 4. Tuesday 22nd July 2025 5. Wednesday 23rd July 2025

(3/4/5 within school holidays)



School Day Timings

Reception Key Stage 1	Morning Session 1	8.50am - 10.30am
	Break	10.30am - 10.45am
	Morning Session 2	10.45am - 12pm
	Lunch	12pm - 1pm
	Afternoon Session 1	1pm - 2.15pm
	Break	2.15pm - 2.25pm
	Afternoon Session 2	2.25pm - 3.20pm
Key Stage 2	Morning Session 1	8.55am - 10.30am
	Break	10.30am - 10.45am
	Morning Session 2	10.45am - 12pm
	Lunch	12pm - 1pm
	Afternoon Session 1	1pm - 2.15pm
	Break	2.15pm—2.25pm
	Afternoon Session 2	2.25pm - 3.25pm

We expect children to be punctual for all sessions and have excellent attendance. To support with this, we operate a soft start in both buildings from 8.40am. Parents/carers are responsible for children arriving before this time as members of staff are not present on the yard before 8.40am (Reception and KS1 children should remain on the top yard). We ask that all R/KS1 children are in school by 8:55am for registration and all KS2 children by 8:55am. At these times the gates will be locked and all pupils must then enter by the main entrance in KS2 and the rear main entrance in Reception/KS1 (the small gate at the bottom of the driveway). It is important for all children to be on time, as missing the first few minutes of any lesson can be disruptive and unsettling, both for your child and for the rest of the class. If a child arrives in school after 9.10am in R/KS1 and after 9.15am in KS2, they won't receive their morning attendance mark.

At the end of the school day, please collect your children from the school playground where staff dismiss the children to an authorised adult. Please do not park in the school car park and please ensure you do not block any driveways on the main road. Dogs and smoking are not permitted on the school yard at any time. This includes electronic cigarettes. Parents and carers are not permitted to enter school by the pupil doors. If you wish to speak to staff, please do so at the end of the school day. For longer discussions, please make an appointment at the main office or with the class teacher.

Wraparound Care

Breakfast Club runs daily from 8:00am on both sites and is available at a cost of £3.00 daily. Entry is through the main entrance in R/KS1 and KS2. Booking is required and you can do this on Arbor. Children have a choice of breakfast items and have activities and games to play until the start of the school day. Children join their classes at 8:40am. Stay and Play sessions are available after school for those parents who need it. There is a cost of £5.00 per day for childcare until 4:30pm and £9 per day until 6pm. Booking is required and you can do this on Arbor (payable immediately). We offer this at a discounted price of £10 per day if children attend Breakfast Club and the 6pm Stay and Play session. Children will be taken to Stay and Play at the end of the day and should be collected from the main entrance at the bottom of the drive in the R/KS1 building. Please ring the bell on the gate to alert staff that you are there to collect your child.



School Therapy Dog



My name is Lottie and I am a young Cocker Spaniel. My owner is Mrs Atkinson. Since being a tiny puppy, I have spent most of my days working with my dad who supports soldiers and their families. At first I was shy but now that I have lots of experience of being around both adults and children, I love being stroked, cuddled and generally made a fuss of. I love being outdoors and can run around really fast but indoors I am calm and I listen well to instructions. Because I am a Cocker Spaniel, I have less dander and shed hair less than many other breeds and this means I am good to be around people with allergies. Because of my breed, I am a very sociable, well-tempered and clever dog too!

In January 2024, I began my school therapy dog training. It will take me around 3 months to complete this with School of Dogs (<https://www.schoolofdogs.co.uk/>). My owner, Mrs Atkinson, will be an accredited dog handler when we complete our training. Whilst training, I wear a training coat around school so everyone knows I am being trained to support them. Once I am fully trained, I will be a regular visitor to classrooms and some children will also work with me individually or in small groups to support their learning. My owner, Mrs Atkinson, plans to have me work in school for a minimum of two days each week, but I will come in much more than this if it's possible!

There is lots of research to say that dogs can benefit children. Here are some reasons;

- ◆ Calming effect on pupils, particularly those with behavioural or learning difficulties
- ◆ Encouraging expression and participation in quieter children
- ◆ Teaching children to nurture and respect life
- ◆ Motivating children to think and to learn, as most children have a high level of natural interest in enthusiasm for and enjoyment of animals
- ◆ Fostering a sense of responsibility

The school has carried out a detailed risk assessment which will be reviewed annually.

The impact of a school dog will be evaluated by the Senior Leadership Team and reported to our Governors.

If you have any further questions, please speak to Mrs Atkinson.

Uniform

We believe that uniform is helpful in establishing good standards of appearance in school. It also helps to ensure that children are developing a sense of identity, belonging, pride and community by wearing the correct school uniform. Uniform also prepares pupils well for their secondary school journey.

Items with the school logo can be purchased from Border Embroideries Tel: 01361 810304 or visit www.beschoolwear.co.uk and Track Sportswear in Consett. Non-branded items can be purchased from local supermarkets. We have a school uniform recycling scheme, please ask in the school office for details or visit www.app.uniformd.co.uk/schools

- Grey or black trousers/skirt/pinafore/shorts (no leggings)
- White polo shirt (plain or logo)
- Bright red sweatshirt/cardigan/hooded sweatshirt (plain or logo)
- White, red, black or grey socks/tights
- A red and white gingham dress may be worn in warmer weather
- Plain black school shoes/boots or trainers. These should be suitable for outdoor play and rainy days. Trainers must be fully black.
- No jewellery (earrings should be removed before school)
- Long hair should be tied back, simple hair accessories (e.g. hair bands without ears or large bows)
- No coloured nail varnish

We allow watches in school. Watches with features such as a step counter (fitbit type) are permitted but smart watches or watches that have the ability to take photographs are not allowed in school.

On PE days, children from Y1—Y6 can come to school wearing their PE kit (no branded logos)

- Red t-shirt (logo or plain) with no fastenings
- Plain black shorts, leggings or joggers
- Red hoodie, jumper or cardigan (usual uniform)
- Trainers suitable for physical activities
- Weather appropriate coat/jacket/hat etc.

If your child requires any adaptations for individual needs, please contact school.

Cases will be discussed on a case by case basis.

Extra - Curricular Activities

We organise a wide range of activities outside of usual school hours. These play an important part in pupils' development. Activities vary term on term but may include the following: archery, netball, football, drama, cookery, music, athletics, gymnastics, dance, yoga, Spanish, Japanese and cricket. Other clubs linked to curriculum areas will be offered during the year including science, maths, art and French. Some clubs are offered by outside agencies that are fully checked for safeguarding requirements and charge a fee which can vary. Bookings must be made on Arbor and this is taken as consent. All children should be collected from the main office at the time the club finishes (most clubs finish at 4.30pm but please check).

Pupil premium funding: If you need support to pay for clubs please contact the school office.



As part of our education programme, we also take the children on valuable educational visits /residential and welcome visitors into school.

Reception	Local Area	Visit from a nurse	Hall Hill Farm
Y1	Mobile Zoo	Local Church	Alnwick Gardens
Y2	Washington Wetlands	Visit from a dentist	School Sleep Over
Y3	Museum	Local Area	Dukes House Wood
Y4	Roman Wall Residential	Science Visitor	Local Area Visit
Y5	York Residential	Mayan Experience	Beamish
Y6	Moorhouse Residential	Victoria Tunnel	School Camp Out

Food in School

School Lunch

Our school meals are nutritious and healthy and are cooked and served on the premises by a specialist catering company. The cost of a school meal is £2.50 and includes a main meal and dessert. Fruit and a salad bar are also available. If you would like your child to have school meals, please speak to staff in the main office.

Free School Meals

All children in Foundation and Years 1-2 are eligible for free schools meals. From Year 3 upwards some children whose families meet the criteria may be entitled to free school meals. If you think your child may be eligible, please ask at the office for details on how to apply.

Paying for Lunches

All lunches must be paid for using Arbor. We do not allow arrears to build up and if your child owes more than two weeks worth of dinner money, we request that they change over to packed lunches or make alternative arrangements. Please speak to a member of staff if you experience difficulties in paying for lunches.

Packed Lunches

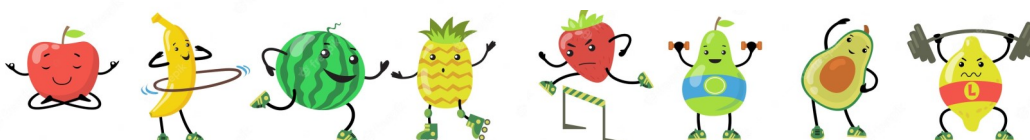
Children are also welcome to bring in a packed lunch if this is preferred. We promote healthy options as part of the wider school ethos, and therefore encourage fruit and other fresh ingredients as packed lunch content. Please do not include any fizzy, sugary drinks, sweets or nuts. Children are asked to place any uneaten food back in their packed lunch boxes so that parents are able to monitor what has been eaten.

Healthy Snacks and Drinks

As part of our Healthy Schools policy, children in R/KS1 are provided with a piece of fruit at breaktime. Children in KS2 are encouraged to bring a snack into school for playtime/after school clubs. This snack should be something healthy such as fruit. Sweets, chocolate, chewing gum, fizzy drinks and energy drinks are not permitted in school. Children are encouraged to drink water throughout the day to stay hydrated.

Birthdays

Please do not send cake or other treats into school for birthdays. Some of our children have allergies and are therefore not able to have the treats. School makes sure birthdays are celebrated and everyone is included. **Children can come to school in their own clothes on their birthday too!**



Attendance

Regular Attendance

We place a strong emphasis on punctuality and regular attendance but appreciate there are times when absence is unavoidable. We ask that parents contact the school on the first day of their child's absence and keep the school informed on a daily basis, particularly if the absence is likely to be prolonged. A telephone call or email is required to explain the reason for an absence. If no contact is made with the school, we will contact you by telephone/message. In the interest of safeguarding all children, we may carry out a home visit if we feel this is necessary.

Causes for Concern

Prolonged or repeated absences will be discussed with parents and the school's attendance team. Our school attendance target is 97%+ which means attending school for at least 180 out of 190 possible school days. We will do all we can to support our families to ensure children attend school.

Medical Appointments

Where possible, all medical appointments should be made at the end of the school day. If your child does need to be collected during the school day, we ask that you report to the main reception and show proof of the appointment. A member of staff will then go and collect your child from the classroom. This enables the school to maintain an exact record of the number of pupils on site, which is particularly important in the case of an emergency or fire drill. Children will not be allowed out of school during school hours without an authorised adult to accompany them.

Early Collection

We understand the importance of extracurricular activities off site and do our best to support families with this. To ensure children miss only a small amount of learning time in school, we ask you not to collect your child any earlier than 3pm. We believe that this allows parents enough time to get to sports/music lessons etc. Please speak to us if you have exceptional circumstances.

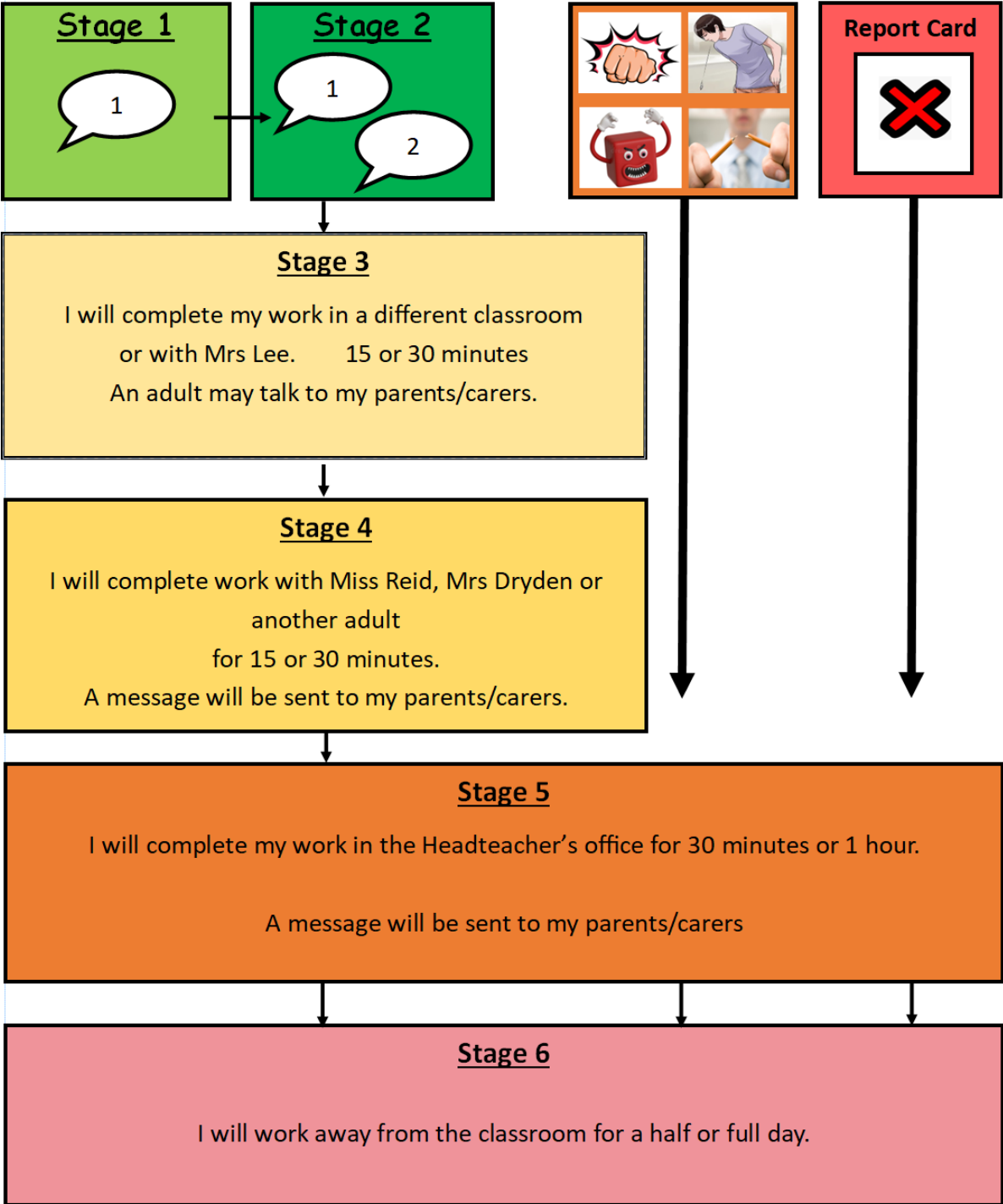
Holidays

To comply with government legislation, the Headteacher is unable to grant any leave of absence during term-time unless there are exceptional circumstances. A Leave of Absence form must be completed and the Headteacher will look at this on an individual basis. Where an absence is authorised, attendance will still be affected.



Behaviour

School believes that we all have a choice when it comes to our behaviour. To support our children, staff talk regularly about choices and how our actions can make others feel. When managing negative behaviour, staff talk about kinder/better choices to help everyone in the future. All staff follow school's behaviour policy and this can be found on our school website (paper copies are available).



Pupils with Special Educational Needs

Specialist Support

During their time in school, children may have problems which require some extra help from school staff or visiting specialist teachers. Mrs Dryden co-ordinates this work in school and works with parents/carers and outside professionals to make assessments of your child's needs. We use the resources we have available in school to provide learning experiences that are designed to help your child make progress. Some children may need specialist support, this may include support for movement, autism, attention deficit hyperactivity, behaviour, emotions, speech, hearing impairment etc. Services such as the school nurse, educational psychologist, emotional wellbeing and effective learning team and other specialists work closely with school and families. A copy of the school's Special Educational Needs policy, in response to the Special Educational Needs Code of Practice, is available on the school's website (school can also provide a paper copy). This includes County Durham's Special Educational Needs local offer and our school offer.

Admission and Access for Pupils with Disabilities

In R/KS1, children are able to use staff toilets if they need to. In our KS2 building we have a toilet with facilities for those with disabilities. Children can use this toilet if they require it.

There are steps in both of our buildings, but there are alternative ways into school and around school for those with disabilities.

We endeavour to ensure that no child is denied a full part in school life and make adjustments to accommodation accordingly. The school will welcome applications from parents of children with disabilities and as such, we will work closely with parents/carers to ensure we can accommodate the child's needs. If required, we will liaise with the local authority, particularly if the school needs further adaptations or a situation is beyond the school's capacity. We would appreciate early visits from parents in this position so that we can discuss the child's needs and ensure everything is in place to include the child fully in the life of the school.



First Aid and Medicine in School

First Aid

All staff at Shotley Bridge Primary School have basic first aid training. A number of staff throughout school have undertaken paediatric first aid training and some members of staff are trained in adult first aid.

Medication

If medication is to be given 3 times or less throughout the day, this must be administered at home. If medication is required 4 times or more, school can administer this but we must receive written authority from parents/carers to do so. A form is available from the school office. Medication must be brought to school by a responsible adult (not given to children to bring to school). All authorisations regarding the administration of medicines cease to be valid at the end of each term, and unused medications are correctly and safely disposed of/or returned. If medication is to be continued from the beginning of the following term, new authorisation must be given. This is not necessary when children are on a long term or permanent course of medication when renewal needs to be made annually.

Asthma

Asthma sufferers should keep an inhaler at school at all times to be used in case of emergency. However, these children will require a Health Care Plan which is updated annually with our Pupil Wellbeing Lead - Mrs Lee. We are always keen to work with parents to ensure that pupils can be in school and will look at practical solutions to support this.

No pupil should bring into school any other medication, such as cough mixture,
pain relief tablets or throat lozenges

