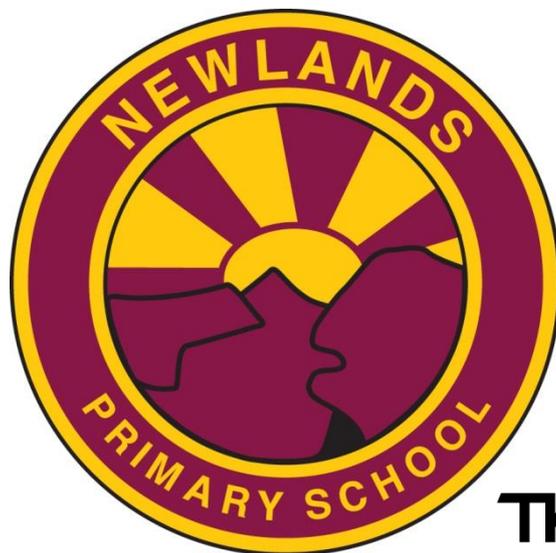


NEWLANDS PRIMARY SCHOOL



SCHOOL PROSPECTUS 2018 -2019

Executive Head Teacher: Mr S Atkinson
Head of School: Mr D Bailey

Dumpton Lane, Ramsgate, Kent, CT11 7AJ

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Twitter: @NewlandsisGreat

The staff at Newlands would like to extend a warm welcome to you all. We are justly proud of our school and all that it has to offer your child. With the professional expertise and enthusiasm of the teaching staff we endeavour to produce an environment which children find comfortable, secure and will enable them to achieve their full potential.

This prospectus has been produced to give you as full as possible picture of our school and its aims. We hope you find it both informative and helpful.

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1. **Aims**

At Newlands our aim is to establish a happy and supportive learning environment where children are encouraged to:

- ✚ Produce work of the highest quality appropriate for each individual pupil, taking into account his or her interests, aptitudes, age and ability;
- ✚ Respect other people and property, and to help and support each other socially and academically;
- ✚ Take responsibility for their own learning at the earliest opportunity;
- ✚ Realise their place as a member of the school, our local community, and the world community;

Our staff aim is to:

- ✚ Provide a broad, balanced, relevant and differentiated curriculum that meets statutory and LEA requirements;
- ✚ Work together to support each other, sharing expertise, skills and resources;
- ✚ Encourage and value the contribution made by parents in the education of their children;
- ✚ Foster good relationships with the community;
- ✚ Maintain a well-organised, professional working environment.

2. **Contact details**

Newlands Primary School
Dumpton Lane
Ramsgate
Kent CT11 7AJ

01843 593086

E-mail: headteacher@newlands-tkat.org

Website: www.newlands-tkat.org

Twitter: NewlandsisGreat

Executive Head Teacher: Mr S Atkinson

Head of School: Mr D Bailey

Chair of Governors

Mr Roger Silk

Vice Chair of Governors

Mrs Georgina Glover

3. The School Governors

Newlands Primary Academy is an academy as part of The Kemnal Academies Trust (TKAT).

TKAT is a multi-academy trust which was established on 1st September 2010. Its constitution is set out in the Articles of Association and this is shared with individual academies via the Scheme of Delegation. TKAT have, through the Scheme of Delegation, established Local Governing Bodies for each of the Academies.

The Local Governing Body of each of the Academies is responsible for fulfilling the strategic and operational governance role in the conduct of the Academy.

Directors of the TKAT Board: <http://www.tkat.org/214/tkat-directors-current>

Governance for Newlands Primary Academy is provided through the Thanet Joint Local Governing Body which is a Governance partnership between Newlands, Dame Janet, Drapers Mills, Northdown and Salmestone Primary Academies.

School governors are responsible for the overall running of the school, and for ensuring that the school's finances are used effectively and efficiently. They meet as a body at least once a term.

There are four categories of governor; those appointed by the Local Education Authority, those elected by the parents at the school, those elected by teachers and support staff, and those co-opted from the local community by the governing body.

The governors of Newlands are:

Chair of Governors: Mr Roger Silk

Vice Chair of Governors: Georgina Glover

Mr S Atkinson Ex-Officio (Executive Head Teacher)

Mr D Bailey Ex-Officio (Head of School)

Miss Kirstie Phippin Staff

Clerk Kim Metcalfe

4.

Staffing Academic Year 2018- 2019(subject to changes)

Executive Headteacher	Mr S Atkinson		
Head of School	Mr D Bailey		
Special Educational Needs Co-ordinator (SENCo)	Mrs L Hughes		
Safeguarding & Family Support Manager / DSL	Miss K Phippin		
Leaders of Learning	Mr D Ball, Mr A Brewer, Mrs K Lavender, Mrs J Mallet		
Teaching Staff			
Foundation	Mrs K Rayner, Mrs K Ward		
Year 1	Mrs L Adkins, Miss N Parker		
Year 2	Mr A Brewer, Miss S Matin		
Year 3	Mrs L Raisbeck, Miss M Gallagher-Roche		
Year 4	Miss H Bolden, Mrs A Elliott		
Year 5	Mrs J Mallet, Mrs C Kent		
Year 6	Mr D Ball, Mrs J McManus, Mrs J Saunders		
PPA Cover Staff	Mrs M Rolfe, Mrs L Keane, Mrs E Bracey, Mrs S Roberts, Mrs K Lavender		
Administration			
School Business Manager	Mrs L Phippin		
HR, Personnel & Pensions Administration	Miss L Hillier		
	Mrs J Chalkin	Inclusion Administrative Officer	
	Mrs L Ball	Attendance Officer	
	Mrs N Clinton	Administrative Officer	
	Mrs E French	Administration Assistants	
	Mrs D Brown		
	Mrs R Lamprell		
Education Welfare Officer Exclusion & Attendance	Mrs E Truman	Thanet TKAT Schools	
Behaviour Mentor	Miss N Tomms		
Health & Safety Manager	Mr P Millis	Site Manager	Mr S Johnson
Sports Coach	Mr D Berwick		
Sports Coach Assistant	Mr J Hearn		
Teaching Assistants			
Foundation	Mrs H Annis, Mrs J Howarth, Mrs S Doughton		
Year 1	Mrs M Lambert, Mrs J Harper		
Year 2	Mrs E Gjocaj, Mrs E Pearce		
Year 3	Miss S Berry, Mrs J Franks		
Year 4	Ms A Roberts, Miss N Claydon		
Year 5	Miss G Gothard, Miss C Osbourne		
Year 6	Mrs D Elliott, Mrs K Cackett, Mrs S Clark		
Alternative Curriculum /Intervention Teaching Assistants	Mr J Hearn, Mrs C Todd		
Additional Support Staff & Midday Meals Supervisors	Mrs C Cramphorn, Mrs J Wilson		
Premises Supervisor	Mrs K Wilson		
Premises Assistants	Miss T Crompton, Miss G Warren		

5. Organisation of the school

Newlands PAN (Published Admission Number) of children in a year group is sixty (60). For one year only there was a PAN of 90 in Reception (2012). This group will go through the school as a year group of 90 children

The children are organised into classes according to their year group, so that classes contain children born in the same twelve-month period.

6. Admissions to the school

At Newlands we have two specially designed Reception classes, equipped to meet the needs of four-year-olds. Children start in a reception class in the September before their fifth birthday.

The reception classes offer children a happy beginning to their school life.

Emphasis is placed on play activities together with rhymes, songs, stories and discussions and we also help them to learn to record some of their findings and thoughts.

Our main aims are to:

- ✚ Stimulate their imagination and creativity
- ✚ Enrich language development
- ✚ Form a basis of mathematical understanding
- ✚ Encourage the development of manipulative skills
- ✚ Offer the chance to explore different materials
- ✚ Develop muscular strength and co-ordination
- ✚ Create habits of listening and concentrating
- ✚ Establish the use of symbols and patterns which form the basis of reading and writing
- ✚ Extend their understanding of science and the world around them
- ✚ Respond to their needs to explore through their senses
- ✚ Above all, we want to help the children learn to respect and enjoy the companionship of other children and adults, develop their self-confidence and evolve a sense of security within the school routine.

7. School Term & Holiday Dates

Newlands Primary School Academic Year 2018-2019 (subject to change)		
	Start Date	End Date
Term 1	Tuesday 4 th September	Friday 19 th October
Term 2	Monday 29 th October	Wednesday 19 th December
Term 3	Thursday 3 rd January 2019	Friday 15 th February 2019
Term 4	Tuesday 26 th February	Friday 5 th April
Term 5	Wednesday 24 th April	Friday 24 th May
Term 6	Tuesday 4 th June	Tuesday 23 rd July
Staff Development Days –(School closed to Pupils)		
MONDAY 3RD SEPTEMBER		
MONDAY 19TH NOVEMBER		
MONDAY 25TH FEBRUARY 2019		
TUESDAY 23RD APRIL		
MONDAY 3RD JUNE		

8. Times of School Sessions

Infant (Reception and Key Stage 1) and the school day finishes at 3.10 p.m.

Junior (Key Stage 2) classes start at 8.50 a.m. and the school day finishes at 3.15 p.m.

Before school, staff are on duty at the KS1 gate from 8.45 a.m. Children will go into class at 8.45. Please make sure that your child does not arrive alone at school before 8.45 a.m. as their safety cannot be ensured.

Breakfast Club is available from 7.45 am every day. If you would like your child to attend please enquire at the school office.

All parents should leave their children at the hardstanding areas at the front of the school and meet them at the same area at hometime. Gates are opened at KS1/KS2 at 3.05 p.m.

9. Lunchtime

Infant lunchtime is between 12.00 p.m. – 1.00 p.m.

Junior lunchtime is between 12.15 p.m. – 1.15 p.m.

At 12 p.m. reception children and children from Years 1 and 2 have their packed lunch and cooked dinners. At 12.15 p.m. Children in Years 3 to 6 are called for their lunch.

Lunchtimes are well supervised and a reward system is in operation to encourage good manners and sociable behaviour when eating together.

Those paying for lunch must bring the money to school on Monday mornings for the whole week; the current price is **£2.15 per day, £10.75 per week**. By law children receive Free School Meals until they reach Year 2. All children from FS to Year 2 are entitled to Free School Meals regardless of your financial status, we ask all parents to complete the relevant paperwork but they are still free to choose whether to take the free meals.

10. Visiting the School

When visiting the school during the day please enter by the main intercom pedestrian entrance at the front of the building and report to the school office where a member of the admin team will be able to help you. All other doors are locked for security reasons and can only be opened from inside. It is important for the Health and Safety of the children that only members of staff and authorised visitors are on school premises during school time. There are clear signs on all external doors asking parents not to enter via the rear of the school when collecting their children, but to walk around the front of the school and enter via the main doors.

If there is a problem and you need to speak to your child's class teacher it is usually possible to see them when school has finished at 3.15 p.m. In the first instance, please report to the school office and a secretary will find out if your child's teacher is available to see you. For security and safety reasons you will then be asked to sign in and collect a visitor's badge. If you know a day or so in advance that you need to see your child's teacher, it would be helpful to make an appointment so that the teacher can make sure that time is set aside to talk with you.

If you wish to see your child's teacher, the Head teacher or SENCo it is usually best to make an appointment. All staff will be pleased to help you, and will see you immediately if possible, but often they have pre-arranged meetings or appointments with other parents. Please be assured that in an urgent situation someone will be available to help you.

We also have a Safeguarding and Family Support Manager Miss K Phippin, who is here to support parents in safeguarding their children. Please ask at the school office if you would like an appointment to see her.

11. Recommended school uniform

We strongly encourage the wearing of school uniform. It encourages a sense of belonging and pride. It is advisable to ensure all items of clothing, including coats, are clearly labelled with your child's name.

Pullovers	Maroon
Cardigans	Maroon
Boys' trousers	Grey
Shirts	White
Girls' skirt	Tartan
Ties	Maroon/Gold stripe
Summer dresses	Any suitable material in a red and white check design suitable for school wear
Games/PE Kit	A PE kit of a t-shirt in House colours is provided to all children free of charge. However, parents are expected to purchase additional sizes or replace lost items. Black or white plimsolls should be worn.
Shoes	Black comfortable and enclosed but with low / no heels for the girls. Please note flip flops and strappy sandals are not appropriate and should not be worn. We may telephone parents and ask them to bring appropriate footwear to school should a child come in to school wearing shoes which are deemed unsuitable. No trainers please. No trainers for girls or boys.
Jewellery	The school operates a strict <u>no jewellery policy</u> for health and safety reasons. Watches and stud earrings for newly pierced ears are the only items of jewellery which may be worn at school. Children will only be permitted to wear small plain gold, or silver studs for a period of six weeks following piercing. After the six-week period earrings will not be permitted in school.

School clothing can be purchased from the Schoolwear Centre in Margate, for more information please contact the school office.

12. Lost Property

In the event of your child losing an item of clothing a lost property unit is sited in each keystage. Any unlabelled item is placed in the unit ready to be reclaimed. Please ensure that all your child's belongings are labelled and they can then be returned without delay. The school cannot take responsibility for any lost items.

13. School Discipline

Our aim at Newlands is to create a happy working atmosphere within the school where children and adults are valued and respected. We encourage and teach the children to take responsibility for their own behaviour so that everyone can enjoy school and learn successfully. We teach them to recognise and take pride in their own achievements and in those of others. Each class has its own set of expected behaviour principles which are all about respecting other people, respecting oneself and respecting property. If a child misbehaves then the class teacher will follow the school discipline policy and decide the best way to deal with the child so that the child realises why the behaviour was wrong and what can be done to put it right. If a child keeps misbehaving there is a step by step procedure involving the Head teacher and Phase leaders, which may require the child to stay in for reflection time instead of going out to play. Parents will be informed by letter if this happens to their child. School discipline relies on parents' full support. A successful partnership between parents and teachers is crucial to the success of children at school.

In KS2 children are also asked to stay in at lunchtime to attend reflective time. This session is used to encourage children to 'reflect' on their behaviour supervised by their Phase Heads.

If a child continues to behave in an unacceptable manner parents will be notified formally and the child will be placed in reflection which takes place at lunchtimes. If the child is given two reflection times in a six-week period the school reserves the right to give 24 hours notice of an after school detention.

A copy of the school Behaviour policy can be found on the school website (newlands-tkat.org) or a copy can be obtained from the school office.

14. School Requests

Rules at Newlands are kept to a minimum. Each rule is designed to ensure your child is safe and secure during school time.

- ✘ Walk at all times within the school building

- ✘ Always behave quietly in communal areas of the school building

- ✘ Keep sweets, toys and valuables at home (except at 'showing time' according to the teacher's instructions)

- ✘ Ensure your name is on all your belongings

- ✘ Ensure your P.E. and games kit is in school as required

- ✘ Aim to display the school values of RESPECT

15. First Aid procedures

Health and Safety regulations require a wound to be washed with clean water or sterile wipes and then apply a sterile dressing. We **cannot** apply creams or lotions unless a Healthcare plan is in place. We **cannot** give aspirin to children under twelve. The only suitable analgesics recommended are Calpol or Paracetamol tablets and this will be given only with parental consent. First aiders normally wear protective gloves while administering first aid.

In the event of your child requiring medication during the school day the school rules are either:-

- a) Parents must bring the medicine to the school office, which must be in a bottle or container with a prescription label, and clearly identified with the child's name, dosage and frequency and class. They must also complete and sign the relevant paperwork. Over the counter medicines cannot be accepted. Medicine brought into school must be kept in the school office and not in the classroom (with the exception of Asthma pumps and Epi-pens which need a health care plan, which parents will discuss with the school SENCo). Parents should instruct their child to go to the office at the required time. The secretarial staff can either administer the medicine or the child can administer the medicine him/herself in the presence of the secretaries. If a child is going on an outing then medication must be given to the group leader in charge for the duration of the event.
- b) The parent can come into the school office to administer the medicine to their child.
- c) The child stays at home until the course of medicine is completed if they are contagious, however please follow GP advice.

Please note that the school cannot accept responsibility for administering drugs or medicines e.g. ventolin, paracetamol or penicillin, or any other medication needed to be taken on a regular basis. However, children will be monitored and supported through this process.

16. Accidents on Site

Parents are informed as soon as possible by telephone if a serious accident occurs. The supervisory staff and secretaries who have attended first aid courses attend to minor injuries. Parents will be notified by text if a minor head injury is sustained during school hours. For all minor incidents an accident or injury report will be completed on Medical tracker and a text will be sent home to parents. For more serious injuries parents will be contacted by telephone.

Please note that while every effort is made to act as a reasonable parent might do, individual parents should be prepared, when asked, to respond to an accident involving their child.

It is very important that we have at least two current telephone numbers in case of illness, accident or emergency, please ensure that the school office is kept informed of any changes. It can be very upsetting for a child if a parent, relative or close friend cannot be contacted if they are ill.

17. Absences, Sickness and Medical Appointments

If your child is absent from school for any reason please inform the school office in the morning on the first day of absence and then in writing, giving the reason for the absence, on their return to school. It is now school policy that if we have not been notified on the first day of absence a member of staff will contact you by text to query your child's absence. If your child has to leave during the school day this will only be allowed following notification from parents. If your child has an appointment proof will need to be provided in the form of a letter, appointment card etc.

Please refer to the school's website at www.newlands-tkat.org to download the attendance policy.

18. Late Arrivals

School begins at 8.50 a.m. If for any reason your child is late they must report to the school office before going to their classroom so that their attendance can be recorded in the register. If your child is late twice during a ten-day period you will be notified formally by letter and a meeting may be requested to discuss the reason for continued lateness. If the lateness continues outside agencies may be used to support the family and the school.

19. Educational Visits

Throughout the school year the children are taken on a variety of outings. These outings are educational and designed to support the curriculum. A letter prior to the visit will be sent home providing full details. School uniform is encouraged on all outings unless otherwise stated.

The school is fortunate enough to have our own mini bus. This enables us to make use of the locality to enhance learning and to transport children after school sports events.

20. School Charging Policy

Voluntary parental contributions may be requested towards the cost of a school activity, e.g. a school trip during school hours, or visiting theatre groups.

No child shall be excluded from an activity in accordance with the 1988 Education Reform Act because contributions have not been made. **However, it should be noted that insufficient contributions may result in the cancellation of an activity or visit.**

21. School Library and Resource Area

Our purpose built library was opened in January 1998. It is well stocked with a wide variety of books to support the curriculum, a range of fiction and a lending facility for the juniors. All classes visit the library once a week. We also have a range of story CD's and MP3 players which children may borrow.

Staff are aware of the importance of research and investigation and encourage the children to work independently and develop these skills.

Reading is an essential skill for children to acquire and at Newlands we recognise the importance of making reading fun! We do this in a range of ways using the latest technology.

22. Extra Curricular Activities

Children are encouraged to participate in extra events held after school and during the lunchtime period. All these activities are run voluntarily and are subject to change throughout the year. Activities may include football, netball, cricket, rugby, film club, badminton, squash, dance, athletics, chess, music and drama amongst others.

23. Parents' Consultation / Open events

There are opportunities in the autumn, spring, and summer terms for you to discuss your child's work with the class teacher. These evenings allow you to examine your child's work in a pleasant, relaxed atmosphere. An appointment system is used on these evenings.

The staff are happy to talk to parents about their child throughout the year but please try to make an appointment first.

As a school we hold many exhibitions of work, book fairs, and other open events to which you are warmly invited. Information will be sent home as appropriate.

24. Home / School Liaison

We feel it is important to keep parents well informed with all that is going on at Newlands. We have produced a school prospectus that is available for all parents and we also organise displays of work, which focus on particular areas of the curriculum from all age groups in the school. These displays are in partnership with curriculum information meetings that are arranged so that parents can visit the school and find out more about their child's education. Once a term, a comprehensive newsletter is sent home so you can enjoy forthcoming events and find out about past ones.

Each child has a reading record that is used as a link between home and school. The book should be read and signed regularly by parents/guardians to ensure that they are aware of the needs of their child.

25. PTFA

Newlands has a dedicated group of parents who work with the staff to raise funds and support the activities of the school. We are always looking for parents who would like to be involved with the PTFA. If you would like to join or support the PTFA please enquire in the main school office.

26. Secondary School Selection Procedure

Thanet is one of the areas of Kent where there is a procedure of selection for Grammar and High Schools. This procedure varies each year and at the appropriate time full information is sent to parents of children in Year 6.

27. Secondary Schools

Selective:

Chatham & Clarendon Grammar School.	Mixed	Ramsgate
Dane Court	Mixed	Broadstairs

High Schools:

Charles Dickens	Mixed	Broadstairs
The Royal Harbour Academy	Mixed	Ramsgate
Hartsdown Technology College	Mixed	Margate
King Ethelbert's	Mixed	Westgate

Church School – non-selective:

St George's C of E	Mixed	Broadstairs
The Ursuline College	Mixed	Westgate

28. The Curriculum

Newlands follows a creative curriculum. There are five main core subjects: English, Mathematics, Science, Information and Communication Technology and Design Technology and seven further foundation subjects: Art, Geography, History, Music, Physical Education, RE and PSHE. Where possible our curriculum is tailored to the children's interests and supports each step in their learning. Subjects can be taught discretely or together to maximise learning.

We believe that it is important to put learning into real life contexts as often as possible. We have a state of the art food technology suite to enable us to use cooking to enhance learning across the curriculum as well as to teach much needed life skills.

29. English

Newlands gives high priority to the teaching of English. It is essential that the early skills in reading, writing and spelling are effectively learned during the infant stage. Language is our principal means of communication and is part of the means of learning other subjects.

At Newlands our use of the Read Write Inc. programme is planned to meet the needs of all our pupils and to support the teachers in their planning and delivery of this core subject. Our parents are encouraged to become fully involved and we ask that in the early years you read to and with your child answering his/her questions and talk about every day happenings.

The children are encouraged to borrow books regularly and lending facilities are available throughout the school.

As your child progresses through school please encourage him/her to continue reading to investigate, research, enquire and talk about what is happening in the world at large.

30. Mathematics

Our aim in teaching mathematics is to equip children to think for themselves, helping them to apply maths to a variety of situations. We encourage awareness of the use of mathematics in the world beyond the classroom. We want our children to learn that mathematics will frequently help them to solve problems they meet in everyday life or understand better many of the things they see.

There should be continuous development from reception through infant and junior years to secondary school. We believe that this development is best achieved by providing learning opportunities through practical, mathematical and real-life problems.

Mathematics is presented in context wherever possible so that it can be seen to relate to the world outside the classroom and the world of the child's imagination. Such contexts are more likely to stimulate an interest in mathematics and encourage positive attitudes.

Pupils are taught essential mathematical facts at each key stage to help them develop concepts in numbers, calculations, measure, space and shape, handling data, algebra and geometry. These will include mathematical terms; notation and symbols; conventional ways of communicating information mathematically and number bonds and appropriate formulae.

We encourage mental methods of calculation as well as the development of paper and pencil techniques. We are very much aware of the technological world into which our children have been born and will grow up in. Opportunities are given to use calculators and computers in appropriate situations.

Testing and monitoring of children's progress is an integral part of our work in the teaching of mathematics. In this way we are able to build on individual children's strengths and provide supplementary activities to help those with difficulties.

Our overall aim at Newlands is to equip our children with useful mathematical skills and to help them develop a positive attitude to mathematics as an interesting and imaginative subject.

31. Community Information

The school maintains close links with local Nurseries, Secondary Schools and a family of other Local TKAT Primary Schools. These links enable us to share resources and training, therefore enriching children's learning.

A valued link with Cummins enabled us to complete the building of a pond in our Wildlife Garden and develop some of the area which was overgrown with brambles into raised beds to enable children to grow vegetables. The children have their own "allotment" with raised beds to grow plants and vegetables.

32. Disclaimer

The information given in this document relates to the school year 2018-2019. Although the details were correct in September 2018 it should not be assumed that there will be no change affecting these arrangements either before the start of, or during the school year in question or in subsequent years. However, parents will be kept informed of changes as they occur.

33. Accessibility Statement

The school has an Equality and Diversity Statement and Policy, which is available on the website, or in the school office.

The school will do all it can to enable access to all members of the school community regardless of any disability. If at any time assistance is needed, or special access arrangements required please contact the school office for advice.

34. Home School Agreement (see next page)

It is expected that all parents will agree to and sign the Home School Agreement and older children admitted mid-year will also sign it.

Newlands Primary School

Home School Agreement



Our aim at Newlands is to create and maintain an environment in which children are enabled to develop academically, socially, emotionally and personally.

This agreement aims to set out general principles regarding the duties and responsibilities of the School, the Parents and the Children. It is intended to be a shared commitment with the overall aim of raising standards and striving to ensure that all children achieve their potential.

THE SCHOOL WILL:

- Provide a broad curriculum which incorporates the National Curriculum.
- Value the child as an individual.
- Ensure equal opportunities for all within the community.
- Encourage children to do their best at all times and to achieve their full potential.
- Encourage high standards of behaviour and discipline in order to maintain a safe and orderly school community.
- Contact parents about any concerns or problems that affect their child's work or behaviour.
- Provide information to parents on their child's achievements and progress both socially and academically.
- Keep parents informed about school activities and general school matters through regular letters home, newsheets and notices about special events.
- Provide a schedule of homework to support school based learning.
- Contact parents if there is a problem with attendance, punctuality, behaviour, or equipment.

Head of School: Mr D Bailey

PARENTS/GUARDIANS WILL:

- Work with the school to ensure that my child reaches his/her potential academically and socially.
- Support the school's policies and guidelines for behaviour.
- Contact the school to discuss any matters that might affect my child's progress, happiness or behaviour.
- Ensure that my child attends school regularly, on time and properly dressed in school uniform.
- Notify the school promptly when my child is absent.
- Support my child in homework and other opportunities for home learning.
- Attend parents' evenings and discussions about my child's progress and attainment.
- Get to know about my child's life at school.

Parent/Guardians signature

CHILDREN WILL:

- Come to school regularly and on time.
- Be ready to work and learn, doing my best in work and play.
- Keep myself and others safe.
- Think about other people before doing or saying anything.
- Take good care of the school equipment and environment.
- Make sure my homework is completed.
- Keep school, classroom and playground rules.

Child or Parent's signature.....

35. Inclusion and Special Educational Needs at Newlands Primary School

Newlands is an inclusive school and we aim to ensure there are equal opportunities for all pupils regardless of any difficulty or disability they may encounter during all or part of their time at our school.

Our building is all on one level, with wide corridors, and large classrooms. There are ramps and automatic doors on entry to the building. We have toilet and shower facilities for use by adults or pupils who may need them.

We provide a creative, enriched curriculum that will engage all pupils in their learning. Hands-on support is freely available to any parents for whom English is an additional language, to ensure they feel able to play a full part in their child's learning.

Special Educational Needs Provision

At Newlands we identify all children who may need special consideration to support their physical, social, emotional or intellectual development. We ensure these children are given appropriate support to allow them access to the National Curriculum in a positive framework. We also ensure that all our children with special educational needs are fully included in all activities of the school, and involve parents – developing a partnership of support so that they have full confidence in the strategy adopted by the school.

36. Safeguarding

We are committed to the safeguarding of our pupils and follow all appropriate and current guidance from DFE (Department of Education) and the Local Authority. The following members of staff are trained as designated safeguarding leads. Specific policies relating to the safeguarding and welfare of the children in our school can be found on the school website or can be obtained from the school office.

Designated Safeguarding Leads:

Miss K. Phippin

Mr D. Bailey

Mr D. Ball

COMPLAINTS PROCEDURE

Introduction

This document sets out the school's procedure for addressing complaints. It should be used only when informal attempts to resolve problems have been unsuccessful. If you have any concerns about the school or the education provided, you are encouraged to discuss the matter first with your child's class teacher at the earliest opportunity. The school considers any concerns very seriously and most problems can be resolved at this stage.

Please note that this procedure does not apply to issues concerning the curriculum, collective worship, admissions, and exclusion appeals, decisions about your child's special educational needs or grievances by or against staff. These are the subject of separate procedures, copies of which can be obtained from the school.

All other complaints are handled by the school according to the arrangements set out below.

Aims and Objectives

The school will give careful consideration to all complaints and deal with them fairly and honestly. We will provide sufficient opportunity for any complaint to be fully discussed, and aim to resolve it through open dialogue and mutual understanding.

Our Procedure Aims to

- be easily accessible and publicised
- be simple to use and understand
- be impartial
- be non-adversarial
- allow swift handling with established time-limits for action and keeping people informed of the progress
- ensure a full and fair investigation by an independent person where necessary
- respect people's desire for confidentiality, wherever possible (some information sharing may be necessary to carry out a thorough investigation)
- address all points of issue, providing an effective response and appropriate redress, where necessary
- provide information to the school's senior management team so that services can be improved.

Formal Complaints Procedure

Stage 1

If you feel that a concern has not been addressed through informal discussion with the Class Teacher and you wish to have the matter formally investigated, this process begins with the completion of a complaints form, which you will find at the end of this pack. If you would like help completing the form, the school will be happy to provide the assistance of someone unconnected with the complaint. The completed form should be returned to (a) The Head Teacher if the concern/complaint is under the Head teacher's responsibility or (b) The Chair of Governors if the concern/complaint is under the Governing Body's responsibility, (these are indicated below). The complaint form should be returned to the school office, marked Confidential, for the attention of either the Head Teacher or Chair of Governors as appropriate. The Head Teacher/Chair of Governors will acknowledge in writing receipt of the complaint form within **three working days** after receiving it and will enclose a copy of the school's complaints procedure with the acknowledgement.

If the matter is about:

- the day-to-day running of the school
- the interpretation of school policies
- the actions or inactions of staff at the school

These are concerns/complaints under the Head Teacher's responsibility and will be investigated by [**the Headteacher or a senior member of staff nominated by the Headteacher**]. See D1 for flowchart.

If the matter is about:

- school policies as determined by the Governing Body
- the actions or inactions of the Governing Body
- the Headteacher

These are concerns/complaints under the Governing Body's responsibility and will be investigated by [**the Chairman of Governors or a governor nominated by the Chairman**]. It may be necessary to appoint an independent investigator in certain circumstances. See D2 for flowchart.

Stage 2

If the concern/complaint has been investigated by the Head teacher, Stage 2 of the formal procedure will begin with the complaint form being passed to the Chairman or nominated complaints governor to review whether the complaint has been properly dealt with (see flow chart D1). If the concern/complaint has been investigated by the Chair, the complaint form passes to the Governing Body (see flow chart D2).

If the complaint is a staff disciplinary or capability issue, then the matter will be dealt with by following the appropriate procedure rather than the complaints procedure. You will be notified if this is the case with your complaint, but we will not be able to tell you which procedure or the final outcome.

Monitoring and Review

The Governing Body monitors the complaints procedure, in order to ensure that all complaints are handled properly. The Headteacher logs all formal complaints received by the school and records how they were resolved. Governors examine this log on an annual basis and consider the need for any changes to the procedure.



COMPLAINTS FORM

NAME OF COMPLAINANT	CHILD'S NAME	CLASS

Large empty rectangular area for writing the details of the complaint.

SCHOOL USE ONLY:
DATE FORM RECEIVED: _____
Follow up action:

SIGNATURE: _____

NAME: _____

POSITION: _____

Appendix 1

D1 Complaint/Concern under Head teacher's Responsibility

Concern - Informal

Please raise your concerns with your child's classroom teacher, who will try and resolve the issue.

Unresolved?

Resolved - No further action

No.

Formal – Stage 1

You will be given copies of the complaints procedure and complaint form and offered support in completing the form. You will have 3 days to complete and return the form.

Formal – Stage 1

Form received by school

Is complaint about areas of Headteacher's responsibility or Governing Body's responsibility?

Headteacher's responsibility –

Headteacher deals with matter or designates senior member of staff and writes to you with the outcome of the process within 10 working days of receiving the complaint

Resolved?

Yes. No further action

No. Complainant wishes to move to Stage 2 of the procedure and notifies the school in writing within 10 working days.

Formal – Stage 2

Complaint form passes to the Chairman or nominated complaints governor to review whether the complaint has been properly dealt with



Resolved?



Yes. No further action



No. Complainant is given copy of Procedure for Governing Body Complaints Panel Hearing. A governor complaints panel is set up to consider the complaint within 10 working days of the complaint being passed to the Governing Body. It consists of 3 governors, with no prior knowledge of the complaint, who will consider written and verbal submissions from the complainant and the Headteacher



The panel meets to consider the complaint and make a final decision on behalf of the Governing Body.



Panel writes to complainant with its conclusion within 5 working days of the meeting



Resolved?



Yes. No further action



No. The complainant may decide to write to the Local Government Ombudsman if they feel the school has acted unreasonably or not followed the correct procedures

D2 Complaint/Concern under Governing Body's Responsibility

Informal

Complaint at school level – complainant should try and resolve the problem with the school

Resolved?

Yes. No further action

No. Formal – Stage 1

You will be given copies of the complaints procedure and complaint form and offered support in completing the form. You will have 3 days to complete and return the form.

No. Complainant is given copy of the complaint form and offer of support in completing it (See Appendix Two)

Formal – Stage 1

Form received by school

Is complaint about areas of Head Teacher's responsibility or Governing Body's responsibility?

Governing Body's responsibility -
Chairman deals with matter or designates a governor and writes to you with the outcome of the process within 10 working days of receiving the complaint

Resolved?

Yes. No further action

No. Complainant wishes to move to Stage 2 of the procedure and notifies the school in writing within with 10 working days. Complainant is given copy of Procedure for Governing Body Complaints Panel Hearing.

Formal – Stage 2

Complaint form passes to the Governing Body



A governor complaints panel is set up to consider the complaint within 10 working days of the complaint being passed to the Governing Body. (See Procedure for a Governing Body Complaints Panel hearing). It consists of 3 governors, with no prior knowledge of the complaint, who will consider written and verbal submissions from the complainant and Chairman of Governors (or designated governor)



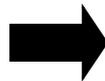
The panel meets to consider the complaint and make a final decision on behalf of the Governing Body.



Panel writes to complainant with its conclusion within 5 working days of the meeting



Resolved?



Yes. No further action



No. The complainant may decide to write to the Local Government Ombudsman if they feel the school has acted unreasonably or not followed the correct procedures