



## Welcome to Mortimer

Dear Parents,

We are so pleased to welcome you to our Mortimer Primary School family. As an outstanding school we pride ourselves on being welcoming and caring, putting the well-being and education of our pupils first and foremost.

We believe the partnership between home and school to be crucial and fundamental to the successful education of your child. We have found that the stronger the relationship between parents and teachers, the more secure, confident and successful experience your child will have.

We welcome parent helpers, whether it be through listening to our children reading, helping with arts and crafts, offering their cooking expertise or by helping us run our school fayres. We hope that your child will quickly settle and find themselves feeling safe, happy and confident in school.

Our brochure is designed to allow you to have a further insight into the day to day working of Mortimer Primary and to guide you to policies and procedures of our school.

You can find more information by visiting our website and Facebook page. If there is anything else you wish to know, or simply want to have your mind put at rest, please do not hesitate to contact us.

We all look forward to our next seven years together.

Yours sincerely

**Mrs G. Cunningham, Head Teacher**  
**PC R. Lloyd, Chair of Governors**

## Curriculum Intent

Our vision for Mortimer Primary School is to provide an outstanding education for every individual child. We strive to provide the very best, so that every single child reaches their full potential and leaves Y6 completely prepared, confident and excited for the next phase in their education.

Mortimer (infant and junior), subsequently Mortimer Primary, is extremely proud of its history in serving the community for over 100 years. We are a family - the Mortimer family - where everyone, whether child or adult, feels safe, welcome and that they belong. Because of this, they are willing to give and do their best. As a result, we create robust, trusting, honest and respectful relationships.

We want to give our children cultural capital on which to build, so every child, regardless of race, gender, socio-economic background or ability, partakes in experiences which will enable them to take a lead role in society in later life.

We promote an understanding of fundamental British values and what it means to be part of modern British society, alongside celebrating the diversity of everyone at Mortimer Primary School.

We are forward thinking and with that we consider current global issues. We explore ways we can contribute to looking after our planet: protecting not only our Mortimer family, but every family wherever they are, for the future.

Above all, we believe our school gives every individual child an absolute firm foundation for life and wings for which to fly.

## Our Aims

We aim to provide clear responsive leadership where we offer high quality learning experiences based on a broad, balanced and enriched curriculum so every child can access and find success.

We aim to provide bespoke provision tailored to every child with clear intentions, clear methods of implementation and the monitoring of the resulting impact.

We recognise that all pupils are equal and have their own individual strengths, needs and dreams. We aid this by delivering an exciting, well-planned and stimulating curriculum.

We promote an ability for pupils to have a sense of their own worth as well as an ability to respect and understand the beliefs and opinions of others.

We aim to demonstrate outstanding behaviour and are often commended for this. We encourage our pupils to behave in a manner of which we, as Mortimer, would be proud of, whether in lesson time, lunchtime, after school clubs or off site visits.

We support our pupils' spiritual, moral, social and cultural experiences which are woven throughout the curriculum, allowing our pupils to flourish.

We aim to provide improved educational and social outcomes for our pupils through invaluable use and support of parents and the wider community.

### We instil in our pupils our agreed Mortimer ethos:

Do your best and work with all your effort, as doing your best is more important than being the best.

Do something kind every day, as kind people are the best kind of people.

Be polite and always use your manners. Please and thank you are magic words.

## HOLIDAY AND TERM DATES FOR 2021–2022

<b>Autumn Term</b>	<b>Term begins</b>	<b>Opens</b>	<b>Monday 6<sup>th</sup> September 2021</b>
	Half term	Closes	Friday 22 <sup>nd</sup> October
		<b>Opens</b>	<b>Monday 1<sup>st</sup> November</b>
	<i>In Service Day</i>	<i>Closed</i>	<i>Monday 15<sup>th</sup> November</i>
		<b>Opens</b>	<b>Tuesday 16<sup>th</sup> November</b>
	End of term	Closes	Friday 17 <sup>th</sup> December

<b>Spring Term</b>	<i>In Service Day</i>	<i>Closed</i>	<i>Tuesday 4<sup>th</sup> January 2022</i>
	<b>Term begins</b>	<b>Opens</b>	<b>Wednesday 5<sup>th</sup> January</b>
	Half term	Closes	Friday 18 <sup>th</sup> February
		<b>Opens</b>	<b>Monday 28<sup>th</sup> February</b>
	End of term	Closes	Friday 8 <sup>th</sup> April

<b>Summer Term</b>	<i>In Service Day</i>	<i>Closed</i>	<i>Monday 25<sup>th</sup> April 2022</i>
	<b>Term begins</b>	<b>Opens</b>	<b>Tuesday 26<sup>th</sup> April</b>
	<i>Bank Holiday</i>	<i>Closed</i>	<i>Monday 2<sup>nd</sup> May</i>
		<b>Opens</b>	<b>Tuesday 3<sup>rd</sup> May</b>
	Half term	Closes	Thursday 26 <sup>th</sup> May
		<b>Opens</b>	<b>Monday 6<sup>th</sup> June</b>
	End of term	Closes	Friday 22 <sup>nd</sup> July 2022

### School Hours

	<b>Infant</b>	<b>Junior</b>
Start	8.50 am	8.50 am
Finish	3.20/3.25 pm	3.25/3.30 pm

### Times of Arrival and Departure

Children should not arrive at school before 8.40 am or in the case of children going home at lunchtime, 1.00 pm with entry through the school gate.

Children should have left by 3.40 pm unless they are staying in school for a particular reason (e.g. a school club or activity). Bright Kids at Mortimer Community Association operate a 'pre' and 'after' school care scheme, telephone 4566680.

## **Religious Education and Collective Worship**

Mortimer Primary School is non-denominational. The curriculum for R.E. is based on the South Tyneside Agreed Syllabus which has been discussed and agreed by the LEA, local teachers and representatives of all major local faiths and denominations.

The school organises daily collective worship through whole school, key stage, age range and class assemblies planned on a weekly theme e.g. 'peace'.

Although these are broadly Christian based we aim to ensure our pupils gain awareness, respect and understanding of other world religions.

All parents have the right to withdraw their child from R.E. or the daily act of Collective Worship. This should be done through contact with the Head Teacher.

## **Arrangements for Pupils with Special Educational Needs**

Some children have learning needs which require special or individual provision to be made to enable them to achieve their potential. Provision for children with Special Educational Needs (SEND) can take a wide variety of forms. This includes some additional support in class from a Learning Support Assistant, or more specialist teaching or support for which the child is withdrawn from the classroom. The precise provision is based on a careful assessment of needs and monitoring of progress, drawing upon the expertise of professionals within school and outside agencies where relevant.

Partnership with parents and carers plays a key role in enabling children with SEND to achieve their potential. The school recognises that parents and carers hold important information and have knowledge and experience to contribute to the shared view of a child's needs and the best ways of supporting them. All parents and carers of pupils with SEND are treated as partners and supported to play an active and valued role in their pupil's education.

Further details can be found in the school's SEND Policy which is available on our website.

## **Nursery**

At Mortimer Nursery, our staff plan exciting activities from the children's current interests. These activities always take account of their developmental age and stage across the 7 areas of EYFS.

Our nursery and reception staff liaise throughout the year to ensure they get to know each and every child therefore enabling a smooth transition from part time to full time.

## **Reporting to Parents**

At present the school holds Parents Evenings in the Autumn and Spring terms of each school year. These are timetabled in advance to allow for private discussion between teachers and parents about children's work and progress.

In the Summer term parents receive a detailed written report on their child.

The Head Teacher and staff of the school are always ready to meet parents should a problem arise, equally, if the school feels a problem of any kind has arisen concerning your child's work or progress, you may be contacted.

## **Behaviour and Attitudes**

Children at Mortimer Primary behave very well. We have high expectations of their behaviour, and we make sure that we are clear and consistent in sharing these with the children. All children receive praise and recognition for their good behaviour on a daily basis and this takes many forms – everything from a smile and “well done,” to stickers and house points. The very large majority of children respond to this approach extremely positively, and this helps to make the school the safe, happy and secure place that it is. We do use sanctions with some children from time to time where they have chosen not to follow our expectations, and expect the support of their parents to reinforce the school's message.

## **Medicines**

While particular medication for life threatening (e.g. peanut allergy) or long-term illnesses (e.g. inhalers for asthmatics) can be brought into school and used under supervision, the school governors regret that medication for short term illnesses (e.g. antibiotics, pain relief) cannot be administered by school staff and should not be sent to school.

We work closely with the School Nursing Team, who are on hand to advise and set up Health Care Plans for any children who may have special medical requirements.

Where a mid-day dose of medicine is required a parent or nominated person should arrange to come into school to administer it.

## **Sick Children and Accidents to Children**

We have qualified First Aid staff and in the case of your child becoming ill or having an accident we will contact you as soon as possible.

All parents must provide an emergency contact number so they can be notified in such circumstances.

If children are ill, please keep them at home until they are well again or until their Doctor says they can return to school. This is particularly important in the case of infectious diseases. In the case of sickness, please keep your child absent for a full 48 hours from the last occurrence.

## **Extra Curricular Activities**

School teams and clubs take place after school and during the lunch hour. These may vary from year to year depending on staffing.

They may include: sports teams for both boys and girls, choir, recorder groups, drama and musical presentations, craft club, guitar club, school newspaper club, short tennis, tuition in brass, woodwind and stringed instruments.

A variety of extra curricular activities for children are also run at Mortimer Community Association.

## School Meals

Our catering staff provide a very good meal at current cost. Meals are pre-booked and paid for via ParentPay, an online system for ordering school meals. Lunches need to be booked by a deadline (which is the Wednesday 10.00pm before the following Monday). You may book lunches in advance, a few weeks at a time or for the full half term. If the deadline is missed, you may contact the school office who can offer a sandwich selection only (hot meals have to be booked in advance of deadline).

We would prefer children who stay in school over lunchtime take a cooked meal.

### Universal Infant free school meals

All infant children (in Reception and Years 1 and 2) in state-funded schools in England have been entitled to receive a free school meal at lunchtime under the UIFSM programme. Meals should still be pre-booked via ParentPay, although no payment will be asked for.

### Special dietary requirements

If a child has a medical condition or special dietary requirement, a packed lunch may be brought in. Please contact the school office if you wish to discuss any dietary needs.

## Milk

Children who are eligible to receive free school meals through receipt of benefits, are also entitled to have milk free of charge. Milk is available to all other children in payment of a termly charge which must be paid during the **first week of the new term** via ParentPay. If you think you may be entitled to free milk, please contact the school office.

## School Uniform

Following a ballot of parents, the School Governors approved the uniform for Mortimer Primary School.

**(All clothing should be clearly marked with your child's name)**

### Reception to Year 6

Navy blue trousers (no jeans please)  
Navy blue jumper/cardigan/sweatshirt  
Light blue or white polo shirt

Navy blue skirt or pinafore dress  
Navy or white socks or tights  
Light blue or white blouse  
Blue summer dress

### Nursery

Navy blue trousers/jogging trousers  
Red jumper/cardigan/sweatshirt  
Light blue or white shirt

Navy blue skirt or pinafore dress  
Navy or white socks or tights  
Light blue or white blouse  
Red summer dress

Please note that all trousers and skirts should be navy blue – not black. Dark, preferably black, footwear should be sensible with low heels for general safety. Leggings are not part of our school uniform. In summer, we would hope the children would wear items like light blue/white polo shirts and navy shorts or a plain blue or blue patterned dress. Socks should be worn with all footwear. Fleeces should be worn as outdoor jackets and not inside school. Hoodies are not part of the school uniform and should not be worn in school.

Haircuts – we do not allow shaved and/or designed haircuts. Children may wear a watch and a pair of stud earrings, however they must be removed for P.E lessons. Swimming and PE will not be allowed during the initial 6 week period following ear piercing. We strongly recommend this is done at the beginning of the summer holiday. Make up and nail varnish are not allowed, long hair should be neatly tied back.

### **For P.E. and Games**

Navy blue or black shorts or games skirt. In KS1 light blue or white t-shirt. In KS2 children can wear a t-shirt of their house colour. These can be ordered from school.

Separate footwear should be provided to change into for P.E. Black or white plimsolls are suitable.

Tracksuit or similar is recommended for outside games in both EYFS/KS1 and KS2.

**For safety reasons long hair must be tied back for PE and children must be able to remove earrings. (Staff members are not allowed to remove earrings for children). Children should have their PE kits in school at all times.**

### **School Attendance**

Regular and punctual attendance is essential to every child's education. If a child is unable to attend school because of ill health or any other reason, we ask you to telephone the school on the first day of absence before 10.00am. If this is not possible, please send a written note of explanation on the child's return to school. The Local Authority Attendance Team monitor children's attendance every fortnight.

#### **Request of Leave Absence during term time**

You may recall changes to term time holidays which came into effect in September 2013. The effect of this change meant that the government expects it to be unusual for a leave of absence to be granted in term time and very unlikely for one to be granted for the purpose of a family holiday.

Our Local Authority (South Tyneside) and the National Government **strongly** discourage schools from authorising a leave of absence for holidays in term time. While you can be assured that each request will be considered on its individual merits. Our practice is to only authorise a leave of absence in **exceptional** circumstances, however, this will still affect your child's overall attendance percentage at the end of the year.

## **Visitors to School**

During the school day all access to school must be through the main office with the exception of Nursery parents.

## **Charging Policy**

No state school can charge for education wholly or mainly within school hours.

Charges may be made for:

- 1) A school activity which involves a residential element, e.g. Outdoor Education Week.
- 2) Visits from outside puppet or theatre groups.

From time to time during the school year educational visits may be arranged for each year group to places of interest outside the school. These will be related to curriculum activities being taught in school.

In these cases we always inform parents at the outset and ask for a voluntary contribution to cover the cost of transport, entrance fees, etc.

## **Complaints Procedure**

A complaints procedure has been established by the LEA to consider parental complaints. Further information can be found on the school web site.

## **Admissions Procedures**

After completing Parental Preference Forms, children are admitted to our Reception class if they are four years old before 31<sup>st</sup> August. They can then be admitted to our Reception classes in September. Once the allocation of school places has been confirmed, we invite the parents and carers of our new starters into school to formally welcome them. This usually happens in June and is also an opportunity to find out more about arrangements for starting school and to meet the staff who will be working most directly with the children.

## **Collection of Children at End of School Day**

Children should be collected **promptly** at the end of the school day. In emergencies, if you inform the school, we will make arrangements for your child to be cared for until collection. It is vital that all emergency contact numbers are provided.



## **Child Protection and Safeguarding**

Mortimer Primary School is committed to Safeguarding and promoting the welfare of all of its pupils. Each pupil's welfare is of paramount importance and keeping our children safe and free from harm is at the centre of all we do in school.

Following procedures as laid out in South Tyneside's Safeguarding Children Partnership, Keeping Children Safe in Education (2021), we are mindful of the welfare of children at all times and contact the appropriate authorities if we have specific concerns. We always seek to maintain open communication with parents and carers in these instances whilst recognising our primary responsibility for ensuring the safety of the child. Our Safeguarding and Child Protection Policy is available on the school website.

## **Road Safety at Mortimer Primary School**

Can we ask that you adhere to the following:

- (1) Children may be dropped off at the main entrance but not collected. Please use the car park for this as the area outside the steps is reserved for buses and emergency vehicles only.
- (2) No parking on double yellow lines or zig-zag lines near the zebra crossing.
- (3) Use the one-way system only in the car park and interchange.
- (4) Give way to people using the zebra crossing.