

Excellence for all

MORTIMER PRIMARY SCHOOL

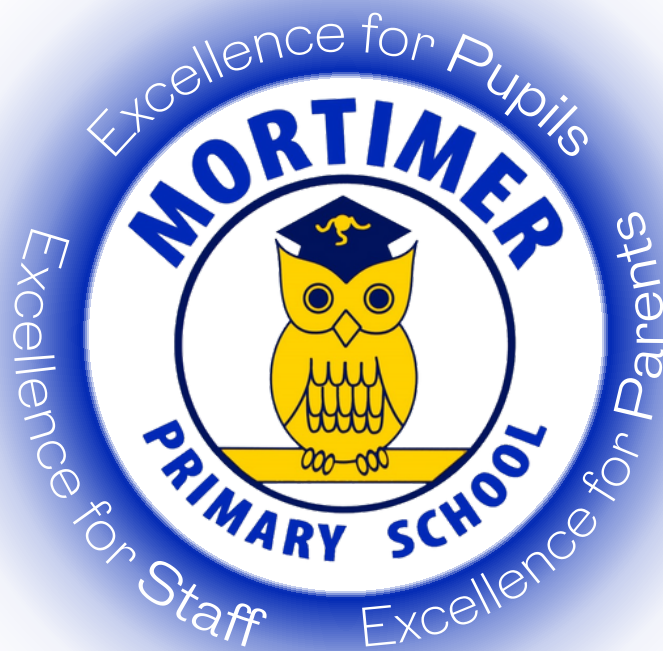
SCHOOL PROSPECTUS

2023-2024

www.mortimerprimary.co.uk
office@mortimerprimary.co.uk
0191 4554504

Headteacher: Mr P J Bennett





Excellence for All

You can reach out to us:

Website: www.mortimerprimary.co.uk

Email: office@mortimerprimary.co.uk

Phone: 0191 4554504



Welcome to Mortimer

Dear parents/carers,

Welcome to Mortimer Primary School. A school, where we pride ourselves on being welcoming and caring, putting the well-being and education of our pupils first and foremost.

A school where we strive to bring Excellence for All!

We are focused on bringing excellence for our Pupils, our Staff and our Parents. Within this, we believe the partnership between home and school to be crucial and fundamental to the successful education of your child.

Mortimer is a large 3-form entry school with over 600 children on site every day. We hope that your child will settle quickly and find themselves feeling safe, happy and cared for in school. We aim to develop your child academically and personally; equipping them for the next stages of their lives.

As the new Head Teacher (January 2023), I am proud to lead this fantastic school with an aim to provide the very best for the wonderful children who attend. We have great plans for the school and we look forward to working with you over the coming years. Thank you for choosing and trusting us with your children.

You can find more information by visiting our website or if you have any other questions, please do not hesitate to contact us.

We all look forward to our next seven years together.

Yours sincerely

Mr P J Bennett, Head Teacher
Mrs F Clemence, Chair of Governors



Mr P. Bennett - Head Teacher

Mrs M. Peacock - Deputy Head Teacher

TEACHING STAFF AND THEIR RESPONSIBILITIES

Mrs K. Mackay	KS2 Co-ordinator	Mrs J. Davidson
Mrs F. Herbert	Maths Co-ordinator	Mrs K. Lawrenson
Mrs R. Douglas	Literacy Co-ordinator	Mrs K. Gibson
Mrs A. Stelling	PE & PSHE Co-ordinator	Miss K. Bays
Mrs K. Allan	Humanities and RE Co-ordinator	Mrs E. Graham
Miss A. Marshall	Computing Co-ordinator	Mrs S. Keighery
Mrs L. Allsop	Nursery Teacher	Miss S. Dowse
Mrs Z. Silvanus	SEND/CO	Mrs B. Catchpole
Miss H. Anderson	Science and STEM Co-ordinator	Miss V. Bone
Miss E. Middleton	Music Co-ordinator	Miss N. Souffi
Mr J. Douglas	Art and design Co-ordinator	Miss M. Shirlow
Miss G Beattie	Modern Foreign Languages Co-ordinator	Miss A. Marshall
		Miss L. Nesbitt
		Miss K. Reid

GOVERNING BODY

LA MEMBERS

Mr K. Owen

CHAIR OF GOVERNORS

Ms F. Clemence

HEAD TEACHER

Mr P. J. Bennett

PARENTS

Mr. K. James

STAFF

Mrs K. Allan

COMMUNITY MEMBERS

Mrs K. Mackay

Miss L. Rattray

Mr I. Ritchie

Mrs D. Wann





Support Staff

Miss A. Kirkley (Office Manager)
 Mrs L. Brown (Administrator)
 Mrs A. Kirkham (Administrator)
 Mr P. Clark (Site Supervisor)
 Ms. B. Scott (Education Welfare Officer)
 Mr M. Powell (Peripatetic Pianist—part time)

Nursery Nurses and Teaching Assistants

Mrs J.A. Scurfield (NNEB—Nursery)
 Miss J. Lillycrop (NNEB—Reception)
 Mrs J. Richardson (NNEB)
 Ms B. Brennan
 Mrs M. Saveriaux
 Mrs A. Alcock
 Mrs C. Taylor
 Mrs S. Hawthorne
 Mrs J. Raine
 Miss A. Smurthwaite
 Ms A. Moore
 Mrs C. Smithwhite
 Ms. J. Wales
 Mrs J. Hamill
 Mrs J. Shaw
 Mrs D. Bentham
 Mrs J. Miller
 Mrs J. Cummings
 Miss R. Dowell
 Mrs A. Coldwell
 Miss S. Hawthorne
 Miss H. Seagrove
 Mrs J. Jordan
 Mrs W. Wheatley
 Miss H. Beckett

Kitchen Staff

Mrs S. Davies (School Cook)
 Ms. E. Urwin
 Mrs S. Mouat
 Mrs L. Hann
 Mrs J. Ford
 Miss R. Nevin
 Mrs G. Downey
 Mrs C. Thompson
 Mrs S. Newbrook
 Mrs N. Mone

Lunchtime Supervisors

Miss C. Curtis (Senior Supervisory Assistant)
 Mrs M. Dykes
 Ms M. Brown
 Mrs Y. Meeks
 Mrs A. Townsend
 Mrs J. Cummings
 Mrs A. Taylor
 Mrs B. Foster
 Mrs. V. Brotherton
 Mrs A.J. Taylor
 Mrs J. Barron
 Miss S. Bailey
 Mrs S. Scott
 Mrs W. Pounder
 Mrs S. Strange
 Miss. S Nyberg

Curriculum Intent

Our vision for Mortimer Primary School is to provide an outstanding education for every individual child. We strive to provide excellence for all, 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 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 use expertise both within school and outside to help us develop into the best school we can be.

Above all, we believe our school gives every individual child an absolute firm foundation for life to be the very best version of themselves.

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 the very best 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. **Doing your best is more important than being the best.**

Do something kind every day. **Kind people are the best kind of people.**

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

We are all different. **Our differences make us unique.**



HOLIDAY AND TERM DATES 2023–2024



Term	Open morning of	Close afternoon of
Autumn Term	Tue 05 Sep 2023	Fri 27 Oct 2023
	Mon 6 Nov 2023	Fri 22 Dec 2023
Spring Term	Tue 9 Jan 2024	Fri 16 Feb 2024
	Mon 26 Feb 2024	Thu 28 Mar 2023
Summer Term	Mon 15 Apr 2024	Fri 24 May 2024
	Tues 04 Jun 2024 - TBC	Fri 19 Jul 2024

In-service days

- Monday 04 September 2023
- Monday 08 January 2024
- Monday 03 June 2024 - TBC

Holidays 2023 - 2024

	First Day	Last Day
Autumn Half Term	Mon 30 Oct 2023	Fri 03 Nov 2023
Christmas Holidays	Mon 25 Dec 2023	Fri 05 Jan 2023
Spring Half Term	Mon 19 Feb 2024	Fri 23 Feb 2024
Easter Holidays	Mon 01 Apr 2024	Fri 12 Apr 2024
Summer Half Term	Mon 27 May 2024	Fri 31 May 2024

School Hours

	EYFS	KS1	KS2
Morning Start	8:50	8:50	8:50
Morning Finish	11:45	11:50	12:00
Afternoon Start	1:00	1:00	1:10
Afternoon Finish	3:20	3:20	3:30

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 0191 456 6680.



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 Disabilities (SEND)

Some children have additional 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 in some instances more specialist input. 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.

All pupils on the school SEND register will have a SEND Pupil Profile or Individual Support plan in place. These are shared with parents/carers who are encouraged to contribute towards them. 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. Mrs Silvanus is the SENDco at Mortimer.

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 (Early Years Foundation Stage).

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 Mortimer we report to parents using a variety of communication methods. These include parent meetings, SEND meetings, opening evenings and reports as a minimum. These are timetabled in advance to allow parents an ongoing update of their child's progress during the year. 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 ask for 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 before school, after school and during lunchtime. These may vary from year to year depending on staffing.

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



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). We recommend that you book lunches in advance, a few weeks at a time or for the full half term. Payment must be made within 2 hours of booking. 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).

Universal Infant Free School Meals

All 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, please contact the school to discuss your requirements. A packed lunch may be brought in if required.

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

All clothing should be clearly marked with your child's name.

Reception to Year 6

Navy blue trousers (no jeans please) - Navy blue skirt or pinafore dress
Navy blue jumper/cardigan/sweatshirt - Navy or white socks or tights
Light blue or white polo shirt - Light blue or white blouse
Blue summer dress

Nursery

Navy blue trousers/jogging trousers/leggings - Navy blue skirt or pinafore dress
Red jumper/cardigan/sweatshirt - Navy or white socks or tights
Light blue or white shirt - Light blue or white blouse
Red summer dress



Reception - Year 6

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. Fleece 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 unable 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, which may lead to additional contact regarding your child's attendance.

A Request of Leave Absence

Our Local Authority (South Tyneside) and the National Government **strongly** discourage schools from authorising a leave of absence 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. Forms can be collected from the school office.





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 eg 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 website.

Admissions Procedures

After completing Parental Preference Forms, children are admitted to our Reception class if they are four years old before 31st 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 and kept up to date.

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 & Adults Partnership, and Keeping Children Safe in Education (2022), 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.

Mrs Peacock is our Safeguarding Lead

Mr Bennett and Mrs Silvanus are also part of the Safeguarding Team at Mortimer.

Road Safety at Mortimer Primary School

Mortimer Primary School takes part in the WOW Project: Walk to School, which is jointly run by Living Streets and South Tyneside Council. For those children who need to travel by car we encourage a Park and Stride method. Our school car park is closed during drop off and pick up times. We cannot emphasise strongly enough, the danger that irresponsible parking presents to young children. Please think carefully when parking outside of school and kindly show consideration to our neighbours in the surrounding area.



Wrap Around Care

Who we are...

We are an Ofsted GOOD registered childcare provider based at Mortimer Community Centre and part of The Community Network CiC.

Our Services...

We provide Childcare for children aged 2 years to 11 years old.



Telephone : 0191 4566680
Email: janine@thecommunitynetwork.co.uk

Out of School Care

Breakfast Club - 8-9am

At Bright Kids we offer breakfast club from 8am.

We provide a healthy breakfast, providing essential nutrients, boosting their energy and alertness ready for the school day.

After School Club - 3:15-6pm

We also offer an After School Club where our designated member of staff collect children from school.

On return to Bright Kids the children have access to a large outdoor area as well as a wide range of creative activities.

We provide a light snack and refreshments whilst the children are in our care.

Nursery – At Bright Kids we create a supportive, interactive, inclusive learning environment with highly engaged motivated children, families and staff. We offer children the very best start in life where our experienced staff members are fully qualified and they are also very caring, friendly and passionate about children's education and care. We work together as one big family communicating with children and their parents or careers to provide the highest quality of early education.

If you receive 30hrs nursery funding you can split your hours across two settings. We provide lunch, and can collect/drop off your child at Mortimer Nursery.



Excellence for all



National Teaching School
designated by



National College for
Teaching & Leadership



Find us on 

Mortimer Primary School

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www.mortimerprimary.co.uk



South Shields
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