

Excellence for all

# MORTIMER PRIMARY SCHOOL

SCHOOL PROSPECTUS

2025-2026

[www.mortimerprimary.co.uk](http://www.mortimerprimary.co.uk)  
[office@mortimerprimary.co.uk](mailto: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](http://www.mortimerprimary.co.uk)**

**Email: [office@mortimerprimary.co.uk](mailto: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 Head Teacher, I am proud to lead this fantastic school with an aim to provide the very best for the wonderful children who attend. Judged 'Good' by OFSTED (January 2024), we have great plans for the school to continue to provide the very best. 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 working together.

Yours sincerely

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





## Working with Parents

Our aim is to forge a strong working relationship with parents. We want parents to feel part of their child's journey through the school.

### Our 6 Point Plan

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. We use a 6 point plan so that parents stay informed throughout the year. Most year groups follow the plan below with Reception having their Parents' Evening in Autumn 2.

One: Meet the Teacher - Autumn Term 1

*A chance to see your child's books early on in the term and meet your child's new teacher.*

Two: Mini Report Update - Autumn Term 2

*A written report to indicate early application and how they have settled into the new year.*

Three: Parents' Evening - Spring Term 1

*Face-to-face meeting with your child's teacher. Parents can book using our online system.*

Four: Class Assembly - Across the year

*Always a delight! Each class will hold their annual class assembly. These take place Friday at 9am.*

Five: Book Look - Summer Term 1

*Another chance to see the progress in your child's books.*

Six: Written Reports - Summer Term 2

*The final end-of-year reports are sent to all pupils. They focus on all aspects of your child's learning.*

### Reach More Parents

We use Reach More Parents (WEDUC) to communicate with our parents. This app provides parents with all of our diary dates and the latest news. It acts as our own social media platform so that we can safely post photos and information directly to parents. In this way, you receive only the information that is needed about your child.

We still send email updates to those parents not signed up to the app but you will not see the photos and updates related to your child.

Activation emails will be sent at the beginning of the year to get you all set up.



## **Christmas Walk Around and Fair**

During December we host our Christmas fair and walkaround which provides an opportunity for parents to see the Christmas Crafts the children have made and also support the school with a purchase or two!

## **Fun-a-rama!**

The annual Fun-a-rama - summer fair is not to be missed and a great way to support the school. Bric-a-brac, Splat the Rat, punch balloons and hot dogs to name just a few of the things going on.

## **Parent Teacher Association**

Our PTA, continues to grow and support the school. Mrs Zoe Craig is the current chair. The PTA can be contacted via the email: [mortimerprimarypta@outlook.com](mailto:mortimerprimarypta@outlook.com)  
They are a friendly, active group and always happy for new members to join and help run events and raise funds for school.

The PTA have organised movie nights, school discos and supported the Christmas and Summer Fairs.

## **Parent Helpers**

We are always keen to have parents support us by volunteering in school. If you are interested, please arrange a 'Getting to Know You' meeting with Mr Bennett - Head Teacher via the school office.

## **Communicating with School**

As a school, we welcome feedback from parents. If you have questions or an issue, then please contact the school and we will do our very best to support and answer. Only by working together will we see the very best version of school. 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.

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

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

**Kind people are the best kind of people.**

**Manners make magic moments.**

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



## 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.



## HOLIDAY AND TERM DATES 2025–2026



Term	Open morning of	Close afternoon of
<b>Autumn Term</b>	Tue 02 Sep 2025	Fri 24 Oct 2025
	Mon 03 Nov 2025	Fri 19 Dec 2025
<b>Spring Term</b>	Tue 06 Jan 2026	Fri 20 Feb 2026
	Mon 02 Mar 2026	Thu 2 Apr 2026
<b>Summer Term</b>	Mon 20 Apr 2026	Thu 21 May 2026
	Mon 01 Jun 2026	Fri 17 Jul 2026

### **In-service days**

- Monday 01 September 2025
- Monday 05 January 2026
- Friday 22 May 2026

### **Bank Holidays**

Monday 04 May 2026

## Holidays 2025 - 2026

	First Day	Last Day
<b>Autumn Half Term</b>	Mon 27 Oct 2025	Fri 31 Oct 2025
<b>Christmas Holidays</b>	Mon 22 Dec 2025	Fri 02 Jan 2026
<b>Spring Half Term</b>	Mon 23 Feb 2026	Fri 27 Feb 2026
<b>Easter Holidays</b>	Fri 03 Apr 2026	Fri 17 Apr 2026
<b>Summer Half Term</b>	Fri 22 May 2026	Fri 29 May 2026

## School Hours

	Reception	KS1	Year 3/4	Year 5/6
<b>Morning Start</b>	8:50	8:50	8:50	8:50
<b>Morning Finish</b>	11:45	11:50	12:00	12:00
<b>Afternoon Start</b>	1:00	1:00	1:10	1:10
<b>Afternoon Finish</b>	3:20	3:20	3:25	3:30

## Times of Arrival and Departure

Reception soft start from 8:45am.

The gates to the Ks1 and Ks2 yards open at 8:30.

Children having home lunch should arrive back at school at 1pm.



## **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 adapted 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 Teaching 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.

We are a sensory aware school and support children with a range of sensory differences. Staff receive training throughout the year to support our pupils to the very best of our ability.

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.



## **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 will administer doctor-prescribed medicines once a consent form is completed.

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.

## **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 Sunday of the week before). 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 will help where possible.

## 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

Children should have their PE kits in school at all times. 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.

A 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.**

## 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 or submit an absence through the Reach More Parent App. 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 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. Please note: Head Teachers can not authorise a leave of absence during term time for a holiday.



## 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 school 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.



W R A P   A R O U N D   C A R E



**E A R L Y   O W L S**  
F R O M   7 : 4 5 A M

**N I G H T   O W L S**  
T I L L   5 : 4 5 P M

School-based wrap-around with staff your children know and recognise.

**Book via Parent Pay**

*[brightowls@mortimerprimary.co.uk](mailto:brightowls@mortimerprimary.co.uk)*



# Excellence for all



