



Valley View Primary School



Information for Parents
2023 - 2024

Welcome to Valley View Primary School

Dear Parent or Carer,

Welcome to Valley View Primary School. I am delighted that you have chosen us for the education of your child and am very much looking forward to working with you to support and care for your child as they learn and grow.

The school strives to be a family school and to form positive and effective relationships with parents and families. We are here to celebrate your child and the skills and abilities they have, and support them fully to reach their full potential. It is an honour and a privilege to be able to work with our children and see their journey from Early Years to Year 6.

Valley View is very proud to be one of two schools within the Mosaic Federation. This means that we are partnered with Hedworthfield Primary School and are governed by one Governing Board. You may see the federation logo above on some documents. Although Valley View is part of the federation, we maintain our own school identity, uniform and badge.

The information in this booklet is designed to give you a guide as you join our school. However, if you need to speak to us, we would be happy to chat with you and go through the process.

Yours sincerely

Mrs. G. Jeynes
Executive Head Teacher
Mosaic Federation

General Information

School Address	Valley View Primary School Lambton terrace Jarrow NE32 5QT
Telephone Number	0191 489 3143
e-mail	info@valleyview.s-tyneside.sch.uk
Executive Headteacher	Mrs G Jeynes
Head of School	Mrs J McGurk
Assistant Head of school/ SENco	Mrs A Newbrook
Leader of Early Years/EYFS SENco	Miss Howey
Vice Chair of Governors with responsibility for Valley View	Mr B Larvin
Chair of the Mosaic Federation	Mr J Watson
School Business Manager	Mrs J Crawford
School Administrator	Miss G Hudson
Operations Coordinator	Mrs C Henderson

School Uniform

The uniform is as follows:

- Maroon school sweatshirt or cardigan with logo
- White polo shirt (with or without logo)
- Grey trousers or skirt/pinafore
- Red gingham dress (in warmer weather)
- Black shoes (all black trainers permitted)
- School coats/school hooded jumpers (for outdoor use)/bags and reading book bags are also available should you wish.

We now sell iron on badges from the school office for £2 each.



It is expected that all children will be dressed in school uniform. Items of uniform can be purchased from www.jkschoolandworkwearjarrow.co.uk All other items of uniform are sold in supermarkets and high street stores.

It is essential that all clothing, including footwear, be labelled with your child's name. We can only help to find lost clothes if they are named.

PE Kit



- Black t-shirt
- Black shorts (children may wear jogging bottoms in colder months)
- Black gym shoes or trainers (velcro fastenings)
- School hoodie (optional)

P.E. kit will be worn on the day of your child's PE lesson. Parents will be informed of their child's PE day/s by the class teacher at the beginning of each half term. Please note that multi coloured hoodies are not part of the kits but a school jumper or hoodie may be worn in the cooler weather.

For reception pupils, these PE lessons do not begin until the Spring Term (after Christmas) to allow the children to become settled into their new routine.

The School Day

Children attend for five full days from Reception to Year 6. Core times are as follows:

Times
Morning session begins at 8.45 am
Morning session ends at 12.00 pm for Reception KS1 and 12.15pm for KS2
Afternoon session begins at 1.00pm for Reception/KS1 and 1.15pm for KS2
School day ends at 3.20pm for Reception/KS1 and 3.25pm for KS2

Optional Extended Provision

We run a Breakfast Club from 8.00am until 8.45am. School staff run the session and breakfast is provided. The cost of each Breakfast Club session is £2.50 per child (Early Years), wrap around sessions are at a cost of £3.00 per session and both sessions cost £5.00 per day. Spaces are limited and booking is essential. Payment is payable by ParentPay only.

Breakfast Club for children in Y1-Y6 does not require booking and is voluntary donations.

	Breakfast Club	Wrap Around Club
Start	08.00am	3.20pm
Finish	8.45 am	4.30pm

Clubs run most evenings throughout the school year - club timetables will be issued at the start of each term and clubs can be booked via ParentPay.

We have very strong links with **Oscars out of school provision**, who collect children daily for after school care. Please contact Oscars for further information.

Start of school day and Collection from School Arrangements

Start of school:

Please note it is your responsibility to ensure your child is safe and handed over to a member of staff at the start of the school day at 8.45am (school) or 8.40am/12.30pm (nursery).

Breakfast club:

All children must be signed into the breakfast club by an adult. This marks the start of their school day and places them under school care. Places can be booked and paid for via Parentpay.

Collection from school:

It is school policy to dismiss all children to a responsible person **over the age of 16**. Children will be dismissed by a member of staff from the school exits. Please be patient at dismissal times as it is vital we ensure children are safe.

- Year six pupils are allowed to walk home independently and from clubs until the nights are too dark. We will write to parents and inform them when collection is required.
- Parents with parental responsibility are automatically able to collect children from school promptly at 3.20pm (bell will sound)/ 3.25pm (children will be dismissed) or 11.40am/3.30pm (nursery).
- Please note if a person other than yourself, or those named in the consent booklet, is required to collect your child, you must inform the class teacher or school office. Children will not be handed over to an unnamed adult without prior consent.
- Collection from the glass tunnel is only permitted for extenuating circumstances and with special consideration from the head teacher.

Information and Consent Booklet:

Please ensure that you have completed the information and consent booklet forms with all relevant details and returned to a member of staff. This will be given to you before your child starts school. Please be sure that any existing forms already filled in at school have up to date information included, especially contact numbers and mobile phone numbers.

Safeguarding

Access to school is as follows:

For security reasons, gates along the path are locked each morning at 8.55 a.m. and re-open at 3.10pm

Access to school at any other time of day is via the main reception area (via glass tunnel).

It is vital that you inform us of the suitable people to collect your child from school.

If you wish for somebody different to collect your child, you must inform the school office or your child's class teacher. ***We will not allow a child to go home with somebody who is not named in the home school diary without parental consent.***

We also ask that children in Nursery to Year four are collected from school by a person over the age of 16 years. Year five and six children are allowed to walk home independently. However, during dark nights, we request Year six pupils are collected at dismissal, or from after school clubs, by a person over 16.

Lunch Time

School meals:

Our school has an excellent kitchen which provides balanced, nutritious meals. Pupils are given a choice of menu each day. This choice enables pupils to select foods which they like. Children are not forced to eat foods they do not like. Pupils are however, encouraged to eat foods they have selected and to try foods with which they may not be familiar.

Special Diets:

When a child has particular dietary needs these can be catered for. The necessary information should be sent to the head teacher who will inform the cook.

Dinner Money:

School does not accept cash. We operate an online payment system called 'ParentPay' for parents to log on and pay for their child's school dinners. You will receive a letter from the office with your login details. KS2 lunch costs are £2.20 per day for 2023-2024 (subject to change).

Free Meals:

From September 2014, school meals are provided free for children in Reception to Year 2. *Parents who are eligible for free school meals and would also like to have free milk must complete a free school meal application form.*

Parents wishing to apply for Free School Meals, can obtain an application form at the main office. These forms should be completed and returned to school with the relevant documentation to show that the family is entitled to Free School Meals. Free School Meals will not be provided until this information has been checked.

Packed Lunches:

Some pupils bring packed lunches. These are eaten in the school dining room. There is no charge for this facility. Please **do not** include sweets, glass bottles or fizzy pop as part of a packed lunch. There is no facility for the disposal of rubbish - it must be taken home.

We ask that children do not bring in nuts as we do have children with nut allergies in school.

Milk:

Milk is available for a yearly charge (free to children in receipt of Free School Meals). This charge can be paid in full at the start of the school year or prior to the start of each term. The cost for the 2023-24 school year will be £27.30 per year, £9.10 per term (subject to change). Milk forms are available at the start of the year and from the school office mid-year.

Home Lunches:

A few pupils leave the premises and go home at lunchtime. If you want your child to do this, you must inform the school in writing. While they are off the premises, these pupils are not the responsibility of the school and must return no earlier than 5 minutes before the beginning of the afternoon session.

Lunch Time Supervision:

Children staying at school during the lunch break are supervised by Lunch Time Supervisors or 'dinner ladies'. It must be clearly understood that the children are required to conform to acceptable standards of behaviour both in the dining hall and in the playground and that *Assertive Discipline* will still apply. This

means many rewards are available to be gained! However, children who regularly misbehave at lunchtime may not be allowed to remain on the premises during the lunch hour.

Medication

Medicines can only be administered in an emergency or if your child requires regular medication e.g. inhalers. If your child requires medicine to be administered, there are separate forms that need to be filled in available from the school office.

Please note that we are not able to administer medication that contains penicillin without a prescription.

For regular medicine, allergies and medical needs, your child must have a care plan. Please contact the office to ensure that the correct information is recorded and gathered. This will also allow us to fully meet the needs of your child.

Jewellery

Due to the children engaging in physical activity everyday it is expected that **no jewellery** (bracelets, necklaces, long earrings, watches etc.) is worn while the children are in school.

Children may wear a small pair of stud earrings but these must be **removed** for PE lessons for health and safety reasons.

Head Lice

From time to time children pick up head lice. These creatures are not fussy and are as likely to be found on clean hair as on dirty hair. If your child has these, please inform the school and we will give you details of the current treatment. *Please ensure your child **does not** come into school if they are infected with head lice.*

Attendance

You have a statutory duty to ensure your child is present at school for 39 weeks of the year. *They **do not** receive an allocation for holidays during term time. All holidays must be taken during school holidays.* It is disruptive to your child's education if they are absent during term time. The class work carries on and your child will miss essential learning.

The more time your child spends in school, the more progress they make. When children are absent, they miss vital learning opportunities.

We also monitor attendance closely. When a child's percentage attendance begins to fall we will write to you. Significant absence will lead to a visit by the 'Young Persons Lead', record scrutiny, attendance review meetings and potential fines.

Children are not allowed a certain number of days absent during a school year. It is compulsory to attend each day. This includes holidays, trips and visits. *As a result, it is school policy not to authorise holidays during term time.*

Punctuality

We have a very structured approach to our curriculum. The session from 9.00-9.30 each morning is a personalised learning session. During this time, children receive targeted support and challenges to extend their learning and skills base. It is therefore crucial that your child is on time for school as being late would result in this vital session being missed.

Parental Support

We feel that effective partnership in school is key to children achieving their full potential.

We operate an open door policy - you can just pop in. Alternatively, you can call the school office or speak to a member of staff if you would like to speak with Mrs Jeynes or Mrs McGurk.

Support and signposting can be provided for all aspects of family and school life including:

- Managing your child's behaviour
- Routines
- Supporting when children are unhappy in school or at home
- Bereavement
- Special educational needs
- Access to other services
- Parent confidence
- Attachment and parent and pupil bond
- Debt
- Housing
- Alcohol and drug use
- Domestic violence (we are an Operation Encompass School)
- Speech and Language

Home- School agreement

At Valley View, all parents, staff and children must adhere to a home school agreement.

It is the responsibility of school to:

- Provide a high quality, broad and balanced curriculum.
- Communicate regularly with parents about their child's progress and experience in school.
- Provide regular and appropriate homework and guidance as to how parents can support children with their homework.
- Implement a discipline and anti-bullying policy to ensure that all children are happy and safe when coming to school.
- Implement a health and safety policy to ensure children are safe when on the school premises.
- Communicate regularly and respectfully with all stakeholders to ensure we are always striving towards outstanding provision.
- Provide support and advice to parents in order to achieve greater outcomes for their children.
- Liaise with outside agencies to secure the best outcomes for children.
- Listen to parents' concerns and feedback and respond appropriately in line with school policies.

It is the responsibility of parents to:

- Ensure children are present in school regularly, on time and prepared for the school day by wearing appropriate uniform and equipment (e.g. reading book, PE kit .etc.)
- Work with school to ensure appropriate behaviour, manners and conduct from our children.
- Ensure children do not present to school with extreme haircuts or styles.
- Support the schools behaviour policy and support the action taken by the school to implement this policy
- Attend parents' evenings and other meetings when requested at a convenient time.
- Contact and communicate with school regularly with feedback, concerns and queries.
- Ensure children complete homework tasks regularly.
- Listen to your child read regularly.
- Set a positive example of behaviour and attitudes in school by:
 - Dressing appropriately when on school grounds
 - Speaking to parents, staff and children with respect
 - Not using swear words or intimidating language or behaviours on or around school grounds
 - Promoting school positively with your child
 - Upholding behaviour which is acceptable on school grounds.

It is the responsibility of the child to:

- Abide by the school rules and be **responsible** for their own behaviour and achievement
- Take care of and show respect for their peers.
- Use exemplary manners in school.
- Always try their very best demonstrating **resilience** and **engage** in learning opportunities
- Complete homework tasks.
- Have **respect** for others and school property.
- Speak to adults in school when they have a problem or need help.
- Try their best and **engage** in school life and learning.
- Be **responsible** for their own behaviour and choices.

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We are very excited to welcome you and your child into our school community.

We hope this information has been useful.

If you require any support or have any questions please do not hesitate to contact the school office on **0191 4893143** or email **info@valleyview.s-tyneside.sch.uk**

