



# Welcome to Hebburn Lakes Primary

Head Teacher: Mrs A.L Moody  
Chair of Governors: Mr J Pinder



‘Aiming to be the best we can be’



Dear Parent/Carer,

On behalf of our whole school community I am very pleased to welcome you and thank you for choosing Hebburn Lakes Primary.

At Hebburn Lakes we believe that every child is unique and every family is at the heart of our community. We take pride in ensuring our school is a happy, successful, supportive school where **Everyone Carers** and **Everyone Matters** and that our children learn in a positive, safe and welcoming environment by:

**Working Together** to set the highest expectations and levels of respect for each other,

**Learning Together** by having the courage and confidence to take risks

and **Achieving Together** through aspiring to be the best we can be throughout our journey to become independent lifelong learners.

Working with parents is a key priority of our school as we believe that together we can ensure the children are able to achieve great things before moving to secondary school as confident young people who are ready to face the next stage of their journey.

We hope that you find the information enclosed in the pack useful, but should you have any questions which remain unanswered, please do get in touch with us as we will be more than happy to help.

We look forward to meeting you all and to seeing the journey your child will take during their time with us.

A.Moody  
Head Teacher



Mr J Pinder  
Chair of Governors





## Contents

1. Our School
2. Our Curriculum
3. What do you need to know about Early Years?
4. Meet the Team
5. Communicating with Parents
6. Safeguarding and Attendance
7. What to wear to school?
8. Breakfast club and lunchtime arrangements
9. Health
10. Supporting children with Special Educational Needs & Disabilities (SEND)
11. Admissions
12. Digital Media
13. School Premises



## Our School

Hebburn Lakes offers a harmonious, caring and inclusive environment for our 477 students including a 52 place nursery provision and two Specialist Resource Bases (SRB), for children with Social, Emotional and Mental Health difficulties.

Learning and achievement drives everything that we do at Hebburn Lakes Primary School. We believe our role, in partnership with parents, is to build the foundations for a successful education, to enable each child to discover the joy of learning, to help them to fulfil every aspect of their potential and to encourage their growth into effective citizens, ready to play their part in the world and their community. We are a school that champions inclusivity, which means at the heart of our ethos is a commitment to providing all children with the education they need to serve them throughout their lives. We are very proud of our children, our school and our profession.

We get to know our pupils and families very well, this in turn gives rise to the warm and supportive spirit that our community talks highly of.

**Our School Day for Year 1 to Year 6 begins at 8.50am (Registration) and ends at 3.25pm.**

**Reception school day begins at 8.55am and ends at 3.30pm**

## British Values

The school's values and ethos is one of tolerance and respect and we actively promote British values in our school to ensure young people leave us prepared for life in modern Britain. Pupils are encouraged to regard people of all faiths, races and cultures with respect and tolerance and understand that while different people may hold different views about what is 'right' and 'wrong', all people living in England are subject to its law.





## Our Curriculum – ‘Learning Means The World’

‘Learning Means the World’ is a curriculum that promotes independence, creativity and curiosity to help our pupils become collaborators, innovators and leaders. At the heart of our curriculum are four core themes known as ‘The 4Cs.’



**Communication:** We want our children to develop excellent communication skills. We want them to become confident communicators, using different methods effectively and appropriately.



**Culture:** We want our children to fully appreciate and embrace cultural diversity, learning about and experiencing a range of different cultural and faith heritages. We want them to value diversity, understand the roots and importance of cultural heritage and to behave in a respectful and tolerant way towards others, regardless of faith, ethnicity or background.



**Conflict:** We want our children to be able to learn how to address conflict, realising how important positive relationships are in their immediate and wider community. We also want them to be able to put into action conflict resolution and modify their own behaviour to help them disagree in a constructive manner.



**Conservation:** We want our children to be much more active and involved in conservation issues at not only a local level but also with an awareness of the global impact. We want them to care passionately about our world and to engage actively as good stewards for change, both now and in the future.

Reading is also given high priority across our curriculum as we believe it is the ability to read and understand which opens up learning for children, alongside this is a clear focus on the development of children’s vocabulary as a vital tool in learning and understanding



the full curriculum. We ensure the children have the opportunity to read for pleasure on a daily basis.

Across all areas of the curriculum we use adaptive teaching approaches to ensure that all children receive the support they need to succeed.

On entry to school our Nursery and Reception children follow the Early Years Curriculum and develop their knowledge, skills and understanding through a combination of both play-based learning and more focused teacher-led sessions. Pupils learn to share, work independently and play with others.

Our curriculum aims to give our children the knowledge, skills and experiences needed to take them on a journey which equips them to become happy, confident and capable in an ever-changing world. They will learn about places, people and events through hands-on, fun and engaging learning opportunities; Whilst developing confidence, resilience and collaborative skills.

Alongside the 4Cs are four Learning Pathways. These support the children to acquire the knowledge, skills and positive attitudes needed to access and make links across the curriculum.

<p style="text-align: center;"><i>Early Years – Explorers</i></p> <div style="text-align: center;">  </div> <p>Explorers 'Have a go' and are:</p> <ul style="list-style-type: none"> <li>● Experimental</li> <li>● Curious</li> <li>● Confident</li> <li>● Co-operative</li> </ul>	<p style="text-align: center;"><i>Key Stage 1 – Pathfinders</i></p> <div style="text-align: center;">  </div> <p>Pathfinders 'Find a way' and are:</p> <ul style="list-style-type: none"> <li>● Innovative</li> <li>● Decisive</li> <li>● Creative</li> <li>● Independent</li> </ul>
<p style="text-align: center;"><i>Lower Key Stage 2 – Adventurers</i></p>	<p style="text-align: center;"><i>Upper Key Stage 2 - Navigators</i></p>



Adventurers 'Make it happen' and are:

- Brave
- Risk - takers
- Resilient
- Prepared



Navigators 'Lead the way' and are:

- Leaders
- Able to apply skills
- Overcomers
- Focused

### Sex Education for KS2 children

As of September 2021 delivering a high quality sex and relationships curriculum is now a statutory element of the curriculum for all children. Questions about sex and personal relationships arise naturally in all sorts of school work, especially science and personal, social and health education. It is, therefore, important that children's questions are answered sensitively and honestly in a simple and straightforward way, appropriate to their age, understanding and emotional development. More information on how we teach this element of the curriculum is available on our website.

During the course of the year the School will be visited by the School Nurse who will talk specifically to children in Year 5 and 6 about growing up and puberty.

### Extended Curriculum

We believe that learning outside of the classroom is an essential skill for our children. We therefore ensure that our children have the opportunity to participate in a range of outings or visits. In addition to this we hold many themed activities in school to support learning. We also take the children out to the local area where they can experience learning walks and bug hunting to support the work that they are doing in their curriculum themes. As children progress through the key stages they have the opportunity to explore learning in life-like situations during visits to places such as Beamish, Durham Cathedral, local castles and farms. In addition, we hold whole school days, all of which really stimulate the children's interest in a new theme. World Book Day is always a popular 'dress up' occasion which reflects the children's enjoyment of the books they read.

### Physical Curriculum



Our physical curriculum is as vital as our educational curriculum, stretching bodies and minds in unison within a balanced and varied learning environment. Physical Education (P.E) and sporting activities, while helping children to understand the importance of all areas of health, mental, physical and emotional, also promotes healthy lifestyles while creating a sense of healthy competition both on the field and in the classroom.

We provide a broad range of sporting activities including after school clubs, school sports teams and dance groups. Our teams regularly take part in inter school competitions.

From Year 3 children attend swimming sessions at The Hub. During the sessions children will receive coaching from a swimming teacher with the expectation that all children will be able to swim 25m by the end of Year 6.

On the day your child has PE they will attend school in their kit.

### OPAL - Outdoor Play and Learning

Play is great for children's wellbeing and development. When planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up the risks and benefits. No child will learn about risk if they are not able to take them.

Our school believes that all children need opportunities to play which allow the children to explore, manipulate, experience and affect their environment. We believe play provision should be welcoming and accessible to every child, irrespective of gender, sexual orientation, economic or social circumstances, ethnic or cultural background or origin, or individual abilities.

The OPAL Primary Programme rationale is that "... better, more active and creative play times can mean happier and healthier children, and having happier, healthier, more active children usually results in a more positive attitude to learning in school, with more effective classroom lessons, less staff time spent resolving unnecessary behavioural problems, fewer playtime accidents, happier staff and a healthier attitude to life."

### Extra-curricular Activities

We believe that extra-curricular opportunities help to enrich the school and learning experience. Most of our after school clubs are run on the school premises by our support staff but we do also use external providers who have been vetted and checked.

Opportunities differ from term to term and include:

Football    Art Club    Change for Life    Activities and Games    Dance  
Gardening





The cost of clubs is £1.50 per session payable on ParentPay and places must be booked in advance via the letters sent out to parents termly. If your child is not allocated a place in September, please do not worry as they will be held on the waiting list for places during the next two terms.

### Homework

At Hebburn Lakes we want our children to be able to take an active role in clubs and activities outside of school and so whilst homework is given, we are careful to ensure that it does not overload our children or prevent them from taking part in such activities. We do however, encourage all children to read at home every day and to learn regular spellings and times tables and ask our parents to support with any homework which is shared.

Please visit the website to view further information about our curriculum.

## What you need to know about Reception

### Reception Curriculum

In the Reception Classes the children follow the Early Years Foundation Stage (EYFS) curriculum. The Reception Classes are also referred to as Early Years or Foundation Stage.

The EYFS curriculum focuses on the following areas of learning:

- Personal, Social and Emotional Development
- Communication and Language
- Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

The EYFS curriculum sets the standards for learning development and care from birth to 5 years of age. The curriculum builds on the children's previous experiences be it at home, at the childminder, play school or nursery. The curriculum is carefully structured and has three main strands or principles:



- There is provision for the different starting points from which children develop their learning, building on what they can already do
- There is relevant and appropriate content that matches the different levels of young children's needs
- There is planned and purposeful activity that provides opportunities for teaching and learning, both indoors and outdoors. Children's progress through the Foundation Stage is carefully measured and assessed to ensure all children are achieving their potential.

### Transition and helping your child at home

There are a number of things parents can do to ensure the transition is as smooth as possible, although we know some of them will be trickier to do than others so please just do what you can.

- Encourage your child to take 'risks' safely, to raise their confidence.
- Try leaving them for short periods of time, usually we would suggest Grandparents and or family members, for varying lengths of time but with current social distancing measures, this isn't possible. Instead try leaving them for a few minutes when they are playing with toys, watching tv or just relaxing.
- If they can't already, please support your child to begin learning to dress and undress themselves, including putting on and taking off their coats and hanging them up themselves.
- Start to recognise and look after their belongings.
- Tidy up their toys and other items after they have finished playing with them.
- Go to the toilet themselves.
- Blow their nose by themselves.
- Use a knife, fork and spoon.
- Share, take turns and cooperate with others

### Maths

Maths is everywhere.

Everyday questions.

How many do we need?

Please get me more.

Are there enough?

How far....?

How long do you think it will be?

How long is it?



Which colour would you like?

Encourage your child to use some of the language of maths relating to quantity, length, weight, colour, shape and time. Count everything, measure everything, estimate everything! Play lots of games such as: dice games, snakes and ladders and dominoes.

### Reading

**From the moment your child starts school they will be encouraged to develop a love for books. You can:-**

Make reading time special.

Choose books together.

Visit the local Library.

Look at information books as well as story books.

Talk about pictures.

Encourage an interest in books.

Read a book to your child at bedtime.

Let your child see you read.

Point out text everywhere; signs, menus.

Let your child see what reading is for and why it is important

### Writing

Encourage lots of mark making.

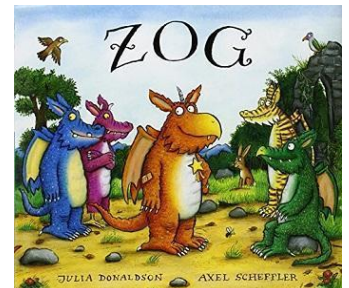
Provide your child with any kind of paper, pencils, crayons and pens.

Look for real reasons for writing; cards, shopping lists, letters and messages.

Don't expect too much. New learning takes a long time and children learn at different rates. You can help best by encouraging taking an interest and showing you care. Be flexible in the early days at nursery and school. Children can be tired and grumpy, especially when they start full time and they need lots of support until they settle in.

### Homework

Once the children have settled in and daily phonics lessons are underway, they will be given a book bag which will contain a reading record, reading book, and any other homework. We would appreciate it if you can spend a few minutes each evening with your child on the above and send the book bag back daily. Don't worry though, as we will hold parent drop-in sessions in September so that you know how to support your child to develop these essential skills.



We ask that you look after these carefully. Any reading books that are lost or misplaced will have to be replaced by the carer at a small cost.

## The First Day

The first day can be difficult, especially for parents, particularly if you are dealing with your first child starting school. No doubt there will be butterflies in your stomach but don't worry this can be a really positive and enjoyable experience for your child and for you.

The most important thing is to be positive, even if you don't feel that way. Have faith that your child will be able to manage. If you are worried, it will make your child think that there is something to worry about.

When you first bring your child to school, the children will line up in their classes (don't worry the staff will be on the yard to support you) When parents find it difficult to leave children and linger around children can get mixed messages. They may translate their parent's hesitation to leave as fear. So we actively encourage parents to say goodbye and leave the children to start their day.

Sending your child to school with a smile, kiss and encouragement to have fun, reassures your child you approve. Always remember to tell your child that you will return and always say goodbye when you leave.

## Positive Behaviour



We pride ourselves in ensuring our children develop the skills to manage their behaviour to the highest standards. Our positive behaviour policy has been developed with staff, children, parents and governors. It aims to provide a consistent set of expectations for positive behaviour and sets out a fair range of rewards and sanctions. A detailed policy is available on the school website.

A clear anti-bullying policy is also available.

We believe our children have the right to learn, and teachers have the right to teach in a calm and respectful classroom. We believe all children have a right to feel safe. During our weekly celebration assembly, we reward our children's achievements. There are consequences for poor behavior choices. We promote 'The Hebburn Lakes Way'. This includes the consistent use of brilliant manners, being a role model for others and keeping to the school rules. We expect children to be polite and respectful of, and to, all members of our community, at all times.



The children will also receive praise in lots of ways:

- Dojo Points
- Certificates



- Dip in the prize box
- Additional OPAL time

### Communicating with parents

We endeavour to keep parents and carers up to date, with as much notice as possible, on everything that is happening in school. Our main form of communication is via Dojo, our Website, school newsletter and school Facebook page. Please ensure you check the app regularly for your newsletter or any other letters that we may be sending home. All newsletters are published on the School website.

### Parentpay

We are aiming to be a cashless school, so we offer Parentpay to our parents so you can pay for meals, milk, trips and clubs via a free mobile app. Once your child has started school you will receive information on how to join. Reception to Year 2 receive free meals but not free milk, unless it is confirmed by the Local Authority that you are entitled to means tested free school meals/milk (*form is in your pack*)

### Dojo



This is a free app, which we use to share news and events which are happening in school, and offers simple communication between yourself and your child's teacher or other members of the team. It is really important that you download this as soon as possible as we are trying to help our environment by not sending lots of pieces of paper home. Instructions will be given once your child starts with us.

### Home School Agreement

Our Home School Agreement will be given to you when your child registers at the school. There will be two copies: one we ask you as parents to sign and say that you understand and accept the agreement and return to school, and the other for you to keep.

### Events



Throughout the year, there are occasions when you will be invited to see the work of your child and the school as a whole e.g. assemblies, sports day and drama/music performances.

Parent-Teacher interviews take place twice a year, in the Autumn and Spring terms with a final written report just before the end of the summer term.



Please understand that, whenever possible, we will provide you with as much notice as we can, however, in the dynamic day to day running of a school, things can change or happen very quickly. On such occasions we will inform parents as quickly as possible. All information is also featured on our school website.

### **Safeguarding at Hebburn Lakes**

**Safeguarding is  
Everyone's  
Responsibility**

Safeguarding children and adults is a top priority in our school. It is therefore important that all staff, volunteers, Governors and our community work together on this. Our recruitment and selection processes are rigorous and comply with all relevant guidance. All Staff including volunteers are cleared by DBS. All staff receive training and are aware of safeguarding and child protection issues and responsibilities which we adhere to rigorously.

We are also an Operation Encompass school and so work closely with the police where there have been incidents of Domestic Violence in the family home.

*The safeguarding policy can be found on the school website.*

### **Pastoral Support Team**

We employ an attendance and pastoral support officer who oversee the daily monitoring of attendance and ensure that families gain the support they need to support their children. The work has ensured that attendance is consistently good across the school. The pastoral support team also oversees the work of our most vulnerable children and are key to the internal behavior system.

Many of our parents now use the school when in need of support. If you'd like to speak to Miss King or Mrs Hudson, please contact the school office, where they'd be more than happy to help.



## Attendance



If children are to receive a full and accessible education it is vital that they attend school each day and on time, this is a legal requirement. At Hebburn Lakes we have very strict attendance protocols and procedures for persistent absenteeism which, if not followed, can and will result in financial penalties for parents.

*Please read our Attendance Policy on our website or from the school office.*

## Late arrivals

Please note if your child arrives late for school, you will need to sign them in at the front Reception area where you will be asked by a member of staff why they are late. 15 minutes late each day amount to 10 days lost per school year. All late arrivals are marked as such on the register and will affect your child's attendance. Persistent lateness does not just affect your child's academic achievement but also disrupts classes, therefore, we ask for your support in ensuring your child arrives at school on time.

## Absence reporting

In the event of an absence the school should be informed on the first day. This ensures we know that your child is unwell and we can record this in the attendance register. If we do not hear from you Mrs Hudson, our Attendance Officer, will contact you. If we are not able to contact you and your child is off for more than 3 days, as part of our safeguarding policies, we will make an unannounced visit to the family home.

## Frequent Absence

The parents of pupils who are frequently absent will be contacted so that they can be made aware of their child's absence rate. School is a fun, fair and compulsory place for your child to learn, play and socialise. We are here to help and support your family, therefore, please work with us to prevent your child missing out on their learning. Our Care, Guidance and Support Officer & Attendance Officer is here to help you and not judge you. If you are experiencing any problems in getting your child to school, share them with us so that we can identify a solution together. School will always support families as much as we possibly can but can only do so if you share the problem with us.





## Holidays During School Time

The school year includes 13 weeks when the children are on holiday. A formal request must be made to the Head Teacher to be considered for any additional time during term time. You do not have a legal right to take your child or children out of school for holidays during term time and unless it is exceptional circumstances holidays during term time will not be authorised. Term dates are available on the school website or from the school office. Fixed penalty notices (FPN) can be used as a response to parents taking unauthorised term time leave of absence such as a family holiday for periods of at least 10 consecutive sessions (5 days). No formal warning is sent, and parents are sent a FPN of £160 per parent per child reduced to £80 if paid within 21 days.

## Illness/Accidents

If your child is ill or has been injured during the day we will contact you on the telephone numbers provided or via a dojo message. We will only send for you if we feel it would be in your child's best interests to go home. Whilst falling over or having accidents during play is very common amongst young children in the case of an accident involving a bump on the head parents will always be informed. Several members of staff have been trained to administer First Aid if needed, this includes paediatric first aid for our youngest children.

It is essential that the school holds up-to-date contact information.

**Please remember to inform the school office if you move house or your telephone number/s change.**

## What to wear to school?

### School Uniform



Wearing a school uniform gives the children a sense of belonging and an identity within the school. The school policy is to encourage the children to take pride in their appearance and to wear the correct uniform at all times.

Our uniform is as follows:

- Purple sweatshirt/cardigan (preferably with the Hebburn Lakes Logo)
- Black skirt, trousers, leggings, jogging bottoms, shorts, pinafore or summer dress
- A purple hoodie (with or without logo), cardigan or jumper





- White polo shirt, blouse or shirt
- Plain black shoes or trainers

For P.E. children need

A plain white T-shirt/polo shirt

A plain black tracksuit or jogging bottoms, black shorts or appropriate sports wear

A pair of plain trainers

Purple hoodie

Uniform is available to buy online from Emblematic or in person from JK Clothing in Jarrow. *A copy order form is enclosed in the pack.*

### Lost Property

Please ensure you have labelled all of your child's uniform. It is far easier to find the owners and return items quickly if they are labelled.

### Wearing Jewellery

For the safety of your child we advise that jewellery, in particular ear rings, should not be worn in school. Jewellery is not permitted to be worn during PE; this includes swimming, or competitive sporting activities under any circumstances.

If children request to have their ears pierced, we suggest this is done at the start of the six-week summer holiday so earrings can be removed on return to school in September. Children are welcome to wear a wrist watch if they wish but will be asked to remove it during PE or swimming lessons.

## **Breakfast and Lunch Arrangements**

### Breakfast Club (Subject to change)

Children can arrive at school anytime between 8.10am and 8.30am for a healthy breakfast provided by our Breakfast Club team. The breakfast club offers a variety of activities in addition to breakfast. Children do not need to be booked in for this provision but children must arrive by 8.30am. Thanks to funding provided by Greggs, we are able to offer this as a free provision.

### School Meals/Milk

We have a fully equipped kitchen on site and our catering team provides high quality hot meals for the children each day. The catering team can meet any dietary needs so please inform us if your child requires a special diet. Children in



Foundation, Year 1 and Year 2 classes automatically receive a free cooked meal at school.

Free school meals (FSMs) are available to those children who are eligible. If you think you are eligible, details are in your pack or can be requested at the school office.

We ask that all parents, who are entitled to FSMs apply even if they don't have a school meal as part of our school funding each year, known as Pupil Premium, is allocated according to the number of eligible children.

The cost of school meals (subject to change) for all other children is £11.00 per week payable on a Monday by ParentPay for the following week. Any unused payment will be carried forward.

Menus are published each term and are available on the school website or by request.

Milk money payment items are opened on Parentpay during the Summer Term for the school year at £9.10 per term (subject to change). There will be one reminder sent out at the end of each term, before this closes due to dairy procedures. As it will take time to set ParentPay up, **New Reception parents will have two weeks at the beginning of the Autumn term to make payment if you wish your child to receive milk for the term.** No late payments will be taken.

### Keeping our Brains and Body Healthy

The school participates in the National Fruit and Vegetable Scheme whereby children in Nursery, Reception, Year 1 and Year 2 classes are entitled to a free piece of fruit each school day as part of the Government's campaign to encourage children to eat more healthily.

We aim to encourage pupils to drink more water which aids concentration in the classroom. Individual water bottles are provided when children enter school for the first time, limited replacements are then available to purchase for £1.50 each from the school office. Unfortunately for health and safety reasons we are unable to sterilise the bottles in school, we therefore ask your child to bring their bottle home at the end of each day to be washed.



### Health

Is my child too ill for school?





Children often catch colds and other minor illnesses and as parents there is always the worry that when their child is unwell they are unable to attend school. Whilst we would never want a child to attend who is genuinely unwell, we do ask parents to consider whether they are actually well enough to attend and are happy to support with the administration of medicines where needed.

This advice from the NHS website is a useful guide:

- Colds: It's fine to send your child to school with a minor cold; however, if they have a fever, keep them off until their temperature has returned to normal.
- Hand, foot and mouth disease: If your child has hand, foot and mouth disease, and is well enough, they can come to school.
- Slapped cheek syndrome: You do not need to keep your child off school because once the rash appears, they are no longer infectious. If you suspect your child has slapped cheek syndrome, take them to the GP and let the school know they have been diagnosed with it.
- Ear infection: If your child has an ear infection and a fever or a severe earache, keep them off school until they are feeling better.
- Sore throat: You can still send your child to school if they have a sore throat. If they also have a fever, keep them home.
- Vomiting and diarrhoea: Children with diarrhoea and/or vomiting should definitely stay at home until 24 hours after their symptoms have gone.
- Chickenpox: If your child has chickenpox, keep them off school until the spots have crusted over - usually 5 days after the spots first appear.

For further information, please go to:

<https://www.nhs.uk/live-well/healthybody/is-my-child-too-ill-for-school>

If your child is not feeling well, but is well enough to come to school, please let the teacher know.

### Medicine in school

The governors have approved an administration of medicine policy and so we are more than happy to support your child if they need to take prescribed medication from a GP or over the counter medicines for more day to day complaints. You will be asked to fill in a medication form before we can accept this.

### Care plans & disabilities



If your child requires a specific care plan, we will work with you and any professional body to create and implement one. We will endeavour to ensure that their time here at Hebburn Lakes is not hindered by any special requirements they may have. We also welcome the opportunity to educate pupils with disabilities alongside their more able bodied peers. Parents of children with disabilities wishing to admit their child to the school should, in the first instance, make an application in the normal way through the Local Authority. Our Equal Opportunities policy and Special Educational Needs policy try to ensure that all children in school are treated fairly and encouraged to fulfil their individual potential, regardless of disability. In terms of the building itself, there are no steps inside the school. Our wide corridors and doorways ensure ease of movement. Minor adjustments regarding access can be made if and when necessary and the school. We are confident that any child wishing to attend the school will be able to gain access whether disabled or not.

If your child has a medical condition you will be invited to meet with the Assistant Head before your child starts school to write an appropriate medical healthcare plan (where needed). This plan will ensure all staff in school are aware of your child's medical needs and how to support them to manage their condition. Staff working directly with your child will be trained appropriately before your child starts, alternatively there may be a short period when we ask you to support us with your child's medical needs whilst staff training is arranged.

### Supporting our children's Social, Emotional and Mental Health Needs

As a school we take the social, emotional and mental health needs of our children very seriously. Should you have any concerns our dedicated pastoral team led by our Assistant Head are always on hand to offer support. Our Care, Guidance and Support Officer is also trained as a mental health first aider and as part of South Tyneside's Healthy Minds initiative we have a trained worker in school one day a week who can offer 1-1 and small group support.



### Supporting children with Special Educational Needs & Disability (SEND)



## Admissions

All school admissions (except nursery) are managed by the Local Authority in line with the Admissions policy.

We are an oversubscribed school and so most year groups are at capacity at the start of an academic year. If you would like your child to join Hebburn Lakes during the school year, please contact the Local Authority for an in year application form. If there are spaces, children will be admitted in accordance with the Admissions Policy. We do not hold waiting lists for the school.

### Admissions – Specialist Resource Base

The SRB is managed by the school. However, all admissions for the Base are allocated via the SEND department at South Tyneside Council, therefore parents cannot apply to the school for a place in the SRB. Any queries about places in the SRB should be through your child's school or SEND officer (where applicable).

### Nursery Admissions

We currently offer 10 (30 hour) and 32 (15 hour) places to nursery children. Nursery admissions are managed by the school. You can apply once your child is 2 years of age, with a view for them to start the term after their third Birthday. Currently we take admissions throughout the school year. *An application form is available on the school website or on request at the school office.*

### Digital Media



Our school website features information about our school and the projects and activities that we undertake. Updated regularly, it is accessible to the world. Online contents include both group and individual photographs of staff, children and on some occasions, parents. No people, other than staff, are identified online by name. In addition to the Internet our school can often be featured in local, and on some occasions, national press. This may include the

media outlets associated websites. Again, this may feature aforementioned photographs. If you would NOT like your child, or their, photographs to be used online it is essential that you complete The Photographic Consent Form which is in





the paperwork section. In the event your child's photograph is to be used for marketing material you will be contacted directly with a specific consent form.

### Social Media

School recognises that the Internet and social media are playing a bigger part than ever in our everyday lives. Children regularly use the Internet in school under the strict supervision of class teachers. It is important that children are taught to use this form of media carefully, safely and sensibly. They receive advice on e-safety and are not permitted to access social media or chat room sites. As you would expect, certain websites and content are blocked. The School and our Internet provider also keep records of computer activity in school to help protect children. As a parent, it is important that you understand that school is working hard to provide a high quality education and safe working environment for all children. Comments, in particular negative ones, about school life should not be posted on social media sites. Abusive or harmful comments will be addressed as they do not benefit school or our pupils in any way. Such comments are a good example of what we are teaching children not to do. If you have any concerns or have a desire to post any comments about School, we would urge you to contact us directly. Our E-Safety Policy has been created for both pupils and parents. Please take a moment to read the policy in the Paperwork section with your child so that you both understand the importance of safe digital media use. If you are happy to abide by the policy, you should sign and return it when your child begins school.

### School Premises

#### Car Parking

The school car park cannot accommodate the number of families who may wish to use it, **the car park is therefore closed** to all but blue badge holders (which should be presented at the office) or very specific temporary mobility issue authorised by the school. Permits can be accessed through the school office. All other cars will need to park away from school and walk the remaining journey. We ask that parents respect our neighbours when doing so. Please do not, under any circumstances, block the entrance to the car park, turn your vehicle at the entrance to the car park or illegally park on the zigzag lines outside the entrance of the school. We encourage our families to walk/cycle and scoot to school as much as possible. When accessing the school grounds please use the footpaths provided and for safety reasons, do not allow your child to walk under the car park barrier. Thank you for your cooperation.



## Smoking

The school and its grounds are a no smoking area, in accordance with National Legislation. This includes artificial methods such as vaping

## Dogs in school

Dogs are not permitted anywhere on the school grounds. We request that parents do not attempt to tie dogs to the school gates or surrounding fences.

## Policies

We have a range of policies which are in place to support parents with key information about how we do things at Hebburn Lakes, such as:

- Anti-Bullying
- Behaviour School Policy
- Charging & Remissions Policy
- Child Protection School Policy
- Equality, Diversity & Cohesion School
- Internet & E-Safety School Policy
- Looked After Child
- Social Networking
- Complaints Policy

All school policies are available on the school website

## Complaints

Whilst we hope that you find your child's time with us to be a happy and successful one, from time to time complaints do arise. We ask that any minor issues are first addressed with your child's class teacher but parents are always welcome to contact one of the Senior Management Team to discuss anything relating to School.





The School's Guidance and Procedures for Dealing with School Complaints is available on the school website for parents to access.