



'Where Learning Creates Success'

# A Guide for Parents and Carers

2021-2022

Operation  
Encompass



GREGGS  
FOUNDATION





Dear Parent/Carer,

On behalf of the Governors and School Staff, I would like to welcome you into Laygate Community School.

At Laygate, we believe that learning creates success.

We want your child to be happy and have a successful learning journey. In order to achieve this, we feel that it is vital that new children and parents/carers are given every assistance in gaining an understanding of the philosophy and ethos of the school. Together, we can support your child with the routines and practices that take place and the way in which the school operates.

To help your child settle in to school quickly, you will find some basic information in this booklet such as school times, school dinners, milk and uniform. More detailed information and guidance on policy and procedures can be obtained from the school office and from our website [www.laygatecommunityschool.co.uk](http://www.laygatecommunityschool.co.uk)

At Laygate, all members of the school community are valued and respected as individuals, as well as members of the whole school team.

I hope this brochure will help you to make your contribution to Laygate Community School more enjoyable and effective.

**Miss M. Lauder**

**Head Teacher**

*'Your team has created a highly inclusive environment where every child is valued.'* Ofsted 5<sup>th</sup> March 2018

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## Keeping in Touch

We endeavour to keep you updated with all the comings and goings of the school.

We will do this in a number of ways: newsletters, letters, flyers, parent consultations, messages via our text messaging service and the school website.

It is essential that we have correct contact numbers, email addresses and emergency contact numbers recorded. Should your numbers or addresses change at any point, then you must inform the school office A.S.A.P.

**Safeguarding our children is a responsibility for both parents/carers and the school.**

School Telephone Number: 0191 456 2470

Website: [www.laygatecommunityschool.co.uk](http://www.laygatecommunityschool.co.uk)

### Address

Laygate Community School  
Laygate Lane  
South Shields  
Tyne and Wear  
NE33 4JJ

## Attendance and Punctuality

The school day starts at 8:55am for children from Reception to Year 6.

Morning nursery starts at 8:45am.

Parents and children will be invited on to the school site 5 minutes before their start time.

Your child's attendance and punctuality will be monitored regularly. School uses a first day response service and parents who do not inform school about absences before 9:20am will be contacted by a member of staff.

Whilst we acknowledge that children will be ill from time-to-time and may be late occasionally, however, without a predisposed medical condition, this should not be a regular occurrence.

If a child is repeatedly absent, late or a pattern begins to emerge, without any explanation, then a letter or home visit will follow and medical evidence will need to be provided for any subsequent absences. Should there be no further improvement then this may be escalated, resulting in a penalty fine for unauthorised absence.

**COVID-19: We follow Government policy to record absence for any child who has tested positive or is self-isolating.**

## Holidays

As a school we do not encourage families to take their children out of school during term time. Therefore, requests to do so will not be authorised by the Headteacher unless there are exceptional circumstances. These are decided at the discretion of the Head Teacher. If your child is absent, it will therefore be unauthorised. In some cases, these may be referred to the local authority and a fine may ensue (£60 per adult, per child).

## School Uniform

**School uniform must be worn at all times. All items must be clearly marked with your child's name.**

### Uniform

Navy sweatshirt, cardigan or jumper (with or without the school logo)

Pale blue or white polo shirt

Black or grey trousers or skirt

Pale blue or navy checked summer dress (summer only)

Black shoes or black trainers (no heels, no coloured laces or distinctive colour markings)



## PE Kit

Black or navy shorts, leggings or tracksuit/jogging bottoms

White t-shirt

Plimsolls or trainers



**Children come to school dressed in their PE kit on their allocated PE day. The class teacher will let you know when this is.**

## Swimming (KS2 only)

Swim suit or trunks (no bikinis or swim shorts)

Swimming cap (boys and girls)

Towel

Waterproof swim bag



(You will be notified which term and day your child will be swimming when it is closer to their turn.)

Uniform suppliers for items **with** school logo:

Initial Images, 2E Rekendyke Industrial Estate, Templetown, Laygate, South Shields TEL: 0191 455 8128

Uniform suppliers for items **without** school logo are available from ASDA, South Shields or ASDA Boldon. Other supermarkets also supply uniform without logos.

## **Your Child's Belongings**

### **Mobile Phones**

If your child travels to and from school unescorted, your child will be allowed to bring a mobile phone to school. After they have notified you of their arrival, the phone must be switched off and left at the school office until the end of the school day.

**Any phone found in school will be confiscated and will have to be collected by a parent/guardian.**

### **Jewellery**

In line with our Health and Safety policy, NO jewellery is allowed to be worn in school.

If your child has pierced ears, please ensure these are removed for school. If you are having your child's ears pierced, please ensure this is done during the summer holidays as they will have to be removed for school.

Children are allowed to wear a wrist watch but this must be taken off for PE.

### **Money**

Your child should not be bringing money to school. As we are now operating a cashless office, all dinner, milk, trip money etc. should be paid for using Parent Pay. If for any reason your child has money with them, this will be kept safe by staff members until the end of the school day.

## **Lost Property Procedure**

### **Lost property collection points:**

Nursery

Reception and Key Stage 1 lobby

KS2 corridor next to disabled toilet

It is helpful if your child's name is written inside any clothing that they have on in school.

**Any lost property not collected will be disposed of at the end of the school term.**

# **The School Day**

## **Nursery**

### **Autumn Term 2021**

Morning session: 8:45am – 11:45am

### **Spring/Summer Term 2022**

Morning session: 8:45am – 11:45am

Afternoon session: 12:30pm – 3:30pm

## **Reception**

Morning session: 8:55am – 11:30am

Afternoon session: 12:30pm – 3:20pm

## **Key Stage 1**

(Years 1, 1/2 and 2)

Morning session: 8:55am – 11:50am

Afternoon session: 1:00pm – 3:20pm

## **Lower Key Stage 2**

(Years 3, 3/4 and 4/5)

Morning session: 8:55am – 12:15pm

Afternoon session: 1:15pm – 3:20pm

## **Upper Key Stage 2**

(Years 5 and 6)

Morning session: 8:55am – 12:15pm

Afternoon session: 1:15pm – 3:20pm



## Medicines



When needed, schools are able to administer prescribed medicines. In order to do this, parents/carers must request, fill in and sign a permission form from the school office.

With the agreement of the prescriber, medicines should be given outside of school hours where possible.

### Asthma – School Emergency Inhalers

From 1<sup>st</sup> October 2014, the Human Medicines Regulations 2014 will allow schools to keep a salbutamol inhaler for use in emergencies.

The emergency salbutamol inhaler should only be used by children for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma and prescribed an inhaler, or who have been prescribed an inhaler as reliever medication.

The inhaler can only be used if the pupil's inhaler is not available (for example, because it is empty or broken).

Asthma cards are completed by parents.

Recent guidance from the school nursing service states that all children using an inhaler should use it in conjunction with an appropriate spacer.

An emergency spacer is kept in school and will be replaced by the parent/carer if it is necessary to use it.



### Epi-pens

You must inform school staff if your child is known to have a severe allergy and is currently prescribed an Epi-pen. Schools require TWO Epi-pens to be kept in school at all times.

## School Meals



### **Paid Meals**

School meals must be ordered at the start of each week.

Price £11 per week (£2.20 per day) which must be paid no later than the Monday of the week when the child will be receiving the school meals.

Payment is done through Parent Pay. You can download the Parent Pay app from your App Store. School will provide you with an access code if Parent Pay is required.

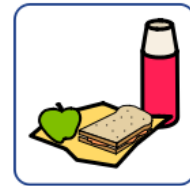


### **Free Meals**

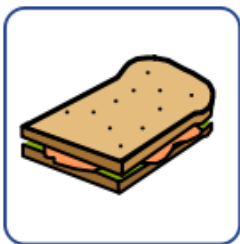
If you are in receipt of benefits, your child may be entitled to receive free school meals. Please fill out a form from the school office.

### **Packed Lunch (Reception upwards only)**

You may provide your child with a packed lunch.



All packed lunches must be brought to school in a suitable packed lunch box each morning, clearly marked with your child's name. As we have achieved 'Healthy School' status, please ensure that your child's packed lunch is healthy, i.e. sandwich, fruit etc. and a drink (**no** cans or fizzy drinks).



### **Milk**

School milk is available to all nursery children and children entitled to free school meals free of charge. For all other children, the cost is £27.30 per school year (£9.10 per term). A reduced charge will be made if your child starts mid-year. You will receive a request letter when your child's milk money is due. This will also be paid for using Parent Pay.

### **Fruit for School**

Nursery, Reception and Key Stage 1 children all receive fruit on a daily basis. This is free of charge.

## **Breakfast Club**

**We are extremely fortunate to have Greggs and The Bank of England support our school Breakfast Club. This allows us to offer breakfast free of charge.**

All pupils are welcome to attend from Reception to Year 6.

The Club is open each morning from **8:10am until 8:55am with the last serving at 8:20am.**

Your child will get a choice of cereal, toast and bagels etc. Activities are available to all children, i.e. arts, crafts, Nintendo DS and ICT, board games etc.

Pre-booking is NOT required.

**Entry will not be permitted after 8:15am.**

## **Extra-curricular Activities and Clubs**

For information about our extra-curricular activities and clubs please visit our school website or ask a member of staff.

*'The work of your team to support the personal development and welfare of your pupils is exceptional.'* Ofsted 5<sup>th</sup> March 2018

## Curriculum

We want our children to be:

***Successful learners***

***Confident individuals***

***Responsible citizens***

We will achieve this by providing a stimulating and exciting curriculum, which is both inclusive and challenging, in order to get the best from every child.

The National Curriculum lies at the heart of what is taught at Laygate. It sets out a clear, full and statutory entitlement to learning for all children aged five to eleven and determines the content of what they will be taught.

It is preceded by the Early Years Foundation Stage Curriculum which is taught to children aged three to five.

**The Core Curriculum subjects are:**

- *English*
- *Mathematics*
- *Science*
- *Computing*
- *Religious Education (RE)*

**The foundation subjects are:**

- *History*
- *Geography*
- *Design and Technology (DT)*
- *Music and Dance*
- *Art*
- *Physical Education (PE)*
- *Personal, Social and Health Education (PSHE) including Relationships, Sex and Health Education (RSHE)*

Each subject has a programme of study which specifies the knowledge, skills and concepts that the children will be expected to acquire as they progress through both primary and secondary school. There will be times when these subjects are best taught discreetly and systematically, and other times when they will be taught in a cross-curricular way enabling the children to develop their knowledge, skills and understanding in a broader sense.

If you would like to know more about the curriculum, please have a look at the Yearly Curriculum Overviews and the Termly Curriculum Overviews for each year group which can be found on our school website.

## **Religious Education (RE) and Relationships, Sex and Health Education (RSHE)**

The teaching of Religious Education will be in accordance with the guidelines laid down by South Tyneside Agreed Syllabus for Religious Education.

Relationships Education is compulsory for all pupils receiving primary education and Health Education is also compulsory in all schools except independent schools.

We intend to promote a well-structured and sensitive RSHE programme of study as a basis towards the childrens' lifelong physical, moral and social development.

- RSHE will also be taught as a distinct subject area to Year 5 and/or Year 6 to teach the children about puberty, physical changes they will experience, conception and birth. Other professionals will lead and support the teaching of such issues.
- Parents have the right to withdraw their children from sex education (but not Relationships or Health Education) in accordance with the Relationships Education, Relationship and Sex Education and Health Education (England) Regulations 2019 made under sections 34 and 35 of the Children and Social Work Act 2017.

## **Pastoral Care**

We value the individuality of all children. We welcome all children, regardless of any difficulties they may have, and recognise the importance of working closely with professionals, in order to feel that children and their parents and carers feel they are successfully included within the school.

At times, children may need pastoral support in addition to academic interventions. We actively seek to remove barriers to learning and participation that can hinder or exclude individual pupils or groups of pupils. We have staff who are trained to deliver a range of interventions which cater for the pastoral care of children including Theraplay, Fun Friends programme, Friends for Life programme and Time to Talk etc.

Where more specialist provision is required, professionals may come into school to work alongside children.

## **Operation Encompass**

Operation Encompass is a police and education early information sharing partnership enabling schools to offer immediate support for children and young people experiencing domestic abuse. Information is shared by the police with a school's trained Key Adult (DSL) prior to the start of the next school day after officers have attended a domestic abuse incident thus enabling appropriate support to be given, dependent upon the needs and wishes of the child.

*'Your team maintains excellent links with social care, counselling support, and social, emotional and behavioural support teams to ensure that the right support is in place for pupils.'* Ofsted 5<sup>th</sup> March 2018

## **Community Cohesion**

The school is at the centre of our community; many local people came to our school and now choose to send their own children and grandchildren here. We have children and their families who represent a wide cross-section of our multi-cultural community and we all work extremely well together, something that benefits our children as they grow to become responsible citizens of the future.

Together we learn, respect and celebrate each other's faiths and cultures including Easter, Christmas, Eid, Diwali along with many more.

We discuss and engage in charitable work such as Children in Need, the Salvation Army, #Hello Yellow day etc.

In conjunction with Northumbria Police, we also have our very own Mini Police. This special partnership not only gives the children a valuable insight in to the role of a Police Officer but also allows the children to engage with the wider community, e.g. attending Remembrance Day Parade and Sunderland Air Show as guides.

## **British Values**

We have a duty to prepare the children of Laygate Community School for life in Modern Britain. We must actively promote the fundamental British Values of:

- *democracy;*
- *the rule of law;*
- *individual liberty;*
- *mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.*

In doing so, children should gain:

- *an understanding of how citizens can influence decision-making through the democratic process;*
- *an appreciation that living under the rule of law protects individual citizens and is essential for their wellbeing and safety;*
- *an understanding that there is a separation of power between the executive and the judiciary, and that while some public bodies such as the police and the army can be held to account through parliament, others such as the courts, maintain independence;*
- *an understanding that the freedom to choose and hold other faiths and beliefs is protected in law;*
- *an acceptance that other people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour; and,*

- *an understanding of the importance of identifying and combatting discrimination.*



*'It is clear that you and your team know your pupils extremely well and many of the organisational systems that lie behind your work are exceptional.'*

Ofsted 5<sup>th</sup> March 2018

Laygate Community School was last inspected on 1<sup>st</sup> February 2018 and the report made available to the public on 5<sup>th</sup> March 2018.

The report, along with all other important information, is available on our school website should you require any further detail.

We hope you find this brochure both informative and helpful. We would welcome any feedback on any other information you may require and look forward to working with you, in partnership, in your child's education.