

Collierley Nursery and Primary School



Parent/Carer Handbook 2025 – 2026

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Welcome

We hope you find this guide useful, interesting and informative. Its purpose is to help you understand daily life at Collierley Nursery and Primary School and help you and your child to quickly settle into life at Collierley.

We are proud to be part of SLP Trust. www.slptrust.co.uk

Collierley Nursery and Primary is a small school in the rural village of Dipton, County Durham. We are very proud of our school. We try to operate as a big “family”, one where each child is important, and where they feel truly cared for, secure and safe. We set high expectations for our pupils and standards of behaviour are high. Appropriate support is available to those that require it and we are constantly striving to maintain and raise academic standards.

We have three school rules: Be Safe, Be Respectful, Be Ready.

Our aims are simple: We want all children to have the best possible start in life. We want all children to not only feel safe and cared for at school...but also to enjoy learning!

We are very proud of our school; its rich heritage and its spectacular site. We have plans to further develop the fantastic grounds to further enhance the curriculum for all of our children. Continuous improvement is important to us.

We are all dedicated to ensuring that our school has a friendly, caring atmosphere where each child is helped to have an outstanding primary education.

General Information

Headteacher

Mrs Angela McDermid

Address

Collierley Nursery and Primary School
Front Street
Dipton
Stanley
Co Durham
DH9 9DJ

Telephone

01207 570298

Website

www.collierley.durham.org.uk

Twitter

@Collierleypri

Facebook

Collierley Primary School

Email

collierley@durhamlearning.net

Chair of Governors

Mr David Marrs

Our Staff

Teaching Staff

Teacher	Responsibilities
Miss Dews	Senior Leader – Early Years Lead RE Art and Design First Aid
Mrs Croney	Maths co lead Early Reading and Writing Lead Computing Geography Forest School Leader
Mrs Cumiskey	Year Two Teacher
Mrs McNeill 0.6	Maths co lead History Forest School Leader Educational Vists
Mr Cummings	Year Five Teacher
Mrs Darwin	Deputy Headteacher Member of the English Development Team Science PSCHE including RSE
Miss Readman	English lead Music PE including Sports Premium Allocation

Teaching Assistant Team

2 Year Old Room	Early Years	Special Educational Needs TA	HLTA
Mrs Burns Mrs Morant	Mrs Stacey Miss Edington	Miss Ferguson Mrs Oliver Mrs Dower	Mrs Wilkinson

Admin Team

Miss Conroy

Lunchtime Playleader Team

Mrs Oliver, Mrs Dower, Mrs Graham, Miss Wanless and Mr Forster

Premises Team

Mr Black and Mrs Graham

Kitchen Team

Mrs Shannon and Lynne

Our School Day

All children are welcomed to come into school from 8.45 – 9.00am.

Please do not come on to school site before 8.45am

Nursery and Reception age children enter school via the nursery entrance – walk down the left-hand side of the school building (pedestrian path), past the main school entrance.

All our KS1 and KS2 children enter school at the front pupil entrance. At least two members of staff are at the entrance from 8.45am – 9.00am and children can enter the school and enjoy a bagel in their classroom.

Any children arriving late must enter through the main office – their lateness will be recorded (in minutes) with the reason for lateness. Children are encouraged to learn the importance of good timekeeping from the very start of joining school.

The children exit from two different areas at 3:15pm.

Year Group	Exit Point	Time of Exit
2 year olds	2 year old room door	From 3.00 onwards
Nursery	Nursery Door	From 3.00 onwards
Reception	Nursery Door	3:15
Year One	White Doors on Playground	3:15
Year Two	White Doors on Playground	3:15
Year Three and Four	White Doors on Playground	3:15
Year Five	Car Park/Boys' Cloakroom Exit	3:15
Year Six	Car Park/Boys' Cloakroom Exit	3:15

The children in years 5 and 6 are to be encouraged to leave school without an adult and make their own way home or to an agreed meeting point. **Permission slips must be completed before children are able to leave school/walk home alone.

Communication

It is very important to us that communication is a two-way process. Please keep us informed as to how things are going at home – if you have any questions please just ask. There is no question too small and there is no limit to the number of times that you can ask!

For daily communication, follow us on Facebook. *The majority of communication is through Facebook and the weekly school newsletter.*

Parents' Evenings

We hold formal parents evenings every term. You will have the opportunity to make a 10 minute appointment with your child's class teacher through the school office and you will be able to see your child's books (years one – six only).

If you are unable to make it on the date that is planned, please contact the office to arrange an alternative date.

Written Report

Each Term you will receive a written report on your child's progress and attainment within school. This is a short report which gives all the key information in a simple format.

Weekly Newsletter

Every Friday we publish a whole school newsletter. This is published on Facebook and the school website and sent via email (where requested), audio (mp3) file and text to parents.

Whole School Calendar

At the start of the academic year you will receive a copy of the whole school calendar showing all school events. These are also on the calendar on our school website. We do endeavor to keep to these dates and times and only change them if absolutely necessary.

Email

Please ensure that we have your current email address on record. This is now our preferred method of communication and all letters will be emailed to you. Ensure that you make sure that these don't drop in to your junk folder.

Up to Date Contact Details

Please can you ensure that we always have up to date information regarding contact details. These are particularly important in case of emergency.

Contact Phone Numbers

It is essential that we have three contact phone numbers on record for your child. In the event of your child becoming ill in school we will need to contact you.

Medical Needs

If your child has any additional medical needs, it is essential that we have full details of these and have worked with you to produce a Health Care Plan which outlines any signs, symptoms, medication and treatment.

Any inhalers must be in school at all times.

If your child requires a plan please contact the school office who will arrange an appointment with Miss Dews or Mrs Stacey to complete this.

Safeguarding

As a school, we have a duty of care to all children and the wider community.

If you have any concerns about children outside of school you should report these to the police or First Contact 03000 267 979.

In school, if a child makes a disclosure we are bound by safeguarding protocol to pass these on to the Local Authority Safeguarding team without contacting parents.

Two year Old Provision

The two year old provision is in a sperate room with its own outdoor facilities. This is overseen by Miss Dews and run daily by Mrs Burns and Mrs Morant.

Sessions – we offer two session options for 15 hours or 30 hours for those eligible:

- 5 mornings
- 5 afternoons
- Morning session: 8.45am-11.45am
- Afternoon session: 12.15pm - 3.15pm

We have a maximum of 5 children per session. We admit children the term after their second birthday.

Nursery Provision

All nursery provision is provided in our Early Years Unit. Early Years Unit (EYU) is another name for a combined nursery and reception age class. ***All our nursery and reception age children learn alongside each other within the Early Years Unit.***

Sessions – we offer five session options:

- 5 mornings
- 5 afternoons
- 2 and a half days – all day Monday, all day Tuesday, Wednesday morning
- 2 and a half days – Wednesday afternoon, all day Thursday, all day Friday
- 5 full days for those eligible for 30 hour provision (see below)
- Morning session: 8.45am-11.45am
- Afternoon session: 12.15pm - 3.15pm

We have a maximum of 26 children per session. We admit children from 3 years old.

Our Nursery Day

8.45am: Dancing, Register, Weekly Story & Phonics

9.45am: Free Flow – time to explore indoors and outdoors while we work with our friends

11.30am: Nursery Lunchtime or Review Time

11.45am: Nursery Home Time

12.15pm: Dancing, Register & Weekly Story

12.45pm: Free Flow – time to explore indoors and outdoors while we work with our friends

2.30pm: Squiggle Whilst You Wiggle, Songs, Rhymes and Review

3.15pm: Home Time – flexible pick up from 3.00pm

The children who stay for full day sessions have lunch in the Early Years room. They can either bring packed lunch or have a school dinner.

30 Hours Free Childcare

September 2017 saw the introduction of 30 hours free childcare for nursery aged children in eligible families. At Collierley we offer 30 hours over 5 days between 8.45/9.00am and 3.15pm, including lunch.

We offer a maximum of thirteen 30hour places, in addition to twenty-six universal 15 hour places. The minimum number of hours we offer is 15 per child. This is to ensure full coverage of the EYFS curriculum and that children receive their full educational entitlement.

Fifteen-hour places can be chosen from one of our four options (see above) and remain dependent on availability.

Parents should check their eligibility online at the Childcare Choices website: <http://www.childcarechoices.gov.uk> and they will then be directed to the digital childcare service to apply. They will be given an eligibility code which should be entered onto a form available from the school and returned to the office so that relevant checks can be made. This form includes consent for school to carry out the eligibility check. It is necessary to reconfirm eligibility every 3 months.

Reception Provision

This video gives you more information about how the Early Years operate.

<https://youtu.be/iGpOOthv0dU>

School Dinners

To help reduce waste and provide every child with their preferred meal choice, we operate a digital menu so that parents can decide their meals in advance with their child. Chartwells are our school meals provider and can offer meals which can cater to children with allergies with information provided from parents. [Chartwells | The UK's Leading School Catering Company](#)

Menus rotate on a 3-week basis and change during the year. Daily choices always include a vegetarian and a sandwich/jacket potato option.

You can have a selection of packed lunch and school dinner, but whatever pattern you select must be the same for every week, despite it being a three-week menu. The meal selection can change each week, but the days that your child has packed lunch or school dinner must remain the same.

Sample menu

Example menu	Example menu	Example menu
Toad in the Hole Creamed Potato	Roast Pork Roast Potatoes	Battered Fish Fillet Chips with Tomato Ketchup
Pasta Bolognese (vegetarian option available)	Tuna Melt Roast Potatoes	Vegetable Curry Wholegrain Rice (v)
Jacket Potato with a selection of fillings	Selection of Sandwiches	Jacket Potato with a selection of fillings
Freshly prepared salad served daily		
Cauliflower Mixed Vegetables Salad Selection	Savoy Cabbage Sweetcorn Salad Selection	Garden Peas Baked Beans Salad Selection
Ginger Sponge with Vanilla Sauce	Chocolate Sponge with Chocolate Sauce	Oaty Biscuit with Fruit Wedges

If your child would like to change their meal option, we ask that you contact the school office, giving at least 2 weeks' notice.

Currently all children in Key Stage 1 (Reception, Year1 and Year 2) are entitled to a free school meal, as part of the government Universal Infant Free School Meals scheme (UIFSM).

A school meal costs £2.85 per day (correct as at 1 September 2024).

If you believe that you may be entitled to benefit related Free School Meals, please contact the office for a form.

School Holidays

Teacher Training dates for 2024 -2025 School Year:

- Tuesday 3rd September 2024
- Wednesday 4th September 2024
- Friday 31st January 2025
- Friday 23rd June 2025

Durham Holidays

School holidays for the 2025/26 academic year

Holiday	Closing date	Date re-opens
Summer 2025	Friday 18 July 2025	Tuesday 2 September 2025
Autumn half-term 2025	Friday 24 October 2025	Monday 3 November 2025
Christmas 2025	Friday 19 December 2025	Monday 5 January 2026
Spring half-term 2026	Friday 20 February 2026	Monday 2 March 2026
Easter 2026	Thursday 2 April 2026	Monday 20 April 2026
May Day 2026	Friday 1 May 2026	Tuesday 5 May 2026
Summer half-term 2026	Friday 22 May 2026	Monday 1 June 2026
Summer 2026	Monday 20 July 2026	

School holidays for the 2026/27 academic year

Holiday	Closing date	Date re-opens
Summer 2026	Monday 20 July 2026	Tuesday 1 September 2026
Autumn half-term 2026	Friday 23 October 2026	Monday 2 November 2026
Christmas 2026	Friday 18 December 2026	Monday 4 January 2027
Spring half-term 2027	Friday 12 February 2027	Monday 22 February 2027
Easter 2027	Thursday 25 March 2027	Monday 12 April 2027
May Day 2027	Friday 30 April 2027	Tuesday 4 May 2027
Summer half-term 2027	Friday 28 May 2027	Monday 7 June 2027
Summer 2027	Wednesday 21 July 2027	

There are 193 days in the 2025/26 school year. School is closed for three of these school days for teacher training days: 2/9/25; 28/11/25; 20/7/26

School Holidays During Term Time

Leave of Absence (LOA) During Term Time

The Department for Education has recently announced national changes to the penalty notices for **unauthorised absences / holidays during term time**. This change will come into effect on **19th August 2024**. This means from the start of the academic year, September 2024, fixed penalty notices will be issued for unauthorised leave of absences, holidays and for irregular school attendance as follows:

- **Trigger:** any 10 sessions (5 days) of unauthorised absence in a 10 week rolling period. These sessions might be consecutive or not and they can span across different academic years.
- **First Offence (within a 3 year rolling period):** £160 per parent/carer per child if paid within 28 days (reduced to £80 per parent/carer per child if paid within 21 days)
- **Second Offence (within a 3 year rolling period):** £160 per parent/carer per child (no reduction for early payment)
- **Third Offence (within a 3 year rolling period):** A fixed penalty notice will not be issued. This will be presented straight to the Magistrate's Court where a fine of up to **£2,500** per parent/carer per child may be issued.

Attendance

If you would like any help and support with issues related to school attendance please contact the school and we will do what we can to support and/or signpost you to the appropriate agencies of support.

Why is good attendance important?

The staff and Governors at Collierley Nursery and Primary School recognise that **good attendance and punctuality** are vital for success at school, and to establish positive life habits that are necessary for future success.

It is very important that your child attends school every day on time.

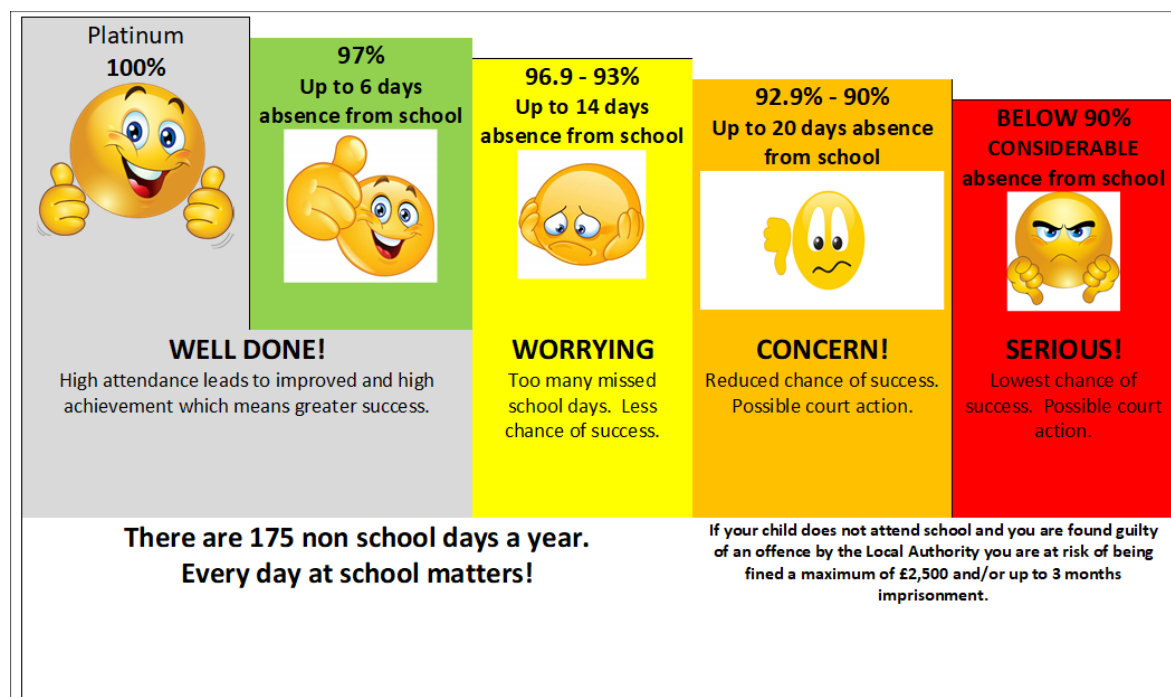
Children who miss school do not achieve as well as other children in tests as well as gaining jobs at the end of their education.

Children who do not attend school daily can struggle with friendships and feel left out when they return to school.

If your child is poorly please call or email the school office so that we know as soon as possible.

Attendance Report

Every term an attendance report is sent home so that you always have the latest information regarding your child's attendance.



Absence from school

If your child cannot attend school for medical reasons, you must inform school, before 9:00am on the first day of absence. Parents/carers are expected to state the reason for absence and the likely duration of the time away from school. Parents/carers will be contacted by telephone/text if a message explaining absence is not received. If an absence is likely to be lengthy or frequent in nature it is important that school is made aware to ensure that adequate provision can be made to support your child.

We follow Public Health England guidance with regards to exclusion periods from school due to illness.

Arriving Late

Pupils arriving after 9am will receive a late mark. Pupils who arrive late to school not only disrupt their own education but that of their peers. The start of the school day is when we deliver some of the key learning. If your child is not in school for this, they will miss out on these essential lessons.

Leaving school during the day

Where possible all appointments should be made outside school hours. If this is unavoidable and appointments are made during school hours, it is absolutely crucial that pupils miss as little education as possible and, where possible, attend school prior to the appointment and/or be returned to school afterwards. You will be asked to sign your child in and out of school during the normal school day and provide a specific reason, along with medical evidence for their removal from school i.e. appointment letter.

School Visits

We aim to fund all school trips through fundraising. We need to raise approximately £7,000 to cover this. You can track our progress on the display in the reception area.

Annual Visits:

Pantomime (Years 1 – 6) - Autumn Term.

Ullswater Outward Bound Trust 5 day residential in the Lake District (Year 6) - Autumn Term 2025 cost £333

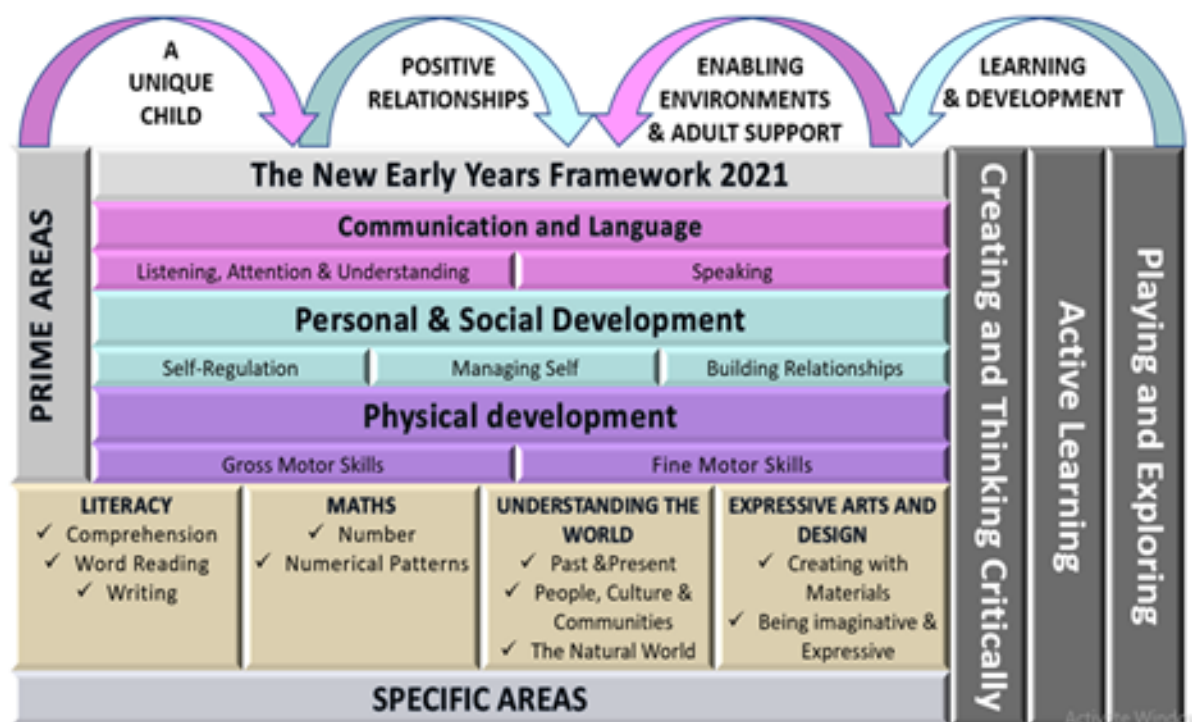
3 day Residential visit for Y4 children to Newby Wiske, North Yorkshire – Spring Term 2025 approx. cost £190

Beach Trip (Years 1-6) Druridge Bay, Northumberland

Families are able to pay for residential visits on savings card – see the school office for more details.

Curriculum – What will my child learn?

Within nursery and reception the children follow the curriculum as shown below.



Playing and exploring: Children investigate and experience things, and 'have a go'. Children who actively participate in their own play develop a larger store of information and experience to draw on which positively supports their learning.

Active learning: Children concentrate and keep on trying if they encounter difficulties. They are proud of their own achievements. For children to develop into self-regulating, lifelong learners they are required to take ownership, accept challenges and learn persistence.

Creating and thinking critically: Children develop their own ideas and make links between these ideas. They think flexibly and rationally, drawing on previous experiences which help them to solve problems and reach conclusions.

Unique Child: Every child is unique and has the potential to be resilient, capable, confident and self-assured.

Positive Relationships: Children flourish with warm, strong and positive partnerships between all staff and parents/carers. This promotes independence across the EYFS curriculum. Children and practitioners are not alone – embrace each community.

Enabling Environments: Children learn and develop well in safe and secure environments where routines are established and where adults respond to their individual needs and passions and help them to build upon their learning over time.

Learning and Development: Children develop and learn at different rates. We must be aware of children who need greater support than others.

Play: We believe that children learn best through play. Children are actively engaged in their learning when it involves other children, adults, objects, ideas and events that involve them for sustained periods of time. We believe that Early Years education should be as practical and active as possible. Play allows children to explore the world around them, to build their confidence as they learn, to set their own goals and solve problems, and to develop relationships. Children lead their own learning with skilled interactions from the adults within the setting.

Continuous Provision – Year One and Two

In order to ensure a seamless transition for the children who have accessed our fantastic EYFS provision. We build upon the learning environment, experiences and skills children have had, whilst supporting them to emotionally acclimatise to year one and year two. During the year, the children take ownership over their learning and take on a range of different opportunities during child-led learning (continuous provision) to develop their independence, resilience and self-motivation. We will support all pupils through this inclusive curriculum while accessing high quality environments indoors and outdoors.

Each day, children learn through either a small adult led activity, child-led investigation, or by choosing from planned activities which consists of independent activities initiated by the teacher (linked to curriculum coverage and progression). Children manage their own time, to ensure they have completed all activities by the end of the week. 'Planning time' and 'Review time' each day, play an important role in developing good thinking habits and developing more independent learners.

Basic skills of reading, writing and mathematics are also an integral part within our classroom setting. Our learning environment allows children to develop and use these skills on a daily basis in all areas plus the addition of planned focussed English and maths teaching, but the integrity of these skills ensures they are viewed by the children as relevant to their lives, with meaning and purpose.

Every day, children are given the opportunity to manage information, solve problems and make decisions, make connections, be creative, self-manage, work with others and value others ideas, resulting in independent and resilient children

Curriculum Content

The children in years one – six learn about the following subjects.

- English
- Maths
- Science
- History
- Geography
- Computing
- Physical Education
- Art and Design
- Design and Technology
- Music
- Spanish (Years three to six only)
- RSE (Relationships and Sex Education)
- PSCH (Personal, Social, Citizenship and Health Education)

You can find out more details about these subjects from our school website.

<https://www.collierleyprimary.org.uk/curriculum>

<https://www.collierleyprimary.org.uk/curriculum-library>

You can also find out more about the specifics that each year group are learning over the course of the year on the school website.

<https://www.collierleyprimary.org.uk/year6>

Early Reading

From the very start we focus on teaching the children to develop as readers. The very first step in this journey is being able to listen and hear different environmental sounds.

From reception we teach children through a phonics programme, Sounds Write. Watch this video to find out more about Sounds Write <https://www.sounds-write.co.uk/page-96-video.aspx>

How can I help my child become a better reader?

<https://youtu.be/1d7i1YWumu8>

As with anything, performance improves with practice. According to Renaissance Learning's research, children who read at least 20 minutes a day with a 90% comprehension rate on AR quizzes see the greatest gains. Encourage your child to read at home, discuss books, ask questions about what they have read and visit your local library.

For Early Years children this booklet - [I-spy-a-picture-book](#) - gives lots of tips and activities for introducing very young children to reading. There are excellent tips for sharing books and encouraging reluctant readers on the [Book Trust](#) website.

Parents often ask for lists of recommended books. This [site](#) has lots of lists! Use the drop down menu at the top of the home page to find books suitable for each school year.

Stories

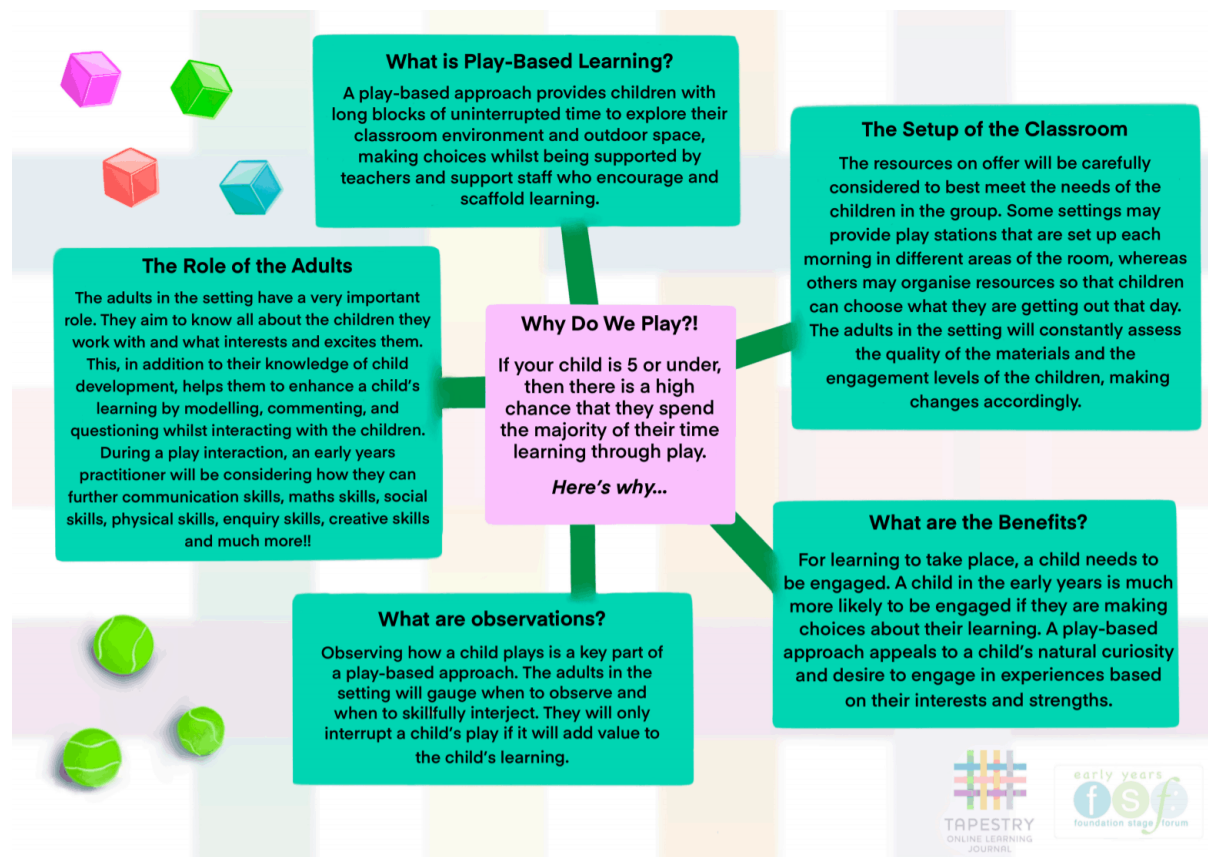
We have recorded some stories for you to enjoy any time, anywhere. The content is chosen to help us to think of different themes that we have been focussing on in school. View our [Story Time](#) page on our website.

<https://www.youtube.com/channel/UCNEz7Xb8drTFXImmZkMaFAg>

Tapestry

Within nursery and reception we use an online system Tapestry to communicate with parents, Children in the very early years learn best through play. This app enables you to share how your child is learning at home as well as how they are doing at school.

You will all be provided with a log on for the app. Miss Dews is on hand to support anyone that needs any guidance through this.



Forest School

Forest School is an exciting opportunity for your child to experience nature and learn outdoors without the confines of the indoor classroom. At Forest School the children learn from first hand experiences and develop skills like perseverance, independence and responsibility. These are all skills that will help them to achieve more when they are back in the classroom.



Why is Forest School good for my child?

It will help your child develop skills:

- Communication
- Perseverance
- Resilience
- Responsibility
- Independence
- Inquisitiveness
- Social skills

Children will also be able to practice their essential literacy and numeracy skills, particularly their important speaking and listening skills.



Every Forest School program is designed specifically to meet the needs of the individuals in the group to help them develop and enhance their school curriculum.

What is Forest School?

Forest School was developed in Scandinavia and is now growing in popularity in the UK.

Who runs Forest School?

Forest School is delivered in our natural environment by a qualified Level 3 Forest School Leader.

What will my child do?

Through practical hands-on activities it allows children to follow interests and develop new skills. Children are given opportunities to learn tool use, cook on a campfire and take part in team building activities.

Our Forest School site

Here at Collierley we are exceptionally lucky to have a vast amount of land. Our secure site has open grasses surrounded by small wooded areas that are perfect for exploring, hill rolling and animal and insect hunting.

Each session lasts approximately 2 hours. We complete each session with a drink and a snack while reflecting on our time at forest school.



What will my child need?

The right clothing for the Forest School sessions is essential.

- Warm base layer (eg thermals, or vest, leggings)
- Coat, fleece, waterproof coat
- Two pairs of socks
- Wellies or walking boots
- Hats and gloves
- Sun cream if it's hot

What about the weather?

There is no such thing as bad weather at forest school, only bad clothing.

Forest school will take place whatever the weather (with the exception of an electrical storm or high winds). Children will be advised on the weather and asked to bring appropriate clothing and foot wear. We have waterproof clothing for the children to wear as well as lots of spare wellies.

When will my child have Forest School sessions?

Nursery and Reception	Throughout the year
Year One	Summer
Year Two	Summer
Year Three and Year Four	Autumn A
Year Five	Spring B
Year Six	Summer A

OPaL

Children spend 20% of their time at school in playtimes (morning and lunch break) . With this in mind we have engaged with the OPAL Primary Programme (**O**utside **P**lay and **L**earning) to support us in promoting freedom for children to explore play in their own imaginative ways, using found and gathered resources in the natural outdoor environment.



The principles of play and risk taking are outlined in our Play Policy (see the policies page). We feel it is very important that children take and manage their own risks, but that they are taught very clearly how to do this.

We are lucky to have such a great school site for our children, but this is significantly underused, particularly in the winter /spring months when the field and woodland become inaccessible due to them being wet.

Following a term of planning we introduced the first phase of OPAL to our children in September 2017, since then it has gone from strength to strength!

The implementation of OPAL play has been a great success – more children are loving being outside, no matter what the weather, as there is now so much more to do.

Find out more about what OPaL means to us on the short video below.
<https://youtu.be/5KLXqYKRzkg> (which can also be found on the school website).

Whether it is playing with tyres and planks, digging in the sand pit, enjoying imaginative play or being creative in the mud kitchen, OPAL is offering a creative and exciting alternative to the regular activities on the yard.

Through this kind of play not only are children more active, but they are also having the opportunity to further develop life skills such as cooperation, team work and problem solving. They are becoming motivated and enthusiastic builders, engineers, explorers and designers.

Our School Uniform

In order to maintain a sense of identity and belonging within our school, it is our school policy that children wear school uniform when attending school, representing our school or participating in a school organised event outside of school. Our school encourages all children to grow into healthy adults.



Our School uniform consists of the following:

- Grey / Black Trousers or Shorts
- Grey / Black Skirt or tartan skirt shown in image
- Grey Pinafore Dress
- White Shirt / Polo Shirt
- Red Sweatshirt / Cardigan
- Red and White Checked Summer Dress
- Black Shoes or trainers with-out any markings.

Jewellery, including earrings, is not permitted for health and safety reasons.

P.E. Uniform (reception children do not need these until January):

- Black Shorts/leggings
- Red sports t-shirt available from Motif 8
- Training Shoes / Plimsolls
- During the winter months, children are permitted to wear black tracksuit bottoms when taking part in outdoor P.E. activities.



Swimming:

In KS2, children attend swimming sessions throughout the school year. During these sessions, children should have the appropriate swimwear: tight swimsuit – no baggy swimshorts.

Children must have a swim hat and the swim teachers do not advise the use of goggles.

This academic year the plan is:

Autumn A	Autumn B	Spring A	Spring B	Summer A	Summer B
Year Six	Year Six	Year Three & Four	Year Three & Four	Year Five	Year Five

How To Order

We have 2 online suppliers for our school uniform with logo - Motif8

<https://www.motif8.co.uk/schools/primary-schools/collierley-primary-school.html>

Or

The School Outfit [Collierley Nursery & Primary School – The School Outfit](#)

Preloved Uniform

We have a substantial stock of pre-loved uniform available in the school hall. You can either arrange to come and select some yourself, or contact Claire in the main office and she will arrange it for you.

Homework

At Collierley we believe that children benefit from carrying on their learning at home. However, we believe that children should be able to complete their homework with relatively little supervision, but that an adult checks the homework after completion.

Every child in school is expected to read at home and have their reading record signed at least three times a week – please speak to your child’s class teacher if you need any help and support with this.

Below is an example of the format for homework that classes from year one to six follow.

Homework is given out on a Thursday and is to be returned by the following Thursday at the latest.

School Homework Club runs every week on a Monday lunchtime.

Home learning Year 2 Date: 19.5.23 To be returned to school by Friday.											
Reading – Please read your reading book a minimum of three times a week and ask an adult to write the book title and pages read in your reading record.											
My spelling test score is : _____ Spelling – Please learn these words and spelling rule for a test on Friday. <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td>sugar</td> <td>why</td> </tr> <tr> <td>sure</td> <td>guilt</td> </tr> <tr> <td>eye</td> <td>biscuit</td> </tr> <tr> <td>who</td> <td>kitchen</td> </tr> <tr> <td>whole</td> <td>jacket</td> </tr> </table> spelling rule KS1 spelling list <u> and <e> are representations of the /j/ sound.		sugar	why	sure	guilt	eye	biscuit	who	kitchen	whole	jacket
sugar	why										
sure	guilt										
eye	biscuit										
who	kitchen										
whole	jacket										
Maths – please complete the questions below.											
1. Complete the calculations. $42 + 63 =$ $79 - 24 =$	2. Solve the fractions $\frac{1}{3}$ of 9 = $\frac{1}{3}$ of 12 =										
3. Solve the calculations $20 \div 5 =$ $14 \div 2 =$ $90 \div 10 =$ Access TRT and see if you can get to the top of the leader board.	4. Complete the bar model <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="2">51</td> </tr> <tr> <td></td> <td>39</td> </tr> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="2">16</td> </tr> <tr> <td>3</td> <td></td> </tr> </table>	51			39	16		3			
51											
	39										
16											
3											
5. Circle the amount. 82p 	6. What time is on the clock?  _____										

After School Clubs

Every half term we will text a link home providing details of the various afterschool clubs that will run. These normally start during the 1st week of each half term. There are a wide variety of clubs that are run by staff, volunteers and professional coaches. After school clubs normally finish at 4:15pm and children are dismissed from the main school entrance.

Here are some examples of school clubs:

Day	Club	Age Group	Time
Monday	Homework	All ages	lunchtime
Tuesday	OPAL - Outdoor Play and Learning	Y1, Y2 and Y3	3.15 - 4.15pm
Tuesday	Gardening	Y4, Y5 and Y6	3.15 - 4.15pm
Tuesday	Football	Y1, Y2, Y3	3.15 - 4.15pm
Tuesday	Basketball	Y1, Y2 and Y3	3.15 - 4.15pm
Thursday	Christmas Crafts	All ages	3.15 - 4.15pm

'If a pupil has been demonstrating challenging behaviour, and it is deemed that they will pose a risk to other children and staff, they will not be permitted to take part'

Sporting Competitions

We take part in sporting competitions across the school year. Children are selected to attend these based on their sporting skills. All children competing are to wear their school PE kit, or sports kit provided (football only).

'If a pupil has been demonstrating challenging behaviour, and it is deemed that they will pose a risk to other children and staff, they will not be permitted to take part' – this can be withdrawn on the day of the event. If this occurs parents will be informed immediately.

Other Information

What do children need to bring with them?



Named water bottle - refilled every day. Children must bring their own filled water bottle every day. Please do not fill these bottles with juice.

PE kit – Children come in to school in their PE kit on their PE days

Healthy snack – optional (free fruit available for KS1)

Reading book EVERY DAY

Wellies – named to stay in school – spare wellies will not be shared, but children can have them for their own use

Clothing/Equipment

We provide all children with necessary stationery: pens, pencils, glue sticks etc. Children in Year 3 - Year 6 inclusive are also provided with a pencil case and are encouraged to look after their own stationery.



We have a golden mile track installed on our playground and ask that children have a **pair of trainers in school** with them on a daily basis.



We play outside in all weathers and therefore children will **need a warm waterproof coat** to keep dry **and a pair of wellies** as the school field can become very muddy

Cool Milk
www.coolmilk.com

Children under five years of age are entitled to a free portion of semi-skimmed milk every day. Providing you complete the necessary consent form, school will register your child for free milk. Should you wish your child to continue having milk once they reach their 5th birthday, you will need to pay for their milk directly with cool milk <https://www.coolmilk.com/>

Emergency Closure

School is only ever closed as a last resort. If the school must close unexpectedly, parents/carers will be advised by text. This will only go to the first contact who must be able to arrange alternative arrangements for your child/children for that day.

Information will also be posted on our school website and Facebook pages.

If I have any concerns who should I talk to?

- Your child's class teacher
- SENCO ~ Mrs McDermid
- Deputy Headteacher – Ms Darwin
- Attendance Officers - Lesley Sabourn and Laura Metcalf
- Headteacher - Mrs McDermid
- School Counsellor – Sharon Howard

Working Together is essential in supporting your child to have the best possible education. If you ever have any questions or queries do not hesitate to get in touch with us.

Frequently Used Forms

You'll find the following frequently requested forms at the end of this pack.

- Collection of Children from School
- Walking home Permission Form
- Meal Patterns
- Free School Meal Application Form
- Photographic Consent
- Mobile Phone contract
- Consent agreement to administer medication
- Leave of Absence (LOA) Request Form
- Tapestry Consent Form for reception age pupils



Collierley Nursery and Early Years – Collection of Children from School

Name of child: _____

Name of Parents/Carers: _____

Contact details of Parents/Carers: _____

Below is a list of people who have my consent to collect my child from school/nursery in my absence.

Named Person	Address	Contact Number(s)

If any of the above details change or I need to send another person in an emergency, I will contact school immediately.

Signed: _____ (Parent/Carer) Date: _____



Permission to Walk Home Form

Children Walking Home From School Alone

At their parent's discretion, children in both year 5 and 6 are able to walk home from school without an adult. In order for us to always ensure your child's safety, we will only enable your child to walk home alone if we have your signed permission.

If they also have a younger brother or sister in Y3 or Y4 they can also take responsibility for taking them home with them. However, they can not be responsible for children who are NOT their direct brother or sister e.g. friends of the family or cousins.

Before your child walks home alone, prepare them for the responsibility and ensure that they are aware of the safest route to follow and only cross the main road with our school-crossing warden.

I give permission for my child.....

Date of birth.....to walk home alone: ☐ after school*
☐ from after school clubs*

*please tick as appropriate.

I give permission for my child to walk home their brother/sister

Name:

Date of Birth.....

Name:

Date of Birth.....

Name:

Date of Birth.....



New/Amended School Meal Pattern

Collierley Primary School

Name of child..... Class..... Pattern Start
Date.....

Please circle your child's chosen meal type for each day. Meal patterns are electronically recorded and a minimum of two weeks notice should be given to make amendments.

Monday		Tuesday		Wednesday		Thursday		Friday	
Packed Lunch	School Meal	Packed Lunch	School Meal	Packed Lunch	School Meal	Packed Lunch	School Meal	Packed Lunch	School Meal

Signed.....parent/carer

Date.....

FSM ENTITLEMENT VERIFICATION CHECK

SCHOOL/ACADEMY

NAME OF PUPIL(s):

YEAR GROUP

.....

.....

SURNAME OF PARENT/CARER WHO IS IN RECEIPT OF AN ELIGIBLE BENEFIT

.....

NATIONAL INSURANCE NUMBER OF PARENT/CARER WHO IS IN RECEIPT OF AN ELIGIBLE BENEFIT

--	--	--	--	--	--	--	--	--

OR

ASYLUM SEEKER'S REFERENCE 9 DIGIT NUMBER

DATE OF BIRTH OF
PARENT/CARER

--	--	--	--	--	--	--	--	--

PLEASE TICK WHICH BENEFIT YOU ARE CLAIMING

- Universal Credit **with an earnings threshold that does not** ☐ **exceed**
£7,400
- Income Support ☐
- Income - based Jobseekers Allowance ☐
- Income-related Employment and Support Allowance ☐
- Child Tax Credit, provided you **are not** entitled to Working Tax
have an annual income, as assessed by HMRC that does not ☐ **Credit and**
£16,190 **exceed**
- Guaranteed Element of State Pension Credit ☐
- Where a parent is entitled to Working Tax Credit run-on (the
someone receives for a further four weeks after they stop ☐ **payment**
for Working Tax Credit). **qualifying**
- Support under part VI of the Immigration and Asylum Act 1999. ☐

I hereby give consent to a check for Free School Meals eligibility, via Durham County Council's Benefit Systems and the Department for Education's online service which includes data from HMRC and DWP. (Communication with Durham County Council may be subject to monitoring and recording.)

PARENT/CARER'S SIGNATURE: DATE:

PLEASE RETURN THIS FORM TO THE SCHOOL THAT YOUR CHILD ATTENDS

GDPR notes and consent statements

Durham County Council is registered as a 'data controller' under the Data Protection Act as we collect and process personal information about you (this applies to council staff and members of the public). Our registration number is Z1808275.

We must comply with GDPR regulations regarding processing the information you provide for a Free School Meal check. We must ensure that any personal data we receive is processed and completed in compliance with GDPR regulations.

Under GDPR, personal data can only be processed where there is a lawful basis.

The GDPR provides several legal basis for processing personal data and the relevant legal basis depends on the nature of the data being processed.

By signing overleaf, I give my consent

- for the school to store and share the above data,
- to share this data with Durham County Council.
- to share with the Department for Education's online service which includes data from HMRC and DWP.

HOME TO SCHOOL TRANSPORT ENTITLEMENT

Please note a separate application must be made to the School Transport section

A national policy provides extended rights to pupils eligible for free school meals or whose parents receive their maximum level of Working Tax Credit. This provides transport for:

Primary pupils aged 8 but under age 11 years:

- The nearest suitable school, where that school is more than 2 miles away from the child's home.

Secondary pupils:

- 1 of the 3 nearest qualifying secondary schools, where the school is more than 2 but less than 6 miles from the child's home, and
- the nearest suitable school preferred because of religion or belief for pupils whose parent(s) adhere to that particular faith, where that school is more than 2 but less than 15 miles from the child's home.

For School/Academy Use Only

Approved/Not Approved Date: Academic Year Completed by

Approved/Not Approved Date: Academic Year Completed by

Approved/Not Approved Date: Academic Year Completed by

Taking photographs and videos of children and young people

Collierley Nursery and Primary School recognises the responsibility to ensure the welfare and safety of children and young people and to comply with the Data Protection Act 2018.

We use photographs and videos for a number of reasons including celebrating and recording children successes. These images or videos may be used on display boards, newsletters, on our website and our social media sites. Your child's identity will not be disclosed without your consent and only if the photograph is used to celebrate individual success.

Photographs and videos will only be recorded on school owned equipment and will not be kept for longer than is to be considered necessary, and in any event, not exceeding a maximum of three years after your child has left the school.

We will remind parents/carers prior to the event that any photographs or videos taken should not be uploaded to social media and should only be used for own personal use in order that we can protect those that are not allowed to be on social media sites.

On some occasions if we do not have permission to use the image of your child it may result in your child not being able to take full part in some school events.

I give consent for you to record and use images or videos of my child in the following ways:

TICK ALL THAT APPLY

Individual portraits by external approved photographer for purchase by parents/carers	
Group class photos by external approved photographer for purchase by parents/carers	
Team photos (i.e. football, netball etc.) by external approved photographer for purchase by parents/carers	
Sibling/family portraits by external approved photographer for purchase by parents/carers	
Displays within the school	
Website (shows trips and activities and celebrate children's successes)	
Twitter (shows trips and activities and celebrate children's successes)	
Facebook (shows trips and activities and celebrate children's successes)	
Instagram (shows trips and activities and celebrate children's successes)	
General publicity (includes use by the local authority and for training purposes)	
Use by the press and other broadcast media	

Collierley Primary School will take all steps to ensure images and videos are used solely for the purposes they are intended. If you become aware that these are being used or shared inappropriately, please contact the school.

Name of Child _____ Class _____

Name of Parent/Carer _____

Signature _____ Date _____

Email _____

Consent shall be given for the child's life in school unless consent is withdrawn. Images may be kept for no longer than necessary and will not be kept for longer than is to be considered necessary, and in any event, not exceeding a maximum of three years after your child has left the school.

You do have the right to withdraw consent at any time. To withdraw consent please contact Michelle Johnson in the school office.



Collierley Nursery and Primary School

Mobile Phone Contract

Collierley Nursery and Primary School recognises that on some occasions it may be helpful for a pupil to bring a mobile phone into school, for instance, if they walk to school unaccompanied or they are being collected by a different carer. We believe that pupil use of a mobile phone during the school day can be disruptive and this agreement outlines how pupil phones will be managed within our school.

Our Pupil Mobile Phone Rules

- All pupils bringing a phone into school must have a good reason for doing so, and must have returned this agreement.
- The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents/carers. The school will seek to work with families to help them to encourage children to adopt safe use of mobile technology.
- Children not following these rules will not be allowed to bring a phone into school. Any phone brought in without permission will be confiscated and only returned to a parent or carer.
- Children should be reminded not to take photographs or videos of people without asking and never to take them on the way into or out of school. This is because some children are not allowed to have their picture taken.
- All phones should be turned off before handing in to the school office.
- The school cannot accept responsibility for damage or loss of a mobile phone brought into school.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff.

Parents may want to look at the advice on www.internetmatters.org which explains how to add some parental controls to the phone and gives advice on how to keep children safe.

Please sign and return the agreement attached.

Headteacher,

Angela McDermid



Collierley Nursery and Primary School Mobile Phone Agreement

Our Pupil Mobile Phone Rules

- All pupils bringing a phone into school must have a good reason for doing so, and must have returned this agreement.
- The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents/carers. The school will seek to work with families to help them to encourage children to adopt safe use of mobile technology.
- Children not following these rules will not be allowed to bring a phone into school. Any phone brought in without permission will be confiscated and only returned to a parent or carer.
- Children should be reminded not to take photographs or videos of people without asking and never to take them on the way into or out of school. This is because some children are not allowed to have their picture taken.
- All phones should be turned off before handing in to the school office where it is placed in a locked drawer.
- The school cannot accept responsibility for damage or loss of a mobile phone brought into school.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff.

Name of Child _____

Reason for needing a mobile phone in school _____

Parent/Carer: I confirm that I have explained the school rules regarding mobile phones to my child and confirm that they may take a mobile phone into school on that basis.

Parent/Carer signature _____ Date _____

Pupil: I will follow the school mobile phone rules.

Pupil signature _____ Date _____

Our school online safety co-ordinator is Mrs Croney. Please feel free to contact them if you have any concerns regarding online safety.



Collierley Nursery and Primary School



Consent Agreement to Administer Medication/Treatment

1. School-held medicines

We retain school-held non-prescription medicines for the relief of pain, insect bites and sun damage. School-held non-prescription medicines may be administered for immediate relief and will not usually be administered for more than 2 days. All parents/carers will be informed by the most appropriate communication method at the end of the day. On observing any adverse side effects, these will be reported to parents/carers in a timely manner.

	<u>Medicine/treatment</u>	<u>Yes/No</u>
1.	Pain relief - Children's paracetamol	
2.	Antihistamine	
3.	Bite and sting relief cream	
4.	Sun cream	

Under 16 year olds require parental consent for these medicines to be administered when required. By consenting and signing parents/carers state that these medicines or treatments have been given previously with no ill side effects. School will need to ascertain in person, writing or by telephone when the last dose was administered at home before administration at school in order to avoid overdose.

If you consent to these being administered please sign below.

Name of child _____

Name of parent _____

Signature of Parent/Carer _____

Date _____



Collierley Nursery and Primary School



Consent Agreement to Administer Medication/Treatment

2. Defibrillators

Sudden cardiac arrest is when the heart stops beating and can happen to people of any age and without warning. If this does happen, quick action (in the form of CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. Modern defibrillators are easy to use, inexpensive and safe. Our school are in talks with the doctor's surgery/community partnership about purchasing one for the village. The local NHS ambulance service will be notified of its location when installed.

If you consent to these being administered please sign below.

Name of child _____

Name of parent _____

Signature of Parent/Carer _____

Date _____



Collierley Nursery and Primary School



Consent Agreement to Administer Medication/Treatment

3. Anaphylaxis

In the UK, 17% of fatal allergic reactions in school-aged children happen while at school.

From October 2017 the Human Medicines (Amendment) Regulations 2017 allows schools to buy adrenaline auto-injector (AAI) devices without a prescription, for emergency use in children who are at risk from anaphylaxis but their own device is not available or working (E.g. because it is broken or out of date).

The school's AAI should only be used on pupils who are known to be at risk of anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided.

The school's spare AAI can be administered to a pupil whose own prescription AAI cannot be administered correctly without delay.

If your child is in one of the groups below, please consider signing the consent below.

- Children who have been prescribed their own AAI
- Also those at risk of anaphylaxis who have been provided with a medical plan confirming this, but who have not been prescribed an AAI

If you consent to these being administered please sign below.

Name of child _____

Name of parent _____

Signature of Parent/Carer _____

Date _____



Collierley Nursery and Primary School



Consent Agreement to Administer Medication/Treatment

4. Emergency Salbutamol Inhaler

The emergency inhaler should only be used for children:

- Who have been diagnosed with asthma, and prescribed a reliever inhaler
- OR who been prescribed a reliever inhaler

A child may be prescribed an inhaler for their asthma which contains an alternative reliever medication to salbutamol (such as terbutaline). The salbutamol inhaler should still be used by these children if their own inhaler is not accessible – it will help to relieve their asthma and could save their lives.

If you consent to these being administered please sign below.

Name of child _____

Name of parent _____

Signature of Parent/Carer _____

Date _____

Application for Leave



A. Pupil Details			
Name:		DoB:	
Address:			
Class / Form:			

B. Leave of Absence Request Details			
Start date of requested leave:		End date:	
Return to school date:		No. of days:	
What are the <u>exceptional circumstances</u> for your leave of absence request that you wish the school to consider?			
Name of parent / carer (print):			
Signature:		Date:	
Name of parent / carer (print):			
Signature:		Date:	

C. For School Use			
Current attendance %:			
Previous LOA this academic year:			
Does the LOA request time coincide with SATS / other examination periods:			
Any mitigating / aggravating circumstances (Including any ongoing medical issues):			
Child's current / potential level of attainment?			
Is the LOA approved?:	YES	NO	
If YES - Number of days to be authorised for this LOA application:			
Signature of Head Teacher:		Date:	
*Register Code to be used for this LOA:			

Tapestry Consent Form

Collierley Nursery and Primary School

We record observations (notes, photos and videos) of your child's life in Early Years on a web based system called Tapestry for assessment purposes. We would like to provide parents with the opportunity to view and comment on these special moments, and also to be able to contribute their own stories of their child's life outside school.

To do this we require your consent to share your name and email address with Tapestry. Could you please complete the consent form below and return to school.

Many thanks

Mrs A McDermid

Head Teacher

I give consent for Collierley Nursery and Primary School to record my name and email address on Tapestry to enable me to view observations and record my own stories outside of school.

Name of child_____

Name of parent_____

Email_____

Signature of Parent/Carer_____

Date_____