



Longhoughton C of E Primary School  
Lacey Street, Longhoughton  
Alnwick, Northumberland  
NE66 3AJ  
Tel/Fax: 01665 577204  
e-mail: [admin@longhoughton.school](mailto:admin@longhoughton.school)  
[www.longhoughton.northumberland.sch.uk](http://www.longhoughton.northumberland.sch.uk)

Dear Parents,

Welcome to our loving, caring and inclusive school. At the heart of our community, Longhoughton CE Primary school seeks to nurture and inspire each child providing them with the self-belief, skills and understanding to make a positive impact on the world they will grow up in.

Our Christian Vision is that everyone is welcome, and each individual has unique qualities which we will nurture and celebrate.

This is founded in 1 Peter 4:10 – 11 *"God has given each of you a gift from his great variety of gifts. Use them well to serve one another."*

We believe that the values of **courage, compassion, creativity, respect and community** underpin a healthy, ambitious and rounded development; through our inspiring curriculum and dedicated, highly-skilled staff, we provide the support for each child to grow with the confidence, skills and self-worth to contribute to a loving and caring society.

We believe that everyone should feel welcome here and that all parents or guardians should be comfortable to come in and talk to us whenever needed. You are the most important person in your child's life and we believe you should be as involved in the school community as you would like to be. Through a strong partnership of trust and shared responsibility, we can work together to ensure the very best education and well being for all the children in our care.

We have a supportive and dedicated Governing Body, and a committed Parent Teacher Association that helps us with fundraising events – all parents and friends are very welcome to be a part of this.

I am looking forward to working with you as we build a truly special education for each and every one of our unique and wonderful children.

Yours sincerely,

*M Hetherington*

Mr Matt Hetherington  
Headteacher



## Think, Learn, Love and Play



Our Christian Vision is that - Everyone is welcome.

Everyone who spends time learning and growing at Longhoughton is encouraged to reach their full potential with **courage, compassion** and **creativity** to make a difference in the future. We are **respectful** of God's world, working together to create a loving and caring **community**.

*This is founded in 1 Peter 4:10 - 11 "God has given each of you a gift from his great variety of gifts. Use them well to serve one another."*

### AIMS AND ETHOS FOR THE SCHOOL

The Christian ethos of the school is reflected primarily in our daily life together; by the way in which we relate with each other, in providing a positive, caring, safe environment where everyone can fulfil their true potential. Whilst recognising and respecting the wide variety of beliefs held by our children and their parents, and their diverse backgrounds, our aim is help the children to form values which will give them a framework to make moral choices throughout their lives, not just during their school years.

We aim to provide a broad, balanced and relevant curriculum, based upon the National Curriculum that will take account of the widely differing skills and abilities of the children in our care, at all their various stages of development.

#### **The aims of the school are:**

- To provide a rich and varied experience of learning which is enjoyable, rewarding, builds confidence; helps develop good working habits and incorporates opportunities to reflect.
- To foster attitudes that are based on honesty, trust, forgiveness, tolerance, understanding and respect for others that develop from a sense of self-worth.
- To develop environmentally aware citizens who value and care for the world they live in by promoting conservation and recycling.
- To develop lively, enquiring minds with the ability to question, investigate, solve problems and start to form the personal values that will help them make sense of the world in which they live and form positive social relationships.
- To grow in their own faith and through that come to respect and understand other faiths and other ways of life.
- To give support when children change schools to minimise their natural anxiety.

## OUR SCHOOL

The school opened its doors on the present site in June 1961 and is situated in the rural village of Longhoughton which is east of Alnwick in Northumberland. We have six classrooms, a library, a cooking area and a multi-purpose hall. We have a large school field which includes a wildlife area, pond, butterfly garden and climbing play areas. We are also a health promoting smoke free school.

The school has a roll of approximately 80 children, with classes of mixed ability, composed of both boys and girls.

Children are admitted to the Reception Class, as far as possible, at the beginning of the school year after their fourth birthday (school year - 1st September until 31st August).

The school also provides Nursery Education:

### Organisation

Early Years at Longhoughton C of E Primary School provides education and care for 3 year olds in a mixed Nursery/Reception Class.



**From Easter 2025 we will be able to provide up to 30 hours nursery provision per week during term time.**

### Admissions

Children are eligible for a place in Nursery once they are 3 years old.

We normally admit children in September, January and April (spaces permitting).

Prior to admission the children and parents will be invited into school for a visit.

## TRANSFER FROM ANOTHER SCHOOL

All parents and children are welcome to visit the school when they first come to Longhoughton. This helps the children dispel some of the doubts they may have about changing school. It is a tremendous help to both teacher and child if the children's school records accompany the child. Parents should bring their children's records with them. Parents who have administrative or uniform queries may ring or visit the school secretary; she will be pleased to help.

## SAFEGUARDING

At Longhoughton C of E Primary School, we believe that the welfare of everyone, including the children in our care and the adults who work here, is of paramount importance. We take seriously the responsibility to safeguard the welfare of all of our children, and at the

same time we ensure that we provide opportunities for the children to learn about being safe. We encourage them to begin to take some responsibility for their own safety. The Headteacher, staff and Governing Body see safeguarding as a priority and they value the continuing role parents play in this matter.

In accordance with Section 175 of the Education act (2002), and the supporting statutory guidance "Safeguarding children and Safer Recruitment for Education" (2006), we have in place a Child Protection and Safeguarding Policy which outlines how we aim to ensure that we create a safe place in which the children may feel safe and secure whilst they are learning. This policy and associated policies are available at the school.

We will endeavour to safeguard children by:

- valuing them, listening to and respecting them
- involving them in decisions which affect them
- making sure all staff and volunteers are aware of and committed to the safeguarding and child protection procedures
- sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance

## **SCHOOL DISCIPLINE AND CODE OF BEHAVIOUR**

We expect children to be courteous, have good manners and show care and consideration for others. The development of self discipline is part of a child's education and it is important that both parents and teachers work together to promote independence and self control.

### **Our 'Golden Rules'**

#### **Please do**

- ☺ Be gentle
- ☺ Be kind and helpful
- ☺ Be honest
- ☺ Work hard
- ☺ Look after property
- ☺ Listen to people

#### **Please don't**

- ☹ Hurt anyone
- ☹ Hurt people's feelings
- ☹ Cover up the truth
- ☹ Waste time
- ☹ Waste or damage things
- ☹ Interrupt

## **GOVERNORS**

### **Who are the Governors of Longhoughton C of E Primary School?**

The School Governors are in place to ensure that Longhoughton C of E Primary School is well run. The Governors are volunteers who help to decide on the direction, focus and ethos of the school.

The Governors represent school staff, parents, the local community and the church organisation connected to the school. This means that school decisions are made by people with a wide range of experience and views.

Foundation Governors      Mrs L Collins  
   Reverend N Hayler

Reverend A Hardy

LA Representatives	Mrs N Threlfall
Co-opted	Mrs C Best (Chairperson) Mrs H Overhead
Parent Governors	Mrs K Sayer Mrs K Stewart
Headteacher Governor	Mr M Hetherington
Staff Governor	Mrs S Crosby
Associate Governor	Mrs H Steele

Governors' meetings take place each term. Minutes of these meetings are available in School for all to read.

If you wish to contact any of the Governors please contact the school office.

### **PEOPLE INVOLVED IN OUR SCHOOL**

Headteacher: Mr Matthew Hetherington

Teaching staff:

St George (Nursery/Reception)	Mrs Louise Whaley
St Patrick (Year 1/Year 2)	Miss Heidi Protheroe/ Miss Katie Campbell
St David (Year 3/Year 4)	Mrs Emma Sheridan
St Andrew (Year 5/6)	Mrs Rebecca Hedley

School Secretary: Miss Jessica Taylor

Teaching Assistants: Mrs Sharon Crosby  
Mrs Nicola Mossman  
Mrs Pauline Parker  
Ms Irina Popescu  
Mrs Ami Archer

Cook in Charge: Mrs Carolyn Hinson  
Kitchen Assistant: Ms Rebecca Dodds

Caretaker: Mr Lee Scoble  
Cleaner: Mrs Karen Hardy

Lunchtime Supervisors: Mrs Karen Hardy  
Mrs Elaine Hull  
Mrs Nicola Mossman

Ms Irina Popescu

Acorns Wraparound:

Mrs Karen Hardy  
Mrs Amanda Williams  
Mrs Elaine Hull

### **OUR SCHOOL DAY**

Worship can be at differing times in the week and the following is a typical day:

8.45 am	Doors open. Children are welcomed into school to prepare for the days work.
8.55 am	Registration
9.00 am	Morning session begins
9.15 – 9.45	RWInc/Basic Skills – Tuesday, Wednesday & Thursday
9.45 – 10.15	Maths Arithmetic
10.15 – 10.30am	Worship
10.30 – 10.45 am	Playtime
12.15 pm	End of morning session
12.15 – 1.15 pm	Lunch break (Reception start lunch break at 12noon)
1.15 pm	Afternoon session begins
2.15 pm – 2.25pm	Afternoon break for Reception & Key Stage 1 classes
3.15 p.m.	End of day.

### **PASTORAL CARE**

All staff have responsibility for and dedication to the pastoral care of our children. The relationship between the class teacher and the child is very important and therefore, when a child is in distress during the school day it will be the class teacher to whom they turn.

If a child becomes ill or injured at school, we make every effort to contact the parents, but if this is not possible the Headteacher will act on the advice of the Northumberland County Council Medical Officer.

It is **essential** that emergency phone numbers are available so parents can be contacted.

Parents wishing to see Mr Hetherington should ring or speak to Miss Taylor (the School Secretary) for an appointment; in a real emergency, time will always be made available during the day if at all possible.

Parents wishing to talk to their child's class teacher can do so by either making an appointment at the office or speaking to them in the classroom at the end of the day. Every Monday we have our staff meeting from 3.30 p.m. to 4:30 p.m., when we work on school development and receive training - a bad day to catch us!

Teachers attend courses and meetings throughout the year and may not always be available.

We have a very helpful and knowledgeable School Secretary in Miss Taylor who will always be pleased to help parents if she can. She can also arrange an appointment to see a teacher or the Headteacher. She can order school sweatshirts, polo shirts, reading folders and P.E. bags.

## **PARENTAL INVOLVEMENT IN OUR SCHOOL**

All parents are invited to help us in school. However the protection and safety of our children are of utmost concern to us all. Therefore all adults are required by law to obtain an enhanced disclosure from the Disclosure and Barring Service (DBS) before working with children.

There are many ways to be involved in school life, such as:

Visiting the school and discussing your child's work

Taking part in school worship, Wall of Fame and special occasions, such as Harvest Festival and Christmas Carol concerts.

Coming into school to:

Support the children in the classroom

Helping with shared reading

Helping with educational visits and swimming

## **SCHOOL VISITS**

As part of the curriculum children will make visits during school hours. Parents will be told in advance of these visits and may be asked to make a voluntary contribution for the expenditure. We always welcome adult helpers to join in the trips however some trips may have a limit of adult places available. On occasions, visitors such as theatre groups will come into the school and again parents may be asked for a voluntary contribution to cover the cost. Visits are arranged to promote the broad and balanced curriculum on offer at Longhoughton C of E Primary School. We recognise the valuable contribution these make to a child's education. Such activities enhance a child's personal and social skills as well as educational ones.



## **CHARGING & REMISSIONS POLICY**

Parents may be asked to make a voluntary contribution towards the cost of activities that take place during the school day. You are under no obligation to make a contribution and your child will be treated no differently if you refuse. However, if there are insufficient voluntary contributions some activities will have to be cancelled. (Policy available at the office and on the school website).

We have a dedicated member of staff specially trained to provide emotional support for any child experiencing difficulties. We have also introduced strategies such as Zones of Regulation across school to help children build their emotional literacy and to support their well being.

**Dandy-Lions Club** runs every Friday, led by Mr Hetherington. This is for any child who is missing a family member, for example they are on deployment overseas, or any child who has a reason to be sad in any way. We discuss life together and remind ourselves that we are not on our own, while participating in mindful activities together.

## HEALTH

For many years the School and the School Health Service and Dental Services have worked together to ensure that all children in school are offered immunisation, health and dental checks, advice and support. To do this the School provides the School Health and Dental Services with an up to date list of all children attending school. In response to changes in the Data Protection Act we are required to ensure that parents know that the school gives your child's name, address and date of birth to the School Health and Dental Services for this purpose. **This information will be shared unless you advise the Headteacher in writing that you do not wish this to happen.**

**Sickness** - Please keep your child at home if he/she is likely to be contagious. Sickness and diarrhea require children to be off school for at least 48 hours.

**Medicine** - The administering of medicines in school is the parent's responsibility. Very few medications need to be administered in the middle of the day, however, parents are welcome to come to school and administer the medicine personally at lunch times if a child needs to receive medication. In certain rare circumstances the need for medication to be administered to pupils during the school day must be supported by a parent's written request and is only possible for medication prescribed by the child's doctor. **A consent form must be completed before the staff can administer medication.** Forms are available from the school office.

**Inhalers** - It is the responsibility of the Doctor prescribing the drugs to ensure that the child knows how to use an inhaler properly and the parent to ensure that their child receives the prescribed drugs.

The school cannot be considered liable if any dosage is overlooked during a normal day in a busy classroom. However, the staff will endeavour to supervise children when they need to use their inhaler for either regular or emergency doses. Please ensure that your child's inhaler is marked clearly with his/her name and dosage and that you complete the use of inhaler form, available from the school office.

**Medicals** - Medical experts periodically visit the school to examine children including the Doctor and Dentist - you will be informed in advance. We strongly urge you to consent to these examinations as ailments and problems are occasionally discovered which might otherwise go undetected.

**Headlice** - All schools have an occasional outbreak of head lice. Please check your child's scalp regularly and inform the school if you find anything.



## **LONGHOUGHTON PARENT & FRIENDS ASSOCIATION**

Our P.T.F.A. provides us with valuable funds. Their work is invaluable to the school and we hope all new parents will join in to help; there will also be a warm welcome to new members as either a supporter, helper or organiser. If you would like to help please speak to Miss Taylor in the school office.

### **PUBLIC ACCESS TO DOCUMENTS AND INFORMATION**

Information available from the school/school website:

Statutory Instruments for National Curriculum.

Any schemes of work currently used by teachers in the school.

The LA's agreed syllabus for R.E.

Information available from the Headteacher/school website:

Most recent OFSTED inspection report

Governors Reports.

Special Educational Needs Policy.

Complaints Policy.

Equality Information about the school is available free of charge by contacting the school office in person, by email or in writing.

### **SCHOOL DINNERS, PACKED LUNCHES AND MONEY IN SCHOOL**

School meals are cooked on the premises and served in the hall. Children will receive a two course meal; vegetarian or special diet meals can be arranged. Please contact the cook in the school kitchen if you would like to organise either vegetarian or special diet meals for your child at lunch time. The menus meet the school food standards.



Children are encouraged to take fresh vegetables, and to try all the foods on offer. Fresh fruit is always available as an alternative to the main sweet. Children who stay for school lunch will be encouraged to use the correct cutlery and use good table manners.

The 3 week menu rotation is displayed in the school foyer and on the school website.

Children in Reception and Key Stage 1 are entitled to a free school meal through the Government Universal Free School Meal Offer. For children in Key Stage 2, payments are made through ParentMail and should be in advance of meals being taken.

Packed lunches are also eaten in the hall. No fizzy drinks, chocolate or sweets should be sent to school please. Midday supervisory staff supervise the children at lunch time. The cook is available to discuss any dietary requirements.

## PLAY ACTIVITIES

There is a break in the morning lasting for fifteen minutes an afternoon break lasting for 10 minutes (this break is for Reception and Key Stage 1 only). Children decide themselves whether to play on either a quiet part of the playground or an area with sports equipment. During the summer months all children play on the school sports field when it is dry enough to do so.



and

Children are permitted to bring a snack to school for playtime. This is restricted to a cereal bar or fruit. Please no sweets, crisps or chocolate. Free fruit is available for children in Reception and Key Stage 1.

## SCHOOL UNIFORM

At Longhoughton we expect our children to wear black/grey skirts or trousers and a navy school sweatshirt with a gold polo shirt. The sweatshirts and polo shirts can be ordered from the School office or via the link on the school website

<http://studentuniform.co.uk/lhfs103>.

Please think of the teachers, Velcro or buckle fasteners are wonderful until children are able to tie their own laces. Can you please ensure that your child can tie his/her laces before they wear them for school.

In the summer boys are allowed to wear school uniform shorts and girls can wear school summer dresses; preferably blue & white or yellow & white.

Each child has their own peg on which to hang their coat and PE bag. Please ensure that all clothing is **clearly named** especially sweatshirts and PE shoes.

## PE CLOTHING

Children wear their PE kit to school on the days they have PE.

Gold t-shirts and navy shorts can be ordered through the school uniform link.

To comply with safety regulations **no** watches or jewellery can be worn during any PE activities. **Stud earrings may only be worn in school if a child can take them out and replace them with no assistance.**

When children are not taking part in organised PE activities for whatever reason, the child will be required to observe and comment on the lesson from a safe position.

## OUR CURRICULUM

The curriculum at Longhoughton emphasises activity and experience whilst incorporating Statutory Guidelines of the National Curriculum.

At Longhoughton the children are taught as individuals, in groups and as a class.

Children's needs vary according to their age, ability and the subject being taught. We endeavour at all times to teach to the needs of the child.



## English

We follow the recommended guidelines of the National Curriculum. English lessons are structured around units of work, which include learning in reading, writing and speaking and listening.



We follow the Read Write Inc. phonics scheme to develop strong early readers. Phonics sessions happen every morning and children are assessed regularly to ensure they are in the group that supports their level of reading most effectively. The children read in class with the teacher, and will also be given an independent reading book, which they are expected to read at home. Your child may be asked to complete a set amount of reading for homework. Once your child has read his / her reading book, they should be encouraged to read a library book or a personal reading book. We set great store by children being able to read, and encourage our children to read for pleasure and enjoyment. Parents are asked to share in their child's reading development by reading to them and hearing them read regularly. The continuous link between home and school reading is much valued and beneficial to the child, even after they are able to read independently. The children are given a reading record book to track their progress in reading. These give opportunities for comments by parents and staff, as well as encouraging a personal response from the child. Please add comments in your child's reading record book.



We invite parents into school to share in children's reading. We ask that all parent helpers be DBS (Disclosure and Baring service) checked.

We have a wide variety of fiction and reference books within each classroom and in the school library.

Children's speaking and listening skills are developed through the whole curriculum. We use drama to explore ideas, and children learn how to make their own presentations to their class, the school and the wider community. We encourage good listening, and children take part in conversations, debates and council meetings.



The children are taught to write in a range of styles and for a variety of purposes. Writing skills learned in English lessons are reinforced through writing across a range of other curriculum subjects. Children are taught to write using the Nelson joined handwriting script. They are actively encouraged to improve their written work by redrafting or correcting spellings and handwriting.



Spellings to learn or related activities are sent home regularly. The activities may take the form of finding words that begin with a certain sound, or sound the same, e.g. all, tall, fall, or learning words which we all use frequently, e.g. the, friend, people. In Key Stage 2 children's spelling will be related to spelling rules learned in Basic Skills lessons. We follow the 'Read Write Inc.' phonic scheme.



## Mathematics

The approach to teaching mathematics is that recommended by the Guidelines of the National Curriculum. We aim to ensure children become fluent in the fundamentals of mathematics, are able to reason mathematically and are able to solve problems. We do this through dedicated mathematics time:

- dedicated mathematics lessons every day, guided by the White Rose mathematics structure of learning;
- direct teaching and interactive oral work with the whole class and groups;
- an emphasis on building strong arithmetic skills;
- differentiation, with all pupils engaged in mathematics relating to a common theme.
- Intervention for children using 1stClass@Number and Success@Arithmetic
- Times Table Rock Stars is used to develop speed and accuracy when learning tables.

The children are encouraged to apply their mathematical knowledge and understanding to every day problems and investigations in other curriculum areas.

## Science

Through a range of topics each child has opportunities to investigate and develop essential scientific skills such as observing, classifying and fair testing as well as developing good attitudes to their work such as curiosity, perseverance and co-operation. These skills and attitudes enable a child to acquire an informed and critical understanding of the world.



## Humanities



History and Geography are taught as part of a broad and balanced curriculum which is topic based. We aim to give the children as much hands on experience as possible through trips and visitors. Topics are based on

guidelines from the National Curriculum.



## Design Technology

This subject calls for pupils to become creative problem solvers, both as individuals and members of a team.

The children will be asked to investigate ideas, disassemble and evaluate objects. They will be taught how to build structures or components and will learn new skills. Finally the children will be asked to 'design and make' something based on knowledge and skills gained. Children will be asked to evaluate their work and the work of others; considering what improvements could be made.

Children are taught to make and use a range of joins and mechanisms, and how to choose and use a variety of materials e.g. wood, card, paper, food, clay, together with appropriate tools. Time is taken to familiarise the children with the safe use of a range of tools. The safe use of the equipment is stressed at all times.

Children cook regularly in school. Classes are also offered the opportunity to join 'Let's Get Cooking' after school club during the course of the school year.

## Art

Art is taught as a subject in its own right, and is also used to support work across all areas of the curriculum. Children are given the opportunity to explore a range of materials and techniques.





## Computing

We use Purple Mash scheme of work in order to ensure that a progression of skills is built on. Children can also access this at home from Y1 to Y6. We use computer work as an integral part of the curriculum. Children will gradually develop a variety of skills and use computers to enhance work in all other curriculum areas. As children progress through the school, they will have experience and growing expertise in many basic ICT skills. We embed ICT throughout the curriculum using multi media computer programmes to enhance our learning.

We use multimedia windows based computers and laptops; we have wireless internet facility throughout school. All classes have an interactive whiteboard. The children use video and take photographs to record their work. CD players are in every classroom. Have a look at our website, [www.longhoughton.northumberland.sch.uk](http://www.longhoughton.northumberland.sch.uk)

## Music

Our aim is for children to enjoy listening to and making music and for this to be a positive, enriching and creative experience. Through listening, appraising, performing and composing children develop an understanding and appreciate various styles of music.

All children learn to sing songs together that are appropriate to their age and interest.

They sing together during worship and whole school productions, a tradition that enhances the community feeling in the school. Children learn how to use a wide range of percussion instruments, as well as having access to instrumental lessons provided by the County Music Service.

Charanga is used to support the curriculum.

Children learn to appreciate the music of other cultures through discovery of multi-cultural instruments from around the world.



## Physical Education and Physical Activity



The children participate in a diverse and wide range of PE lessons twice a week. We make good use of local sports clubs, qualified coaches and teaching specialists giving the children a wide variety of sporting experiences e.g. football, rugby, and cricket within the curriculum and after school clubs.

KS2 children participate in a block of swimming lessons each year and are given the opportunities to access learning that schools are unable to provide e.g. wall bouldering and freestyle gymnastics.



## Personal, Social and Health Education and Citizenship

### **(PSHE & Citizenship)**

Through PSHE and Citizenship the children learn the knowledge, skills and understanding that they need to lead confident, healthy, independent lives and to become informed, active responsible citizens developing healthy relationships.

### **Modern Foreign Languages (MFL)**

We aim to foster an interest in language learning by introducing children to other languages in a way that is enjoyable and accessible to all pupils.

French is taught to all children in Key Stage 2. It is taught through interactive resources, speaking and listening activities and games.

### **Religious Education**

Pupils will gain knowledge and understanding about Christianity and other world faiths. Children will be taught in a way that respects and maintains the integrity of all religions.



### **Daily Act of Worship**

Our school has a daily act of worship. Parents may, if they wish, withdraw their children from these assemblies and R.E. Such requests should be made to the Headteacher in writing.

Arrangements for the act of Collective Worship are made by the school in accordance with requirements of the 1944 Education Act and the Education Reform Act 1988.

In accordance with our Trust Deed and statutory requirements, Collective Worship and R.E. are placed at the centre of the school life.

## **Extra Curricular Activities**

### **Instrumental Music Lessons**

Instrumental Music Teachers visit school weekly to teach a variety of instruments (dependent on number of pupils interested) to children in Key Stage 2. This has included violin, guitar and keyboard lessons. Parents who wish their child/children to have lessons pay on a termly basis.

### **School Clubs**

After school clubs are an important part of school life and we see these as important learning opportunities for the children. After school clubs are organised on a half termly basis.

Whenever possible we look for ways to enrich the learning experiences for children. These may be achieved by attending special events, taking part in sporting and musical activities and by visiting places.



## OUT OF HOURS WRAPAROUND CARE

**Acorns** provides out of hours care, Monday to Friday, for Reception to Y6 age groups, through:

Morning session - 7.45 – 8.45am

Evening session - 3.15 – 6pm

**From Easter 2025 this will be extended to include nursery children also.**

Please ask at the office for more information or a booking form.

Information can also be found on the school website:

<http://www.longhoughton.northumberland.sch.uk>



## SPECIAL EDUCATIONAL NEEDS

All children have individual needs as well as strengths. Some require extra support and consideration to be able to access the curriculum and make progress in line with their peers. These may have a pupil passport and may also have an individualised support plan that ensures their barriers to learning are overcome.

We firmly believe that the partnership between teachers and parents working together is paramount in best supporting and helping the child concerned. It is hoped that the child will overcome his/her difficulties, but sometimes it may be necessary to call in outside agencies, such as the Educational Psychologist who will make further assessments and suggest other strategies to be used.

## ASSESSMENT AND REPORTING TO PARENTS

All children are regularly assessed to ensure they are making progress and that tasks are appropriate to their learning.

Parents are invited to Parent Consultation Meetings in the Autumn and Spring Terms to discuss their child's progress and next steps to learning. An annual written report is sent home in the Summer Term.

At the end of the Foundation Stage, parents receive a report summarising their child's achievements in all areas of the curriculum. Weekly updates are added to Tapestry (an online learning journal) which informs parents of what the children have been learning at school and any necessary comments to enable parents to support their child at home. These specific comments remain confidential to the individual child and parents have the opportunity to provide feedback through Tapestry.

In accordance with Government regulations the children in Year 1 have a phonics assessment check, children in Year 4 take part in a multiplication tables check and children in Year 6 take part in the annual Standard Attainment Tests (SATs). These results are given to parents and reported to the Governors and the LA.

## **SEVERE WEATHER CONDITIONS**

From time to time it is necessary to close the school, usually because of snowy weather. If the bad weather occurs overnight and we are unable to open the school for the day, an announcement will be posted on the school website and put on Radio Newcastle. It is essential that parents check the school website or tune into Radio Newcastle and listen to the regular news bulletins.

If weather conditions worsen during the day and we have to close the school before 3.15 p.m., we shall endeavour to get in touch with parents or their named contact. It is essential that all parents provide us with the name and telephone number of a trusted relative or friend. The Headteacher will stay in school until all children have been collected.

Although most of our children live in the village and walk to school, most of the staff do not. This means they may have great difficulties getting to school during the bad weather.