



Aspirational Opportunities for All

‘Pupils in your care are making gains in their learning and develop well into rounded citizens.....Pupils make strong progress at school, and leave ready for the next stage of their education’ - Ofsted 2018

‘Pupils typically feel part of a warm happy family at school. They have a deep understanding that everyone is different. They see difference at school, and yet they are ‘blind’ to it’ - Ofsted 2018

‘Pupils are polite and courteous, and they move sensibly around the building. Pupils behave well in class and focus on the tasks in hand.’ – Ofsted 2018

‘You place pupils at the centre of school life.....Pupils develop their skills, and help others in the school community’- Ofsted 2018

‘Provision is excellent for pupils who have complex physical and medical needs, and who are attached to the specialist provision. They are fully included in school life.’ – Ofsted 2018

‘Yours is a happy school and, as one parent told me; ‘The school goes above and beyond that which is expected. My daughter leaves this year and wishes she could take all the staff with her’. This typifies the comments of many parents, carers and staff.’ – Ofsted 2018

Dear Parents/Carers,

Welcome to Whitehouse Primary School and thank you for the interest you have shown in our school.

The purpose of this prospectus is to provide you with information about our school and the educational opportunities it offers its pupils that you may find useful.

Although every effort has been made to give you a picture of Whitehouse the best way to see us and all that it has to offer is to come and visit! Appointments to see around the school can be made with the school office tel. 01642 678212.

We aim to provide the highest quality education for each and every child. We closely monitor the progress of every child and tailor the curriculum to meet their needs. We have a broad and balanced curriculum that creates many opportunities for our children to achieve and a wide range of extra curricular activities to stimulate children's interests on many levels.

We have very good relationships with our parents and they take an active part in the education of their children through homework, home/school contact books and supporting the events in school. Some of our parents are part of a fund-raising group '**The Friends of Whitehouse Primary**'. They arrange events with an aim of raising money for school and enjoying socialising with other parents. You are very welcome to join in and support this group.

This partnership is continued with the close involvement and commitment of our governors who regularly come into school to help, observe and attend meetings.

We have approachable, friendly and hardworking staff who ensure all children have an opportunity to learn in a rich and varied environment. There are many lunchtime and after-school clubs adding to a fulfilling and memorable time in school.

We have delightful children who are well-behaved and enjoy working hard, often continuing their studies outside of school. We encourage good manners and respect for each other and for the adults with whom our children come into contact.

We are pleased to welcome you and your child to our school and look forward to many happy times ahead.

Please keep this copy of our prospectus as it is useful for establishing the routines and procedures of the many aspects of Whitehouse Primary School.

Mrs S Randle
Head Teacher



Contents

General Information

- Nursery Admissions
- School Admissions
- Additional Resource Base and Admissions
- School Hours
- School Organisation

Curriculum

- English
- Maths
- Science
- Religious Education
- ICT
- Foundation Stage
- Swimming
- Sex Education
- Educational Visits
- Homework

School Council

Special Educational Needs

Gifted and Talented Needs

Equal Opportunities

Uniform

P.E. Kit

Jewellery

Personal Property

Reporting to Parents

Home/school contact book

School Attendance

Home/School Agreement

Breakfast Club / Tea Time Club

After school and lunchtime clubs

Lunchtimes

School Meals

Packed Lunches

Water and Fruit

Behaviour

Medical Matters

Medication in school

Health and Safety

Child Protection

Security

CCTV

Travelling to and from School

Emergency closures

Friends of Whitehouse Primary School

Governors

Inspection of Documents

Complaints

Data Protection Act

Warning



General Information

Whitehouse was built as a mainstream primary in 1978, but following the closure of Summerhouse, (a school for pupils with physical difficulties, in 1987), staff and pupils transferred to Whitehouse. This was the start of our journey towards the school we are today; a school recognised for the inclusion of its whole community.

The single storey building has been extended over the years and now has a Foundation Stage unit for 52 part-time nursery places and 55 reception places. There are 15 main classrooms, 4 specialist teaching rooms, wireless internet access and a well-resourced ICT suite. In each classroom there are considerable resources to support the

teaching and learning and wonderful displays which value the children's work. There is a large main hall which is used for assemblies, performances and PE. There is also a smaller hall called the forum, which is used for specialist teaching such as music, singing, drama, MFL and for school dinners. There is a well-resourced library, containing a wide range of fiction and non-fiction material. Pupils have access to a range of reading books which are designed to promote and challenge their reading skills.

The school is fortunate to have dedicated craft rooms and kitchen areas for creativity and food technology. There are three main playgrounds which have superb outdoor play facilities and two large pleasant playing fields.

To accommodate our pupils with Special Educational Needs there is a physiotherapy room staffed by physiotherapists and occupational therapists. There is also a hydrotherapy pool staffed by the sports coach. Regular clinics are held in the physiotherapy department with the Orthotics Technician, who fits the children for their splints and specialist footwear, and the Wheelchair Technicians from North Tees and Hartlepool Hospital and JMC, Specialists in Wheelchairs.



Pupils are taught in same age classes in Foundation Stage, Key Stage One and Key Stage Two and the age range is 3-11 years. There are two classes in each year group and our younger pupils are assigned a peer buddy (an older child) to help them settle in to the school routines.

The school is a large primary school with approximately 420 pupils and included pupils with physical and medical learning difficulties.

Nursery Admissions

Our Nursery is incorporated into the Foundation Stage Unit. The Nursery children are referred to as Lower Foundation Stage. There are 26 places available for the morning and 26 places for the afternoon sessions. Parents are invited to come and visit the school prior to registering their child for a place in Lower Foundation Stage. Successful applicants for a place in the Lower Foundation Stage would not be guaranteed a place in the school; however the majority of our children do continue their education through school.

Contact the school office if you would like to register your child for a place.

School Admissions

There is only one intake for Stockton primary schools, which is September. If your child was born between 1 September 2013 and 31 August 2014, he or she will be due to start Primary School in September 2018. If your child is in a school nursery, you should receive a pack to apply. If your child is in a private nursery, please contact School Admissions to register their details.



Applications are now allocated using Equal Ranking. This means that all preferences put down on your common application form will be treated equally. The Local Authority will try to meet your highest ranked preference.

Under the new co-ordinated admissions legislation, all applications for a school maintained by Stockton-On-Tees school will have to be made through your Local Authority (LA). If you have any queries please ring the school admissions team on (01642) 526605 or email school.admissions@stockton.gov.uk

Contact details are: School Admissions Section, Children Education and Social Care, P.O.Box 228, Municipal Buildings, Stockton-on-Tees TS18 1XE.Tel: 01642 526605. Please ring between 8:30 and 5:00 Monday to Thursday and 8:30 and 4:30 Fridays, Fax: 01642 526607.

Additional Needs Provision

If your child has additional needs and would benefit from a place in our additional needs provision please contact the SENCO, Mrs Gallafant at school to discuss admissions.



School Hours

Doors Open	8.40 KS1 8.45 KS2
Registration	8.50
Teaching Session	9.05-9.45
Teaching Session	9.45-10.45
Playtime	10.45-11.00
Teaching session	11.00-12.00
Lunchtime	12.00-13.00 KS2 12.00-13.15 KS1
Registration	13.00-13.05 KS2 13.15-13.20 KS1
Teaching Session KS2	13.00-14.00
Teaching Session KS1	13.20-14.30
Collective Worship (Mon14.00)	14.30-14.50
Teaching Session	14.50-15.15
End of school day	15.15
Lower Foundation Stage	8.45-11.45 a.m. Morning Session 12.30-15.30 p.m. Afternoon Session

If children arrive after the bell and if the doors have been closed, they will receive a late mark in the register. Children arriving at school after 9:00 which is the close of register will be marked U which is very late. Repeated lateness of this kind will be monitored and if required referred to the attendance service and our PSA.

School Organisation – September 2018-2019

Head Teacher - **Mrs S. Randle**
Assistant Head Teacher - **Mrs J. Eyre**
SENCo – **Mrs S Gallafant**
Assessment Leader – **Miss L. Copley**

Foundation Stage

Foundation Stage Leader - **Mrs J. List**
Nursery Teacher - **Miss L. Copley**
Class 1 - **Miss R. Heslop**
Class 2 - **Mrs J. List**

Teaching Assistants – **Mrs L. Yellow, Ms L. Jobson, Mrs L. Holmes, Mrs J. Thomas, Mrs K. Wilson, Ms L. Nichol**

Key Stage One

Key Stage One Leader – **To be appointed**

Year 1

Class 3 - **Miss K. Patterson**

Class 4- **Miss S. Ayub**

Year 2

Class 5- **Miss L. McKenzie**

Class 6 – **Miss S. Wilkinson**

Teaching Assistants – **Miss S. Davison, Miss T. Coyle, Mrs V. Brooks, Miss A. Denham**

Lower Key Stage Two

Lower Key Stage Two Leader - **Mrs L. James**

Year 3

Class 7 - **Mrs L. James (M,T,W,Th) Mrs S. Poulter (F)**

Class 8 - **Mrs L. Aaron**

Year 4

Class 9 - **Mrs L. Patrún**

Class 10 - **Mrs S. Skilbeck (M, T, W) Mrs A. Roberts (W,TH,F)**

Teaching Assistants-**Mrs C. Smith, Mrs H. Newell, Mrs Ca. Smith, Mrs J. McGowan, Miss E. Yellow**

Upper Key Stage Two

Upper Key Stage Two Leader – **To be appointed**

Year 5

Class 11- **Mr B. Mullen**

Class 12 - **Miss L. Coates**

Year 6

Class 13 - **Mrs D. Cooper**

Class 14 - **Miss L. Holmes**

Teaching Assistants – **Mrs L. Needham, Mrs K. Henderson, Mrs L. Nouri, Mr J. Messenger**

Discrete Groups

Lighthouse Room- Lead **Mrs L. Yellow**

Teaching Assistants-**Mrs A. Cain, Miss C. Wilson**

Wynyard Group – Lead **Mrs H. Grant**

Teaching Assistants-**Mrs C. Kingston, Mrs C. Beane** (maternity)

Rockcliffe Group – Lead **Mrs S. Wicks**

Teaching Assistants – **Miss E. Yellow, Mrs J. Shaw**

Crathorne Group- Lead **Mrs P. Robinson**

Teaching Assistant – **Mrs S Brewster**

Pool/Sports Coach - **Mrs L. Fryer**

Office Staff

Facilities and Finance Manager- **Mr A. Barber**

Senior Administrator - **Mrs A. Brown**

Administrator- **Miss V. Archer**

Site Supervisor -**Mr A Goodman**

Midday Supervisor Manager - **Mrs. Cl. Smith**

School Cook - **Mrs J. Denham**

Parent Support Advisor - **Mrs V. Gibson**

Curriculum

Whitehouse Primary School provides a broad and balanced curriculum and follows the statutory guidance of the New National Curriculum and the Early Years Foundation Stage.

The curriculum is also enriched by Cultural Studies Week, International Week, Creativity Days, Christmas Performances, Musical Showcase and the annual Whitehouse has Talent. The curriculum is bespoke and adapted to meet the wide range of abilities of all our children.

English

The overarching aim for English in the national curriculum is to promote high standards of language and literacy by equipping pupils with a strong command of the spoken and written word, and to develop their love of literature through widespread reading for enjoyment. The national curriculum for English aims to ensure that all pupils:

- Read easily, fluently and with good understanding
- Develop the habit of reading widely and often, for both pleasure and information
- Acquire a wide vocabulary, an understanding of grammar and knowledge of linguistic conventions for reading, writing and spoken language
- Appreciate our rich and varied literary heritage
- Write clearly, accurately and coherently, adapting their language and style in and for a range of contexts, purposes and audiences
- Use discussion in order to learn; they should be able to elaborate and explain clearly their understanding and ideas
- are competent in the arts of speaking and listening, making formal presentations, demonstrating to others and participating in debate.



Maths

The national curriculum for mathematics aims to ensure that all pupils:

- Become fluent in the fundamentals of mathematics, including through varied and frequent practice with increasingly complex problems over time, so that pupils develop conceptual understanding and the ability to recall and apply knowledge rapidly and accurately.
- Reason mathematically by following a line of enquiry, conjecturing relationships and generalisations, and developing an argument, justification or proof using mathematical language
- Can solve problems by applying their mathematics to a variety of routine and non-routine problems with increasing sophistication, including breaking down problems into a series of simpler steps and persevering in seeking solutions.



Science

The national curriculum for science aims to ensure that all pupils:

- Develop scientific knowledge and conceptual understanding through the specific disciplines of biology, chemistry and physics
- Develop understanding of the nature, processes and methods of science through different types of science enquiries that help them to answer scientific questions about the world around them
- Are equipped with the scientific knowledge required to understand the uses and implications of science, today and for the future.



Religious Education

Teaching of Religious Education at Whitehouse actively promotes the values of truth, justice, respect for all and care of the environment. It places specific emphasis on:

- pupils valuing themselves and others
- The role of family and the community in religious belief and activity
- The celebration of diversity in society through understanding similarities and differences sustainable development of the earth.
- The study of religion recognises the changing nature of society, including changes in religious practice and expression, and the influence of religion in the local, national and global community.
- The school follows the Stockton agreed syllabus for religious education and provides teaching for all learners.
- The school provides a daily act of collective worship for all pupils. Parents have the right to withdraw their children from R.E or collective worship and this should be discussed with the head teacher.



ICT

The national curriculum for computing aims to ensure that all pupils:

- Can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic, algorithms and data representation
- Can analyse problems in computational terms, and have repeated practical experience of writing computer programs in order to solve such problems
- Can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems
- Are responsible, competent, confident and creative users of information and communication technology.

Information and communication technology (ICT) prepares pupils to participate in a rapidly changing world in which technology has a central role. The pupils learn to use hardware and software confidently to achieve specific outcomes.

The pupils develop their ideas, research skills and record their creative work and present it in a way that suits its audience.

The school has a well equipped ICT suite, wireless technology for 20 apple mac laptops, 40 notebook laptops and 15 iPads to support teaching and learning. This wide range of access means that ICT can be taught as a separate subject and also be a tool to support the learning in the classroom through individuals using the laptops and iPads.

Foundation Stage Subjects

The foundation subjects of Geography, History, Music, Art and Design, P.E, Physical, Social and Health Education (PSHE) and MFL are taught in a variety of ways. Some subjects are taught as separate lessons on their own such as P.E. and Languages; others are taught in topic form and linked with other subjects such as English and Maths. Pupils are given the opportunity to further develop their skills in these subjects through extra curricular activities such as choir and French clubs.

All year 2 children are taught to play the recorder and year 4 children are taught to play the drums, electric guitar, electric bass guitar and keyboard. The TVMS also provide tuition in brass and string instruments. The children receive singing lessons from a specialist singing teacher.

Swimming

In Key Stage 2 as part of our PE curriculum all children will be taught to swim and children are expected to swim unaided for a sustained period of time over a distance of at least 25m and use a range of recognised strokes. Swimming is an essential skill for life.

The pupils walk to Our Lady and St Bede's School to use the pool there. Our Lady and St Bede's school have specific rules that our children must comply with to have swimming lessons; letters stating the rules are given to parents at the beginning of the term's swimming sessions.

Sex Education

Class teachers will work with Y5 and Y6 children on hygiene and puberty education, in upper key stage two, questions about reproduction may be raised. Nature study is part of the environmental studies curriculum. This often involves the life cycle of plants, animals and birds. This gives a natural "lead in" to what can be an emotional issue. The matter is handled with sensitivity and discretion. The school follows the Stockton recommended programme 'Lucinda and Godfrey'. The school has a written policy on Sex and Relationships Education. Parents have the right to withdraw their children except from the National Curriculum content.

Educational Visits

Educational visits can reinforce the learning in the classroom and provide an enriching experience for all pupils. Most educational visits are linked to topic work in class but sometimes visits are about reinforcing life skills such as shopping (money management) and theatre performances (cultural activities). The children in Year 6 have previously participated in a residential visit in their last year at Whitehouse. Participating in this visit prepared the children for secondary school as it promotes their independent skills and self reliance. It was a valuable experience for the children.

Unfortunately the school is not able to fund all educational visits and therefore a request for a voluntary contribution is made for each visit. The staff are very careful to keep costs to a minimum but transport costs are usually high and this can be about two thirds of the overall costs. If insufficient funds are raised then a visit may have to be cancelled. If following a risk assessment, a child's behaviour is deemed to put at risk the safety and enjoyment of others, then alternative arrangements will be put into place.

Homework

Homework is an opportunity for parents to support the learning happening in the classroom and gain an understanding/interest in the work your child is doing. Completing and returning homework develops good learning attitudes that will help your child as they continue through their education. Homework will consist of reading practice, learning weekly spellings, a maths activity and an English activity. The As children get older they may be asked to complete work they haven't managed to do in class or take part in individual project work developing research skills. All homework set is relevant and appropriate to the child's ability and further guidance is available from the class teacher.

School Council

Each class votes for a school representative to discuss their opinions and views at school council meetings. The school council allows the children an opportunity to influence decisions, changes and improvements in school.

Special Educational Needs

Whitehouse is a fully inclusive school and recognises all our pupils as individuals with individual needs. Parents who consider that their child has particular special educational needs should speak to their child's

class teacher in the first instance. A further meeting with the school's Special Educational Needs Co-ordinator can be arranged where strategies will be discussed that can help meet your child's educational needs. Some of these strategies may be working with outside agencies such as, Learning Support Service or Educational Psychology Service, where advice will be given. Sometimes it may be necessary to undertake further assessment of your child's need through these services. Should the class teacher consider that your child has special educational needs you will be invited into school to discuss your child's individual needs.

Children with an EHC Plan will have their needs met using the funding provided by the Local Authority. The SENCo, Mrs Gallafant is available to meet regularly for reviews and give parents support and advice.

Gifted and Talented Needs

Parents who consider their child has particular gifted and talented needs should speak to the class teacher, where strategies will be discussed that can help meet your child's gifted and talented needs. The school regularly provides opportunities to extend and develop the skills and knowledge of those pupils who are more able and talented.

Equal Opportunities

All children have the right to be treated equally in accessing education irrespective of gender, disability, ethnic difference or social disadvantage. Our expectation of pupils is not influenced by any of these factors. We will recognise and value different cultures and religious traditions amongst them.

Uniform

The school has a uniform which we strongly promote our children to wear. Parents have always supported the school in ensuring the children are appropriately dressed and understand how it contributes to the high expectations of behaviour and attitude of the children. Parents are requested to maintain the neat and tidy manner of uniform and discourage their children from wearing inappropriate shoes and exotic hairstyles. Hairgel and hair products can be transferred onto furniture, clothing and even other children this makes an uncomfortable environment for everyone and requires more cleaning by staff, therefore **the wearing of hair gel is not allowed.**

The school uniform is:

Grey trousers with Blue shirt, tie and grey/white socks

Blue tartan Skirt/Pinafore with blue shirt, tie, grey/navy tights or grey/white socks

Royal Blue V-neck Sweatshirt or Royal Blue V-neck Cardigan (Embroidered school logo and initials),

The summer term uniform will consist of a royal blue gingham dress or blue polo top (embroidered school logo and initials) for hot weather.

Sensible black outdoor school shoes and Indoor/PE shoes

Please ensure all clothing is named as it is easier to return lost items. Children will change into indoor shoes for lesson times.

Orders for the new uniform will be taken directly through two local uniform suppliers, Elizabeth's Embroidery and Motive8.

The link for the suppliers are:

www.elizabethsembroidery.com.uk click SHOP and use passwordWHA

and

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

P.E. Kit

The children will change into a PE kit for physical activities. They will need a blue T-shirt, blue shorts and plimsolls for indoor activities. For outside activities in cold weather children will need a sweatshirt top, blue jogging bottoms and training shoes.

Storage in the cloakrooms is limited and children are requested to put all **named** PE kit into a **named** drawstring bag which is hung on their peg. As we have very limited cloakroom space, children are **not allowed to bring large holdall bags/rucksacks to hang on a peg.**

Staff have the right to prohibit the wearing of certain types of clothing or particular items, which are deemed, on safety or other grounds, to be unsuitable for wear in school.

Orders for uniform will be taken directly through two local uniform suppliers, Elizabeth's Embroidery and Motive8.

The link for the suppliers are:

www.elizabethsembroidery.com.uk click SHOP and use passwordWHA

and

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

Jewellery

Children wearing jewellery is a potential hazard to the safety of all children in school. The school enjoys the support of parents with children not wearing jewellery. **If your child has pierced ears they must be taken out for the time that they will be in school.** No jewellery will be worn in PE and staff will not assist children with the removal or wearing of any jewellery. If you are planning to have your child's ears pierced then the beginning of the six weeks holiday is an ideal time to have them done so that you will be able to remove them for the start of school in September.

Children may want to wear a watch and this is promoted as it helps them to learn to tell the time.

Personal Property

Whitehouse is a well resourced school, therefore it is not necessary for children to bring personal belongings into school unless as a special event. The school will not be held responsible for any personal belongings which become lost or damaged. Mobile phones should not be used by pupils on the school premises. If a parent of a Year 6 child deems it essential for their child to have a mobile phone for use when coming to or from school they must call into the school office to make the necessary arrangements.

Money should not be brought into school except for contributions for school social event and photographs. It should be in a named envelope and handed to the class teacher or teaching assistant. Dinner money should be brought in the envelopes provided.

Reporting to Parents

Class teachers are willing to meet with parents who make an appointment to discuss their child's progress at a mutually convenient time. However, the school has two formal consultation evenings in the autumn term and the spring term with a comprehensive written report at the end of the summer term.

Parents of children in Lower Foundation Stage will meet with the class teacher shortly after the children first attend to see how well they have settled and at regular times throughout the school year.

Home/School Contact Book

Good communications and positive co-operation between school and home are important for the development and well-being of your child and, therefore, we encourage the use of the home/school contact books. They provide an informal way of parents mentioning to staff any minor issues/concerns and allows staff to note anything they would like parents to be aware of. Children should keep their home/school contact books in their school folders with their reading books.

School Attendance

Prompt and regular attendance will ensure your child gains the most from their education at Whitehouse. If your child is unwell and unable to attend please inform school as soon as possible by telephoning the school office Tel. 01642678212 or texting our Schoolcomms system on 01642 688199. A letter from parents must be given to the class teacher on the child's return to school.

If no notification is given to the school about a pupil's absence the school administrator will contact home to seek a reason for absence and to ensure the safety of our children.

The school is legally required to report reasons for absence or lateness and if no reasonable reason is given for absence and there is persistent lateness then the Attendance Officer from the local authority will make a home visit. If you need to take your child out of school during the day, it is very important that you let us know in advance, collect your child from the school office and complete the computer system provided for arrivals and departures outside register times.

If it is possible that your child may absent from school long term then school work will be provided.

Requests for absences other than illness must be made in writing to the head teacher and forms are available from the school office. The granting of leave of absence during term time is entirely at the discretion of the Head Teacher and there is no right to holidays during school term time. The Head Teacher will only be able to authorise absence under **exceptional circumstances** and school work will be given to the child to ensure their educational progress is continued. Your child's current levels of attendance will be taken into account when deciding whether to authorise the absence.

Home/School Agreement

In line with Government requirements the school will request parents of new starters to sign a Home/School Agreement. This agreement is a commitment from both parties to work together for the benefit of the child. We do hope that parents will support us by signing this agreement.

Breakfast Club/Tea Time Club

The school has a Breakfast Club from 8.00-8.45am each morning. For a minimal cost of £2.00 per day paid half termly in advance. The children are given a choice of a healthy breakfast and have a range of games to play with their friends in the club. The club is run by school staff and has limited places. Should you be interested in securing a place for your child, please contact the admin office.

We now have a successful Tea Time Club which runs each day from 3.15 to 5.00 p.m. The cost of each session is £6.00 paid half termly in advance. The children are given a snack and drink and take part in a range of activities such as baking and craft making. The club is run by school staff and has limited places. Should you be interested in securing a place for your child, please contact the admin office.

After-school and Lunchtime Clubs

The pupils at school are fortunate to have a wide choice of lunchtime and after-school clubs. Staff organise the clubs, which vary from term to term. At the beginning of each term letters will be sent to parents and written parental permission must be given before children will be allowed to attend. Children will be expected to uphold the same expectations of behaviour at clubs that we have in class.



The staff gladly give of their own time to run clubs and know the children benefit from attending. Parents are requested to be prompt when collecting children at the end of club sessions.

Lunchtimes

Pupils may either stay on the premises for lunch or go home. Children will not leave the school premises during the midday break unless they are going home for lunch and a written request is received from the parent. If children do go home for lunch they must be collected by an adult, they will not be allowed to leave the premises on their own. In order to avoid waste and unreasonable expense, half a term's notice of any change to a child's lunchtime arrangements is required.

School Meals

School dinners provide an opportunity for the children to engage in important social skills including good table manners, a willingness to develop a better palette through trying different food and the ability to make good decisions. Children in UFS and up to Y2 receive free school dinners.

School dinners are provided from our own kitchen between the hours of 12 noon and 1.00 p.m. There is an excellent choice of food available and a rota system of classes taking turns to go into dinners first. If your child has any allergies or special dietary requirements please speak with the school cook Mrs Denham.

Stockton County Catering provide our school meals service and all monies and queries are dealt with directly by our kitchen staff. If you think your child may be entitled to free meals please contact the school or the Education Offices, Municipal Buildings, Church Road, Stockton on Tees. You could also telephone the Free Meal contact centre on 01642 526606.

Packed Lunches

Space is limited within school and parents are requested that children bring packed lunches in a small suitable container and they are taken home at the end of everyday so as not to present hygiene difficulties in school.

Packed lunches should be:

- Clearly marked with your child's name
- Include a drink in a leak-proof unbreakable container
- No fizzy drinks should be sent into school.
- **Children must not bring chocolate or sweets in their lunch boxes.**

The school encourages a healthy lifestyle and, therefore, expects packed lunches to be suitably nutritious for the age of the child. Suggestions for a healthy packed lunch would be: cheese, fish or meat sandwich, a mixed salad, fruit, yogurt, crisps (low fat and low salt are better for young children).

To supervise the children during the lunch break, school employs a team of experienced supervisory assistants. They are there to ensure the safety and well being of all pupils, therefore children will respond appropriately and demonstrate the same high expectations of behaviour towards these staff as our teachers get.

Water and Fruit

As a healthy school we encourage children to drink water throughout the day. Your child can bring a small leak proof bottle which can be filled with water at school. The bottles must be taken home at regular intervals for a thorough washing and should be named.

Through the government fruit initiative children in KS1 receive a piece of fruit free each day except for the days at the beginning and end of a school term. Sometimes KS2 children will be offered any spare fruit and can also bring in fruit for the morning playtime.

Behaviour

There is an excellent relationship between the staff and pupils at Whitehouse based on mutual trust and respect. We have high expectations of our children and good behaviour is firmly established through encouraging the children to develop positive personal qualities such as; good manners, self- control, self-discipline and consideration of others. Children who demonstrate good behaviour will be recognised through positive verbal and written praise, class tokens, team points and certificates.

There are rewards and discipline guidelines used by all staff, published around school and on the school website. These guidelines are reinforced with the children in an assembly at the beginning of each term.

Behaviour which falls below that expected or has an adverse affect on others in the school will be dealt with through:

- Talking with the child involved explaining what is not appropriate behaviour and why
- Imposing consequences to help children make better decisions about their behaviour in the future
- Establishing a range of strategies to improve the child's behaviour
- Parents may be invited into school to discuss their child's behaviour or informed of any incidents through the home/school contact book

Staff in school have been trained to use positive handling of children through the Team Teach approach. Positive handling will only be used in exceptional circumstances when a child's behaviour is detrimental to the good order of the school and the safety of themselves and others.

Good behaviour contributes significantly to children's success and academic progress in school and later in life.

Medical Matters

At Whitehouse we endeavour to keep our children safe and healthy but unfortunately sometimes accidents do happen and occasionally children can fall ill. In the event of an accident or illness in school, children will be given immediate care and attention by staff trained in first aid and we will seek further medical advice if necessary including calling for an ambulance. For any major injuries or cases of severe illness parents will be contacted as soon as possible and it is important that the school office has up-to-date contact numbers.

Medication in School

We do not under any circumstances store or administer medicines not prescribed by a doctor. Where a child has been prescribed a short course of antibiotics parents would be expected to administer it at home. Usually as long as the medicine is given with a reasonable space of time between doses then the three times a day dose can be given at home.

Where children have had a prescribed medicine for chronic or long-term illness then a written request must be made for the Health Care Assistant or Mrs Brown to be authorised to administer the medicine. A doctor must have prescribed this medicine. The medicine or tablets must be brought to school in a properly labelled container with the name of the prescribing person, the name and home address of the child, the name of the medicine, dosage and the time of administration on the label. All medicine is to be in date, all expired medication will be sent home.

If your child has asthma, and needs to use an inhaler, we encourage children to store a named inhaler in an easily accessible place within their classroom. Children should have an inhaler in school at all times and it is parents' responsibility to ensure that inhalers are in school and in date.

Should your child suffer from nut or other severe allergies and needs an epipen as part of their care plan, it is essential that there is one in school clearly labelled with your child's name. It is your responsibility to check with the school that the epipen remains in date.

Health and Safety

Staff receive regular training on Health and Safety issues and are vigilant around the school. The children are taught to approach activities sensibly to reduce any perceived risks to themselves or others. The governors, staff and local authority carry out risk assessments and health and safety inspections on a regular basis. The health and safety policy is updated and any identified risks are dealt with as soon as possible. Visitors and parents on the school site are expected to have regard to the health and safety of themselves and others while on the school site. A fire drill for pupils and staff is held at least every term. Inspections of alarm systems and safety equipment are carried out regularly.

At the start of the day parents should deliver children safely to the school yard where at the sound of the bell they will line up with their class and be escorted into school. Parents are to remain behind the parents yellow waiting line. At the end of the school day the children will be escorted back to the playground where they can be safely collected by parents. Children in KS1 will not be allowed to leave school unless they are collected by a responsible adult. Children from Y6 may be given permission by their parents to walk to and from school without an adult. If, for whatever reason, you are going to be late please telephone the school so that we can reassure your child that someone is on the way. Please do not take someone else's child, even to be helpful; the school needs to know whether a child has been collected and by whom in order to keep all children safe.

Child Protection

Parents and Carers should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of its pupils. In cases where school staff have cause to be concerned that a pupil may be subject to ill treatment, neglect or other form of abuse, staff will follow the Stockton Authority Child Protection Procedures and inform the Social Services of their concern. This may involve a visit to the home by a Social Worker.

All adults working in school with the children have a DBS check following government regulations.

Security

After the school bell entry/exit of pupils, parents and visitors will only be allowed through the main entrance. The main entrance is secure and is only operated manually by staff inside the building. The main gates are open during the day to allow the school buses on/off site but traffic is monitored for safety and security purposes. The gate which leads to Barborough Road is kept locked during the school day and parents wishing to visit need to come via Dunelm Road entrance. Parents are not allowed to bring cars into the car park unless they or their child has specific needs and they have a car park pass.

All visitors to the site will sign in and be given a identification badge.

To ensure the safety of all our pupils and staff, parents will not be allowed into classrooms unless they have made an appointment to meet with staff. Any person on the school premises without an identification badge will be challenged by staff.

Please help us to keep our premises secure by always closing doors and gates behind you.

CCTV

The school has a series of CCTV cameras around the premises to ensure the safety and security of the building and site users. Any recordings are kept for only as long as necessary.

Travelling 'to and from' School

Parents and children are encouraged to travel to school in sustainable and healthy ways. If you are travelling by car please park your car responsibly and consider our neighbours. Parents are encouraged to park in the Sainsbury Supermarket or Elm Tree shops car park and walk your child safely to school. If walking, children

must be supervised when crossing roads and when in the school car park. Should you and your child want to cycle to school we have bike sheds available and a few bike locks to loan for a short period. Contracts are available from Miss Archer. The children will only be allowed to use the bike/scooter shed with signed contracts and that they are wearing appropriate safety gear such as a Helmet.

Please do not send someone to collect your child that the child does not know, as this will cause distress to the child and concern from our staff.

School mini buses have a right of way when entering and leaving the car park and appreciate having clear access to and from the site.

Emergency Closures

Should it be necessary to close the school in an emergency and school was unable to inform parents prior to the closure then the school will notify local radio (BBC Tees, TFM) and television (Tyne Tees, BBC) to relay messages of a school closure. Parents will be contacted by Text/ Schoolcomms if they are required to collect their children from school.

Friends of Whitehouse School

The Friends of Whitehouse School are a group of parents, carers, grandparents friends and staff who meet regularly to organise fund-raising and social events in school. Parents are invited to join or support the work of the friends as they are an essential part of the school community. Any funds raised are used directly to benefit the pupils in school and if you visit school you will see how money raised has been used to purchase equipment, toys, theatre performances and enrichment opportunities. Please support these events where you can.

Governors

The Governing Body has an important role in the running of our school and are valued members of our school community. In partnership with the Local Authority, the governing body have responsibility for the finance and strategic development to sustain high quality education for all the pupils. The governing body is made up of representatives from parents, staff, the local authority and the local community.

As part of the governors monitoring roles they have agreed policies which ensure good management of the school, these policies are available in school.

Governor	Representative
Mrs S. Randle	Head Teacher
Mr I. Brown	Health and Safety, Science
Mrs S. Moppett	Safeguarding, PSHCE, LAC
Mrs L. Nouri	Staff Governor
Miss V. Archer	Associate Governor
Mr G. Cattermole	PE
Mr C. Seabourne	ICT
Mrs S. Wilson	RE, Humanities, SEN, Writing
Mrs L. Harrison	Maths
Mr A. Barber	Arts
Mrs C. Kingston	Reading
Mrs D. Southall	Parent Governor
Mrs S. Caisley	Parent Governor
Mrs A Dixon	Co-opted Governor
Mrs E. Cheeseman	Clerk

Inspection of Documents

Minutes of the Governing Body's meetings are available for inspection in school. The school has a range of policies about the curriculum and management of the school and parents may request a copy of a policy. A small charge will be made to cover the cost of photocopying and administrative time.

Complaints about the school curriculum and other related matters

The Local Education Authority has established a procedure for considering complains from parents relating to the school curriculum, the charging and remission policy of schools and religious education and collective worship. It is hoped that parents would raise any concern they might have about such matters with the Class Teacher in the first instance. If parents wish to make formal complaints, however, details of the procedures available can be obtained from the admin office.

GDPR/Data Protection

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.

The school holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information comes under the GPDR. Further information can be found on the schools website or from the admin office.

Warning

The information in this prospectus, which was prepared and published in September 2018, related to the Academic Year 2018-2019 and the particulars it contains (about the school year) were correct at that time. It must not be assumed that there will be no changes affecting the relevant arrangements or certain matters before the start of or, during the 2018/2019 school year or in respect of subsequent school years, arising for example, from variations in Government or Local Authority policy for Education.

Visit our Website to see even more about what we do and up to date events.

Your support for your child's education is crucial to their progress. Please tell us if there is any adjustments we need to make to help you support your child, for example: letters in large font; letters in different languages; wheelchair access; explaining things over the phone; a discussion with a school colleague of the same gender etc.”



Whitehouse Primary School, Stockton on Tees.

www.whitehousepri.org.uk/

