

# Dean Bank Primary School

## School Brochure 2020 - 2021



**Believe, Achieve, Soar with Pride**

Headteacher: Mrs Pauline Northcott  
Chair of Governors: Mr John Davison

**Telephone Number:** 01740 651512  
**Website:** [www.deanbank.durham.sch.uk](http://www.deanbank.durham.sch.uk)  
**Email:** [deanbank@durhamlearning.net](mailto:deanbank@durhamlearning.net)  
**Address:** Dean Bank  
Ferryhill  
County Durham  
DL17 8PP



Dear Parents,

Thank you for considering Dean Bank Primary as the school best placed to deliver the education that your child deserves. Our goal is to provide a first class education for every child and I can assure you that all staff work extremely hard to deliver this promise.

We believe that developing a positive relationship with parents is fundamental to a child's education and seek ways to engage and support parents throughout the year. We acknowledge that a good school lies at the heart of the local community and try to involve ourselves closely with projects and initiatives which bring school and community closer together.

We recognise that all children learn in different ways and in order to ensure they make very good progress we provide a broad and exciting curriculum in a safe and happy environment. We know that if we are to get the best from your child they need to enjoy the education that they receive. Striving to make learning fun and meaningful underpins all that we do.

The purpose of this brochure is to give you an overview of how we aim to educate and enrich the life of your child here at Dean Bank. Along with our website, [www.deanbank.durham.sch.uk](http://www.deanbank.durham.sch.uk) this should provide you with the answers to most of your questions, however, please don't hesitate to contact me either by calling in at the school office or by using the contact details on the cover of this brochure.

Yours sincerely,  
Mrs Northcott  
Headteacher

**Here at Dean Bank Primary and Nursery School we aim to provide a caring, healthy, safe and stable environment conducive to effective teaching and learning where everyone is encouraged to believe in their ability, achieve their best and be proud of their achievements.**

The school was built in 1907 to meet the needs of the ever increasing Ferryhill community due to the expansion of the local coal mining industry in the area. In those days boys and girls were kept separate, and the school was built to accommodate 1400 children.

The school now consists of an EYFS Unit for 2-5 year olds, KS1 for 5-7 year olds and KS2 for 7-11 year olds.

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## Contact Us

In all instances, visitors must report to the school office where they will be met by the office staff who will deal with their enquiry. Anyone who proceeds past this point must sign in using our computerised system and obtain visitors' pass which must be worn at all times.

If you have any enquiries about the school that cannot be answered by the office staff please do not hesitate in contacting the headteacher directly using the contact details below.

Phone number **01740 651512**

Email Address [deanbank@durhamlearning.net](mailto:deanbank@durhamlearning.net)

## School Website

We have a comprehensive website that contains a wealth of information about how the school is organised. We encourage parents to use the website at the first instance to seek the information that they are after.

Our web site address is: [www.deanbank.durham.sch.uk](http://www.deanbank.durham.sch.uk)

The website is updated regularly. Please contact us if there is anything you would like us to include.



**Headteacher**

Mrs. P. Northcott

**Deputy Headteacher**

Miss. K. Potts (Maternity Leave)

**Teachers:**

Nursery / Two year old provision

Mr. W. Wood

Reception

Mr. W. Wood

Class 1

Miss. J. Anderson

Class 2

Mrs. H. Kirkwood

Class 3

Miss. V. Evans

Class 4

Mr. D. Machin

Class 5

Mr. P. Walker

Class 6

Mr. W. Haynes

SEND / Learning Support Teacher

Mrs. S. Temple

Recovery and Catch up Curriculum

Mrs. K. Hay

**Teaching Assistants:**

Ms. L. Allen (HLTA)

Mrs. C. Chisholm

Mrs. W. Collin

Miss. A. Forster

Ms. A. Griffiths

Mrs. C. James

Mr. C. Murphy (Learning Mentor)

Mrs. Y. Winterbone

Mr. S. Watson

Miss. B. Lockett (TA Apprentice)

**School Business Manager:**

Mrs. D. Emmerson

**School Secretary:**

Mrs. S. Gilyeat

**Caretaker:**

Mr. S. Hale

**Cleaners:**

Mrs. A. Spender

Ms. J. Stanworth

**Supervisory Assistants:** Mrs. M. Brown  
Mrs. J. Flatman  
Mrs. S. Griffiths  
Mrs. H. Wilson  
Mr. K. Wilson  
Ms. J. Stanworth

**Kitchen Staff (Taylor Shaw):** Mrs. L. Harrison – Unit Manager  
Mrs. A. Spender  
Mrs. S. Croft

**Crossing Patrols:** Mrs. H. Wilson  
Mr. K. Wilson

In line with current safeguarding legislation, all staff and adults who work with children at Dean Bank Primary and Nursery School undergo regular Enhanced DBS checks.

### **Staff Absence**

When a class teacher is temporarily absent for a short period of time, the school has a policy on cover following the government's guidelines for Workforce Remodelling. In these instances the class will be covered by a High Level Teaching Assistant or pupils may be sent to other classes to work.

We try to avoid using supply teachers as this tends to unsettle many of our vulnerable pupils.

# School Governors

Governors are elected or appointed for a period of four years. The Governing Body meet at least twice each term.

## **Governing Body**

### **Local Education Authority Representatives:**

Vacancy

### **Parent Representatives:**

Miss. K. Rennison

Mrs. J. Thompson

Vacancy

### **Staff Representatives:**

Mr. P. Walker

### **Co-opted governors:**

Mr. J. Davison

Mrs. C. Chisholm

Mr. J. Lindsay

Mr. D. Regan

Mrs. J. Low

Mrs. S. Leighton

The Chair of the Governing Body is Mr. J. Davison and the Clerk to the Governing Body is Mrs. K. Allison, who can be contacted at *School and Governor Support Service*, Education Department, County Hall, Durham, DH1 5UJ.

# Classroom Organisation

There are currently over 170 children who attend the school, organised into a EYFS Unit (Pre-school age, Nursery and Reception), Two KS1 classes (Infants) and four KS2 classes (Junior).

## The School Day

The school day for 2020/21 for EYFS children is organised as follows:  
EYFS use the entrance opposite St. Cuthbert's Terrace.

### Little Learners

8.40am	Pupils enter school for registration and morning session.
11.40am	End of morning session
12.15pm	Pupils enter school for registration and afternoon session.
3.15pm	End of afternoon session

### Nursery (15 free hours ~ pm only)

12.15pm	Pupils enter school for registration and afternoon session.
3.15pm	End of afternoon session

### Nursery (30 hours entitlement)

8:40am	Pupils enter school for registration and morning session.
11:45am	End of morning session
11:45am-12:45pm	Lunch
3:00pm	End of afternoon session

Nursery staff are here to support the overall development of children. We are very keen to work alongside parents to ensure children are toilet trained and supported with other personal hygiene. We ask that parents supply nappies, wet wipes and spare items of clothing in a named bag to support with this. We have regular meetings with health professionals and can support parents with any ongoing concerns. Please feel free to contact a member of staff regarding any issues.

### Reception

8:40am	Pupils enter school for registration and morning session.
11:45am	End of morning session
11:45am-12:45pm	Lunch
3:00pm	End of afternoon session

The school day for 2020/21 for KS1 and KS2 children is organised as follows:

8.45am	School gates open and children encouraged to attend 'Wake Up Shake up' activities in hall.
8.55am	Pupils enter school / move to class for registration and morning session.
10.30am – 10.45am	Morning Break.
11.45am – 12:30pm	Reception
12:00am – 12:45pm	Year 1, 2 and 3 lunch break begins
12:15pm – 1:00pm	Year 4, 5 and 6 lunch break begins
	Afternoon break – at the discretion of staff
3.15pm	End of school afternoon session

Children should not arrive on the premises before 8.45am, when staff will be on duty. Entry to the premises for Year 1 to Year 6 pupils at the Owen Street gate.

## Admissions

Admission to Reception class for children who reach compulsory school age (academic year in which they reach their fifth birthday) takes place in September.

## Application

A parent must complete "Preference Form for Admission to Primary, Infant or Junior School" on-line at Durham County Council, School Places and Admissions, before Monday 18<sup>th</sup> January 2021.

Confirmation of a place is made by the end of April 2021. The Education Committee is legally responsible for all admissions to County and Controlled Schools. It may not be possible to offer your child a place at your chosen school, if that school receives more applications than it can take within its admission limit. Where this happens, the Authority will consult the Governing Body of the School and allocate places according to the following criteria in order of priority:

### *Medical Reasons*

Pupils with very exceptional medical factors directly related to school placement. Applications under this criterion should be supported by written evidence from a doctor.

### *Family Links*

Pupils who have a brother or sister already attending the preferred school or associated primary school or on the same site and who is expected to be on role at the school at the time of admission.

### *Distance*

Pupils who live nearest the preferred school, measured by the shortest walking route. This will be based on the parents' addresses. The authority will, however, consider the overall availability of school places in an area to ensure that no children have an unreasonable distance to walk. This may override proximity to the nearest school.

**Please Note:** In the event of over-subscription within criteria 1 or 2, places will be granted to those pupils living nearest to the preferred school (measured by the shortest walking distance).

## Mid-Year Transfer:

The Local Education Authority provides a common In Year Application form to parents requesting information relating to the parent's and child's reason for transfer and their preference of school(s).

The LEA will confirm the offer of a place for a school to parents who live in County Durham as well as notifying the school and relevant LEA.

If the application is for a Voluntary Aided school, the LEA will refer the application to the Governing Body of the school, which will make a determination and notify the LEA who will confirm the offer of a place to parents. Parents who are refused admission must be offered the right of appeal.

**Admission Limit:** 34

## **Emergency Contacts**

It is vitally important that we have an updated record of several emergency contact phone numbers held securely at our main office in case we need to contact home at any point during the school day.

If you change your phone number you must inform the school immediately so that we can update our records.

All parents/carers are expected to complete a 'safe adult list' form to ensure the safety of the children at the end of the day, along with an emergency adult to collect children.

## **Medical**

Please notify the school of any allergies or special medical problems which affect your child.

If your doctor advises that your child should be given medication during the school day then please obtain and complete the appropriate form from the school office. Medication should be clearly labelled with the child's name.

Please note staff can only legally administer medication if it is needed more than 3 times per day.

**UNDER NO CIRCUMSTANCES SHOULD CHILDREN ARRIVE AT SCHOOL WITH THEIR OWN MEDICATION**

## **Safeguarding**

If you have any concerns regarding the safeguarding of either your own or other children in school please contact a member of our safeguarding team:

Mrs Pauline Northcott

Mrs Sharon Temple

Miss Kirsty Potts

Mr Will Wood

## **Complaints Procedure**

If a parent has a concern regarding their child's education, in the first instance they should speak to their class teacher who will record this on a 'concern note' and follow this up so the matter can be resolved.

If there is a continuing concern the Head Teacher will become involved to ensure matters are resolved to the expectation of all concerned.

If the matter is more serious then the Head Teacher should be contacted in the first instance. In the event that this does not resolve the matter, then please contact the school office or the Local Authority to obtain a copy of the formal Complaints Procedure which includes a written complaint format which is then presented to school. Further information can be found at [www.gov.uk/complain-about-school](http://www.gov.uk/complain-about-school).



## **Attendance**

***"Schools are required to monitor and report on punctuality and absence from school."***

DFE Circular No. 11/91

The school actively encourages full attendance at all times throughout the school year. If your child is absent through ill health, you must inform the main school office before 9.15 a.m. on the first day of absence, otherwise it will be recorded as unauthorised. We have a duty to monitor children's attendance very closely throughout the school year and any causes of concern will be monitored by the Attendance Officer and reported to the Attendance Enforcement Team.

## **Term Time Holidays and Absences**

Please note that parents have a legal obligation to ensure their child attends school regularly during term time. The school's attendance is closely monitored by the school itself as well as the Local Authority and *Ofsted*.

Headteachers will only be able to authorise absence in term time due to 'exceptional circumstances'. All reference to allowing family holidays have been removed. We therefore actively discourage children taking term time holidays as missed lessons adversely affect the child's progress in school.

Dean Bank Primary School considers every request for holiday leave on an individual basis, but is unlikely to be granted.

The appropriate leave of absence form must be collected and completed from the school office. Applications should be made at least 2 weeks before the planned absence.

## **Medical Appointments During School Hours**

If your child has a half or full day medical appointment a leave of absence form must be completed and proof of the appointment must be presented. If your child is just 'nipping' to a quick medical appointment please present the appointment card at the office as they are being collected.

## **Unavoidable Closure**

There may be occasions when, due to circumstances beyond our control, it will be necessary to close the school. In times of severe weather, heating breakdown, power failures, etc. we may have very little notice of such closure. Every effort will be made to inform parents before the start of school, including notifying the local radio stations, Durham County Council Website and the schools Facebook page or website.

No child will be sent home unless arrangements for them have been made.

# Curriculum

## Early Years Curriculum

Pupils in our Nursery and Reception are taught the Early Years Foundation Curriculum which includes six areas of learning:

Personal, Social and Emotional Development  
Communication, Language and Literacy  
Mathematical Development  
Knowledge and Understanding of the World  
Physical Development  
Creative Development.

When the teacher assesses that the pupils are ready, there will be a gradual assimilation of the National Curriculum subjects into their curriculum.

If you have any questions regarding our Early Years provision, please contact the main office to make an appointment with Mr. Wood.

## KS1 and KS2 ~ National Curriculum

After EYFS, all children are taught English, Mathematics, Science, Computing, History, Geography, Art, Design and Technology, Music and PE in accordance with the requirements of the National Curriculum. RE is taught in accordance with the Durham Agreed Syllabus. PSCE reflects national and local guidance. KS2 children are also taught French as a modern foreign language.

## Special Educational Needs (SEND)

All children at Dean Bank Primary School receive an education that is appropriate to their needs and progress is carefully monitored by the class teacher. Children who have special needs are recognised at an early stage so that appropriate intervention can be directed towards them promptly. This may entail working with a classroom assistant or working with children from other classes as part of small group support.

## Gifted and Talented (G&T)

Your child may be recognised as being more able and talented therefore need opportunities to further enhance their talents. In such instances, the class teacher will work hard to provide learning opportunities to further their progress.

## **Assessment**

Teachers use a variety of methods to regularly assess children's ability.

This information is fed into our pupil tracking systems and enables us to monitor the progress that all children make.

If we have any concerns about your child's progress then we will contact you at the earliest opportunity to discuss the action that we are taking to try and rectify the situation.

Children are more formally assessed at the end of each Key Stage.

At eleven years old all children take the SAT tests, and this information is used as a measure by the government to comment on how well a school is doing. If your child is in Y6, it is very important that they attend school during the week of the SAT's, which is usually in the second week of May.

## **Music**

Music is taught in all classes each term by the class teacher. Furthermore, there may be an opportunity for your child to receive extra, more specialist music tuition delivered from Durham Music Service from Year 4 upwards. Please contact the school for further details.

## **Religious Education**

Religious Education is taught throughout the school in line with statutory government regulations and the Durham County Agreed Syllabus. The Christian content of R.E. is delivered alongside multi faith teaching to promote tolerance and understanding of other faiths.

## **Homework**

Homework is set each half term based on the topic that the children are doing. They will be given 10 tasks and must choose 1 each week to complete. At the end of the half term they will be awarded a certificate and dojos to reflect their effort and achievement.

It is hoped that all children are heard read each day at home and reading diaries support this and are monitored by class teachers. All children have a reading record book and this must be signed 3 times per week by a parent/carer to support the school/home partnership.

Children receive spellings and multiplication tables which they are expected to learn as well.

## Extra-Curricular Activities

A wide range of extra-curricular activities are offered at various times throughout the school year. These may include art and craft, football, and extra study support. Details will be given on newsletters.

### Breakfast Club

Due to the continued generosity of Greggs and Livin we hold a FREE Breakfast Club each morning from 8.15am to 8.45am where staff serve a choice of healthy breakfasts. If behaviour is poor then children will be banned from Breakfast Club for one week, on return if behaviour continues to be poor they will be banned for the rest of the half term.

### Healthy Snack

Under the Government's School Fruit and Vegetable Scheme, each child aged four to six in LEA maintained schools will be entitled to receive a free piece of fruit or vegetable each school day. All children from Year 1 to Year 6 have the opportunity to buy a piece of fruit for 30p each morning break.

### Reporting to Parents

The school endeavours to keep parents informed as much as possible about the school and their child's progress. Communication with parents is effected in a wide variety of ways:

Parent Consultations

Class dojo

Class open events

Newsletter

Homework guidelines for each class

School website

Letters to parents

Individual meetings

Facebook

### PLEASE NOTE

**Staff are on the yard from 8.45am** if a parent has a quick enquiry, however, to ensure the daily timetable is not disrupted we ask parents who wish to speak to class teachers specifically, or at length, to make a mutually convenient appointment at the school office, Parents wishing to speak to the headteacher on any matter are welcome and encouraged to make an appointment at the school office.

### Discipline

High standards of discipline are expected throughout the school and pupils are expected to demonstrate self-discipline based on respect and caring for each other and their property. Courtesy and good manners are expected at all times. Wherever possible positive methods of behaviour management are practiced to promote good behaviour, however it is sometimes necessary to withdraw

privileges and enforce sanctions in order to deal with unacceptable conduct. At times parents may be called into school to discuss particular incidents of concern. (See Behaviour Policy)

## **School Meals**

Meals are prepared and cooked on the premises. Where a child has a medical problem requiring a particular diet, arrangements can be made- please contact the school office for details.

From 1<sup>st</sup> September 2014 any child that attends a Reception or KS1 class will be provided with a Universal Free School Meal as per the government initiative.

For all other children the cost of a school lunch remains the same as last year:

**£2.10 per day (£10.50 per week)**

To ensure sufficient school lunches are provided and to avoid confusion meal payments should be paid on the first day of each week, which is usually Monday. Although children are able to swap between school lunches and packed lunches we expect them to have the same for a whole week.

Please ensure that money is sent to school in an envelope, clearly marked with amount enclosed, and the child's name and class. Payments can be made by cheque.

Cheques must be made payable to "Durham County Council" and the payee's full name and address must also be written on the back.

Packed lunches can also be prepared for those children entitled to a free meal for educational visits.

Packed lunches are allowed, but all uneaten food must be taken home and a healthy packed lunch should be provided. (See Packed Lunch Policy)

## **Free School Meals**

If you are receiving Universal Credit, Income Support, Income Based Job Seekers Allowance, Income-related Employment and Support Allowance, Guaranteed element of State Pension Credit or where a parent is entitled to Working Tax Credit run-on, or you are in receipt of Child Tax Credit (but not Working Tax Credit) and your family income does not exceed £16,190 you may be entitled to a Free School Meal.

Please contact the school office for further details.

## **Educational Visits and Visitors**

Educational visits are organised for pupils to enrich the curriculum and provide children with learning opportunities not available in the classroom. If children's behaviour may put themselves or others at risk then parents will be asked to accompany their child on the visit. If a responsible adult cannot accompany the child then they will be unable to attend the visit.

## **Charging Policy**

Parents are asked to support these visits by making voluntary contributions to cover the cost of their child's visit. These costs are kept to a minimum and are based on the assumption that the parents of each child taking part in the activity will make a contribution. A parent's unwillingness to make a contribution will not prevent their child from taking part in the activity, but if enough contributions are not received, it may be necessary to cancel the visit.

## **Personal Property**

Mobile telephones and other items of value must not be brought into school unless **written permission** has been given. Once permission has been granted these items must be kept in the school office. The Governors **WILL NOT** accept responsibility for the loss of, or damage to, items of this type. All items of clothing and articles brought into school should be clearly labelled with the child's name.

## **Jewellery**

Jewellery other than a wrist watch **SHOULD NOT BE WORN**. If a child has to wear earrings, they must be of the small stud type. For P.E., games and swimming, earrings must be removed (by the child).

## **School Uniform**

### **SCHOOL STRONGLY ENCOURAGES THE WEARING OF SCHOOL UNIFORM AT ALL TIMES**

Sweatshirts and jumpers are navy blue and the polo shirts are red. Trousers may be worn by girls and boys. School shoes should be black, no trainers allowed, if children come to school wearing trainers they will be provided with black plimsolls for the day.

A price list and order forms are available through the school website.

For P.E. it is essential for each child to have the appropriate clothing and footwear, Red t-shirts and black shorts can be purchased from the school office.

Children also need to be provided with gym shoes/plimsolls for indoor and tracksuit and trainers for outdoors.

Children going swimming will require costume/trunks (not shorts), swimming hat and a towel.

Children are expected to have appropriate haircuts. We strongly discourage 'shaved into' styles and dyed hair.