



Myton Park  
Primary School

# School Prospectus 2023 – 2024

Together, we Nurture, Inspire and  
Achieve.

## Myton Park Primary School

Myton Park is a purpose-built Co-educational Community Primary School maintained by Stockton Borough Council.

We offer full time education for from 4 to 11 years of age. We offer part time Nursery education for up to 78 pre-school children: 39 each morning and afternoon. This includes 'flexible' and 30 hours places.

We operate an enhanced mainstream provision for children across the Local Authority with cognition and learning needs.

Myton Park Primary School  
Blair Avenue  
Ingleby Barwick  
Stockton on Tees  
TS17 5BL  
  
Telephone: 01642 754658  
Email: [mytonpark@mytonpark.co.uk](mailto:mytonpark@mytonpark.co.uk)

Stockton Children, Education and  
Social Care  
Municipal Buildings  
Church Road  
Stockton on Tees  
TS18 1XE  
  
Telephone: 01642 393939

# Welcome to Myton Park Primary School

## From the Head Teacher

I would like to extend a very warm welcome to Myton Park Primary School. The purpose of this prospectus is to provide you with as much information about our school with the hope this will answer any questions you may have about your child's education and the day to day running of the school.

Effective education is the key that unlocks opportunities, developing the child as a whole. I am proud to lead a dedicated team of staff at Myton Park Primary, who place the child at the heart of all we do. Developing them as learners, improving outcomes, extending their horizons so they can make positive contributions as global citizens. This work is encapsulated in our strap line 'Together we Nurture, Inspire and Achieve'.

We have a proactive governing body whose members work alongside the staff team to establish a strategic direction striving for the best possible outcomes for the children in our care.

We are extremely proud of all of our children and place a high value on the impact of an effective partnership between parents and school in supporting children to be the best version of themselves.

If there is anything further you would like to know, please do not hesitate to speak to myself or a member of staff.

Kind Regards

*Janis Williams*

Janis Williams  
Head Teacher

## From the Chair of Governors

Welcome to Myton Park Primary School and thank you for taking the time to find out about Myton Park.

I recognise that deciding about which school is the right school for your child can be a difficult one. I hope that our prospectus will help you make that decision and provide you with a flavour of Myton Park and the exciting learning opportunities that we provide.

In the eighteen years that Myton Park has existed as a school it has developed a reputation for delivering high quality teaching and learning. As one of the fundamental aims of our Staff and Governing Body we intend to maintain that good reputation.

This school encourages interaction between our children, parents / carers, staff and governors and the surrounding community. Myton Park operates as a family and encourages partnership. We believe that children learn best when home, school and community all work together in partnership for mutual benefit. When your child starts school, it is not where your job ends and ours begins. It is where our job begins and yours continues with greater support!

Children joining our school bring with them a wealth of understanding about the world that surrounds them. Together we can build on that understanding and promote willingness and enthusiasm to expand their horizons.

It is really important to us that all of the children that pass through our school enjoy a happy learning experience that they will be able to draw on to support them throughout life.

Kind Regards  
*Michelle Ward*  
Mrs M Ward  
Chair of Governors

## Staff and Governing Body 2023 -2024

**Head Teacher:** Mrs J Williams

**Deputy Head Teacher:** Mrs V Boddy – SENDCo

**Assistant Head Teacher:** Mr S Harvey – Teaching and Learning Lead

**Teachers:**

Miss V Miller	Early Years Lead
Miss C Harrison	Assessment Lead
Mrs E Roberts	Teacher
Mrs E Carter	Teacher
Mr N Kriehn	Teacher
Mr A Lamb	Teacher
Miss B Abu-Shamat	Teacher
Mrs C Roberts	Hub Teacher

**Teaching Assistants:**

Mrs C Lester	Mrs R Smith
Mrs D Holmes	Mrs N Kushnirenko
Mrs K Siddle	Mrs L Fowle
Mrs J Ashcroft	Mrs A Foster
Mrs A Lambert	Mrs C Devine

**School Administrators:** Mrs A Mather  
Mrs J McGahon

**Lunchtime Supervisors:** Mrs J Hallas Mrs G Hallam  
Mrs J Ashcroft Mrs A Robinson

### GOVERNING BODY

**Chair of Governors:** Mrs M Ward

**Vice Chair of Governors:** Mrs J Sherwood

**Parent Governors:** Mrs Goodman Vacancy

**Local Authority Governors:** Vacancy

**Co-opted Governors:** Mr S Franks Mrs M Ward – Chair

**Staff Governor:** Mr N Kriehn

**Associate Governor:** Mrs A Mather

**Head Teacher:** Mrs J Williams

#### **Clerk to the Governing Body**

K Gallagher  
Block B, Education Development Centre  
Stockton Sixth Form College  
Bishopton Road West  
Stockton on Tees  
TS19 0QD

Minutes and reports of Governors' Meetings are available on request.

# Aims and Ethos

## Our school as a community

At Myton Park we aspire to have a true community feel where we all – pupils, parents, staff, governors, volunteers and other community member's work together to ensure we all reach our true potential.

We resolutely pursue, and endeavour to set the very highest standards in all areas, which means we must all commit to set the highest standards for ourselves. We envision a school where relationships are positive, expectations are high and we all have the self-belief and drive to accomplish our aspirations, within a learning environment that aims to meet the needs of all stakeholders.

The School Council and staff have worked to identify Knowledge, Honesty, Endurance, Friendship, Safety and Collaboration as values we must recognise and practice to be a truly happy school community. To achieve this, we must all – children, parents, staff, governors, volunteers and other community member's, approach all situations with a positive ethos and positive values.

## Outcomes for children

We endeavour to provide the best educational opportunities for the children within our care in a secure, happy and hard-working environment. Within this environment, we are committed to providing equality of opportunity, allowing all children to reach their full potential.

We have set out below our specific school aims and values. They are not in order of priority:

- For Myton Park Primary School to be a happy, caring school;
- To offer an excellent, broad, balanced, rich and differentiated curriculum;
- To create a calm, positive, interesting and stimulating environment in which children can achieve their full potential;
- To develop the intellectual, physical, moral, spiritual and creative aspects of our children through enlivening experiences;
- To foster good relationships with children and adults;
- For parents to be positively involved in their child's education in a partnership;
- To value experiences gained from different family backgrounds, which will help our children as they grow up to live and work in our community;
- To encourage a sense of pride in our school;
- To ensure that our children are happy, interested and confident enough to continue learning after they leave Myton Park;
- To ensure that our children know how to be safe and live a healthy lifestyle;
- To ensure that our children understand how to be a good citizen.

## Term Dates and School Holidays 2023-2024

### ***Autumn Term 2023***

Start of Term	Monday 4 <sup>th</sup> September 2023
Half Term Holiday	Monday 30 <sup>th</sup> October – Friday 3 <sup>rd</sup> November 2023
End of Term	Tuesday 19 <sup>th</sup> December 2023

### ***Spring Term 2024***

Start of Term	Wednesday 3 <sup>rd</sup> January 2024
Half Term Holiday	Monday 19 <sup>th</sup> February – Friday 23 <sup>rd</sup> February 2024
End of Term	Thursday 28 <sup>th</sup> March 2024

### ***Summer Term 2024***

Start of Term	Monday 15 <sup>th</sup> April 2024
May Bank Holiday	Monday 6 <sup>th</sup> May 2024
Half Term Holiday	Monday 27 <sup>th</sup> May – Friday 31 <sup>st</sup> May 2024
End of Term	Tuesday 23 <sup>rd</sup> July 2024

## Professional Development Days

Monday 4<sup>th</sup> September 2023  
Friday 8<sup>th</sup> September 2023  
Friday 24<sup>th</sup> May 2024  
Monday 22<sup>nd</sup> July 2024  
Tuesday 23<sup>rd</sup> July 2024

# Admission Arrangements

## 2023-2024

All admissions to school are handled by Stockton Borough Council's Admissions team. Our school is sometimes oversubscribed and under Stockton's Co-ordinated Admissions Arrangements parents/carers need to complete a "Common Application Form". Stockton Council Admissions can be contacted on 01642 526605.

## STOCKTON'S ADMISSIONS POLICY FOR 2023-2024

Admission Policy for September 2023 for Primary Schools in Stockton on Tees.

Please visit Stockton Borough Council Website for more information regarding admissions.

You can apply on-line at [www.stockton.gov.uk/schooladmissions](http://www.stockton.gov.uk/schooladmissions)

All governing bodies are required by Section 37 of the Children and Families Act 2014 to admit to the school a child with an Education, Health and Care (EHCP) Plan that names the school. This is not an oversubscription criterion. This relates only to children who have undergone statutory assessment and for who a final EHCP Plan has been issued.

Where there are more applications for a school than there are places available, places will be allocated in order using the oversubscription criteria. Please refer to the council website and published Primary booklet for parents for admission in September 2023 and for any updates for 2023 and explanatory notes.

For the academic year 2023/2024, our admission limit to Reception is 30. When it is not possible to comply with parental preferences, parents may appeal to an Independent Appeals Committee.

NB Please note that for primary schools, attendance at a school nursery does not guarantee a place in the Reception class of that school.

### Admission into Reception Class

Children will be admitted to our Reception class in September 2023 if their date of birth falls between 1<sup>st</sup> September 2018 and 31<sup>st</sup> August 2019.

A meeting for new parents will be arranged with staff in the term before your child begins school.

### Admission to Nursery

Nursery is part of Early Years Foundation Stage, a distinct stage of education that children experience from the ages of 3-5 years.

Within our school it comprises of 2 sections, Nursery and Reception. The Early Years follow a curriculum that places learning and achievement firmly within the context of play, practical and experimental learning.

From the term after their third birthday, all children are entitled to 15 hours nursery provision. In our Nursery we have places for 39 children each session (morning and afternoon) and operate a selection of 15-hour attendance options.

Option A – daily morning sessions 8.45am – 11.45am;  
Option B – daily afternoon sessions 12.30pm – 3.30pm;  
Option C – Monday and Tuesday 9.00am-3.00pm and Wednesday morning 8.45am – 11.45am;  
Option D – Wednesday afternoon 12.30pm – 3.30pm, Thursday and Friday 9.00am – 3.00pm.

We also offer a number of flexible 30-hour places.

Please be aware that there are limited places in each option and that whilst we will endeavour to meet all preferences this cannot be guaranteed.

Our Governors reviewed our admissions policy to Nursery and we follow Stockton's policy when offering places.

Priority is given to 4-year olds who are:

1. Resident within the admission zone of the school.
2. Not resident in the admission zone of the school and for whom it has not been possible/appropriate to allocate a place at their admission zone school and the school for which the parents is applying is deemed appropriate.
3. Not resident in the admission zone of the school but have a sibling attending the school at the time they take their place in nursery.

Where there are vacancies remaining up to the set admission number of 39 full time equivalent places, places will be allocated in the following order of priorities for 3-year-old children who are:

1. Resident in the admission zone of the school and are deemed to have exceptional circumstances. This includes special educational needs.
2. Not resident in the admission zone of the school and deemed to have exceptional circumstances. This includes special needs.
3. Resident in the admission zone have a sibling attending the school at the time they take their place in nursery.
4. Not resident in the admission zone and have a sibling attending the school at the time they take their place in nursery.
5. Resident in the admission zone of the school.
6. Not resident in the admission zone of the school.

# The School Day

## Times of the School Day

Nursery: 8:45am – 11:45am  
12:30pm – 3:30pm

Reception, Years 1 – 6: Doors open 8:40am and close at 8.50am  
Finish time 3:20pm

All external doors will be closed at 8.50am along with the main playground gates. Those arriving after 8.50am must do so through the main entrance and will be marked as late.

### Arrival and collection of children

Prior to admission and at the beginning of each academic year, parents/carers are asked to complete a data collection sheet including the names of at least 2 adults who can be contacted in case of an emergency. This list is also used as confirmation of the safe adults who parents have nominated as able to collect their child at the end of the day. Please let us know via email or telephone if someone different is coming to collect your child as we will not let them go with anyone not on the list.

Parents/carers are requested to leave/meet the children outside the building.

For fire and safety reasons we ask parents to keep well away from the exit doors at the beginning and end of the school day. This will enable you to see your child more clearly.

The car park at Myton Park is for staff, governors and visitors working within school only. The one exception to this concerns parents of children with particular needs who may make special arrangements with the Head Teacher to arrange car parking in this area.

The marked-out area is the main dropping off point, though this limited space can quickly become congested. We ask parents to consider car-sharing or walking to school with their children. Parents must not park outside the marked area, or on Blair Avenue. Our Community Police regularly monitor this situation. Please do not park over the pedestrian crossing areas. Thoughtless parking can create real hazards for the safety of our children.

### Safety and Security on Site

Security is ultimately the responsibility of Robertson's Facilities Management, although they cannot be truly effective without the support of all who use the school building.

### Entrance to the Building

There are four entry points to school: Nursery children will enter via the entrance at the front of school; Reception children through the Early Years outdoor area, Key Stage 1 via the main playground entrance and Key Stage 2 directly into classrooms.

### Timber Trail

Please ensure that your children are supervised in the playground before and after school. We understand that our timber trail is really tempting for children to use. Children, should however, only use this during the school day, when supervised by a member of staff. It is NOT to be used before or after school please.

### Dogs on Site

No dog is allowed in school with the exception of Guide Dogs accompanying visually impaired people. Dog walking on the site is not permitted for the obvious health hazards it creates for our children.

### No Smoking in School

The Governing Body has approved a policy of no smoking on our school site for the health and safety of our children, staff and visitors.



## **School Attendance**

The DfE data collection requires us to report attendance termly. Attendance for children in years Reception – Year 6 for academic year 2020-2021 was 97.2%. This is above the national average but improving attendance is always a focus of the school's work. Most of these absences were due to holidays in term time and we ask that parents try to avoid taking children out of school in term time.

## **Absence from school**

For good progress it is important that children attend school regularly and punctually. If your child is absent, we ask you to make personal contact or a telephone call before 9.30am to let us know the reason. Failure to notify school will be marked as UNAUTHORISED in the school register. You may be contacted by our school about the reasons for your child's absence. Our school works with the Local Authority's Attendance Officer who is designated to follow up significant absences or lateness.

We also request advance notification if your child has to be taken out of school during school hours. He/she must be collected by a responsible adult. For Fire Procedures we ask parents to sign in/sign out your child via the electronic sign in/out.

We do refer unauthorised absences to the Local Authority Attendance teams where fixed penalty notices may be issued.

## **Holidays in Term Time**

We value your child's attendance at school, whenever they are fit to do so. Parents have a duty to ensure children attend school and we work closely with the Attendance Officers of the Local Authority to support this. In July 2013 the Department for Education stated that Head Teachers may no longer authorise holidays in term time unless under exceptional circumstances.

Under normal circumstances, the Head Teacher may give permission for up to 5 days to be authorised during the school year if we have evidence of exceptional circumstances. The Head Teacher will send back an APPROVAL FORM outlining how many days have or have not been authorised. All unauthorised absence is reported to Stockton Council, Parents, Governors and the Department of Education. Unauthorised holiday of 10 sessions or more will be referred for a fixed penalty notice.

We request that parents of children in Year 6 check with school about the dates for National Tests (SAT's) before requesting leave of absence. **NO AUTHORISED ABSENCE WILL BE GIVEN FOR YEAR 6 PUPILS during this time.**

## Illness and Emergency

Should your child become ill or have an accident at school and we judge if necessary for him/her to go home, we will contact you as soon as we can.

We ask all parents to complete the School Pupil Information form at the beginning of the year detailing the Emergency Contact arrangements for your child. Should these change during the year, please contact school as this essential information must be updated.

We have limited provision for looking after children who are ill. If your child is not well enough to participate fully in the school day, he/she should remain at home. In some cases, children are well enough for school but have to complete a course of prescribed medication. The administration of such medication during the school day is the responsibility of the parent or their representative.

## Medication

If your child takes regular preventative medication, please contact the school office so that suitable arrangements can be made. This includes children with inhalers who must keep their "named" inhaler in school at all times. Parents are asked to complete a form from the office, giving details of dosage etc. Sometimes, an Early Help Assessment or Care Plan needs to be completed to ensure that all parties understand their role.

Please refer to the Administration of Medicine Policy.

## Health Screening at School

During your child's time at school, regular medical and dental inspections will be held. The school nurse assists in screening arrangements (usually for hearing, height and eyesight). She can be contacted on 01642 606591.

We do rely on parents to inform us if headlice are discovered so that other parents can check their own child's and the family hair. Please note that medical evidence confirms that this condition is not related to standards of domestic hygiene.

*Should your child have or develop a particular medical condition eg asthma, please inform the school immediately through the information forms available at the office.*

## Uniform

The Governing Body has approved a school uniform and we expect children to adhere to. We want children to look neat and tidy and to take pride in their own appearance. Some current fashion trends in hairstyles and adornments, designer clothing and footwear are inappropriate for school on health and safety grounds. Flat shoes must be worn.

The following items are required: -

Burgundy sweatshirts/plain burgundy cardigans (nursery only),

Burgundy/grey sweaters or cardigans embroidered with the school logo and the child's initials (Reception to Y6)

Grey skirt/pinafore/trousers

White shirt/blouse/polo shirt

Grey tights

Plain grey, white or black socks

Flat black shoes

School book bag

Summer uniform

Yellow gingham dress/school cardigan

Grey shorts

Flat summer shoes in black/white (no open toe sandals)

White tights/socks

## PE Uniform

Plain white t-shirt/Plain navy-blue shorts

Drawstring bag

Outside

Plain white t-shirt/Plain navy-blue jogging trousers and warm top

We would ask that all items of uniform/school wear be clearly labelled with your child's name to avoid any unnecessary upset or confusion.

Our PE uniform is plain navy and free from any logos, whether that be a sports or fashion brand. This has been a conscious decision as it is easy to source and inexpensive. In maintaining a consistent uniform, we create equality and a sense of unity in school. From September we will be insisting on an adherence to our plain navy uniform.

## Footwear

On wet days children will need a change of footwear if Wellingtons/boots are worn to school.

## Lunchtime and Playtime Supervision

We have a team of Lunchtime Assistants, trained in first aid, who carefully supervise the children at lunchtime. At morning break, there are several staff including teachers on duty outside, many of who are trained in first aid.

Children may bring a small piece of fruit for morning break but should not bring sweets, chewing gum, biscuits or chocolate to school. Key Stage 1 and Reception children have fruit provided daily through the fruit scheme.

All children are requested to bring a labelled water bottle to school each day. This should be taken home daily for washing and refilling with water only.

No children can leave the school site at lunchtime without prior arrangement with the Head Teacher.

## Mobile Phones

For safety and security reasons, we do not allow children to bring mobile phones to school. All visitors are requested, in line with our mobile phone policy to turn off mobile phones when visiting school. Older children who have permission to walk home from school alone can bring a mobile phone into school only through prior arrangement with the Head Teacher. In line with our Acceptable User Policy phones will be securely stored in the main office to be collected at the end of the school day. School does not accept responsibility for mobile phones brought into school.

## Valuables

Children are requested not to bring valuable possessions or money to school unless specifically asked to do so by a member of staff. Such items remain, however, the responsibility of the child.

The school can take no responsibility for the loss or damage of clothing or belongings of the children in school. Therefore, such personal items brought into school e.g. coats, pencil cases etc should be clearly labelled with the child's name and looked after by her/himself when in use.

## Jewellery

For safety and security reasons we do not allow children to wear jewellery of any description for school (e.g. ear-rings, necklaces, rings, bracelets).

Children who inadvertently wear jewellery will be asked to remove it and give it to the teacher for safe keeping until the end of the day.

Children with pierced ears may wear 1 *small* ear stud in each ear (not earrings) which must be removed for PE and swimming by the child him/herself. Young children who are not able to manage this should therefore not wear ear studs.

Children with newly pierced ears who have been advised not to remove their ear studs for a number of weeks will not be allowed to take part in PE and organised school swimming activities as the policy regarding the non-wearing of jewellery is strictly upheld by the teaching staff at IB Leisure Swimming Baths.

Parents who are considering having their child's ears pierced should do so at the start of the 6 weeks summer holidays as it is important that the children should legally access the full curriculum whilst at school.

Watches may be worn, though children will be personally responsible for their care and security.

## Replacement/Repair of School Property

In the rare and unfortunate event of items of school property being deliberately damaged by a child, parents will be informed so that the matter can be fully discussed, and the full cost of repair or replacement can be met.

## School Meals

School dinners are cooked daily in All Saints Secondary School kitchen by a team of contract kitchen staff. At present meals cost £2.34 a day (£11.70 weekly). This is paid via Arbor. For parents who receive income support, free school meals are provided and claim forms are available in our school office. (Even if you choose not to have these meals, it is important that parents register as this beneficially affects our annual school budget). Children in Reception and Key Stage 1 are also entitled to a free school meal.

Parents may prefer their child to have a packed lunch. This should be in a rigid plastic container and clearly marked with the child's name. We request no glass bottles, cans, sweets, fizzy drinks, hot food including soup, chocolates or chocolate bars. For our younger children bringing a packed lunch we do ask that all small items of fruit/veg, such as grapes or cherry tomatoes, be chopped at home before they are brought into school.

For the small numbers of children in Reception, Year 1 and Year 2 whose parents choose to send in a packed lunch, we would ask that all small items of fruit/veg, such as grapes and cherry tomatoes be chopped in half at home before they are brought into school. We require 1 week's notice in writing or by informing the school office should your child change from a school meal to packed lunch or vice versa. This is required as the Cook orders provisions in advance.

Children in Key Stage 2 may bring a small piece of fruit for morning break. Under the "Fruit in Schools" Scheme, all children from Nursery to Year 2 are offered free fruit each day.

If your child normally has a school lunch, a school packed lunch can be prepared should you wish.

We encourage our children to drink plenty of water during the school day and parents are asked to provide a labelled bottle of water (with Sports top) please to be replenished at home each day. Please be aware that fruit juice is not permitted in drinking bottles.

## Home School Contact

We will have many means of communication already set up for ensuring clear, open dialogue between parents and school, including newsletters, letters home, texts, email, and Marvellous Me. Messages are routinely communicated by text message which means to it is vital to keep your details up to date. Please inform us if your mobile phone or email details change.

Some of our parents want to discuss specific anxieties about their child with the class teacher and we are happy to make an appointment with you. The Head Teacher is also available for parents by appointment. From time to time staff may wish to discuss particular concerns with parents with whom we see our partnership as crucial in the development of the children and their learning. Parents are invited to join our class assemblies when their child's class is presenting the theme, as we want to celebrate our children's achievements and growth in confidence together with you.

At the start of each half term, your child will bring you a letter detailing the planned work and themes. As well as keeping parents informed, it also offers you the opportunity to support your child's learning directly – both in and out of the classroom.

We also ask every child with their parents to complete our Home/School Agreement, this outlines the role the child, the parent/carer and the school has in ensuring a successful learning journey.

We hold parental consultation evenings in the Autumn and Spring term giving an opportunity to discuss the progress and priorities for your child. A third, optional consultation is offered to parents in the Summer term following the release of end of year reports to discuss this with your child's class teacher.

## Discipline and Behaviour in School

From the earliest years, we encourage children to take responsibility for their actions, recognising the consequences of their behaviour. We aim to develop in our children self-discipline, a care and respect for self and other and a respect for personal property and that of others. We therefore regularly praise positive actions and appropriate behaviour in our children whenever possible. Of course, there are times when a child may behave in an inappropriate manner and every effort is then made to make the child aware of the need to remedy the situation through their own actions. If, however, unacceptable behaviour persists then sanctions will be used to encourage the child to further consider the implication of their behaviour. If the behaviour is still of concern, parents will be invited to come into school by the class teacher to discuss the child's difficulties and to work out a joint plan of action.

Serious or persistent inappropriate behaviour at lunchtime may result in a child having to go home for lunch.

Our Behaviour Management Plan works through a principle of "non-retaliation" i.e. if a child is hurt or upset we discourage hitting/shouting back but to "tell and adult" who can then work on the solution and take appropriate action.

We do not tolerate bullying behaviour at Myton Park. We define bullying using the 'STOP' approach (Several Times On Purpose). Please encourage your child always to tell an adult or the staff if they experience any form of bullying so that the matter can be dealt with quickly.

The Head Teacher has the power to exclude children who seriously disrupt life at school for children and staff at Myton Park. This may be due to verbal or physical violence or assault or persistent refusal to comply with school expectations et. Exclusions may be permanent or 'fixed term' for up to 45 days per year. This is an extremely rare occurrence and school would exhaust all possibilities before considering this option, including working with other agencies to support children.

## Child Protection

Designated Safeguarding Lead: Janis Williams (Head Teacher)

Deputy Designated safeguarding Leads: Vikki Boddy (Deputy Head Teacher/SENDCO; Vicky Miller (Early Years Lead)

As a community we take our responsibilities to safeguarding children very seriously. End of day procedures mean that all children in Nursery to Year 3 will be dismissed by a member of school staff to a known adult. Children in years 4, 5 & 6 are dismissed at the end of the day in accordance with parental wishes.

If you have any concerns around the welfare of your children, in whatever aspect then you are invited to seek support from school. We work in partnership with many organisations and can seek support for you with matters such as emotional difficulties, behavioural problems or family breakdown. All information will be treated with confidence.

Parents and carers should be aware that the school has a duty to take reasonable action to ensure welfare and safety of all its pupils. In cases where school staff have cause to be concerned that a pupil may be subject to ill-treatment, neglect or other forms of abuse, staff will follow the Local Safeguarding Board Child Protection Procedures and inform Children's Social Care of their concern. The school's Child Protection Policy can be found on the website

All visitors to school including parents/carers need to come into school via the front entrance. They will sign in and wear a visitor's badge whilst in school. When collecting children from after school clubs, parents/carers are asked to wait in the playground as the children will leave via the children's entrance.

## The Curriculum

At Myton Park we recognise that learning is a change to long term memory. We aim to ensure our children experience a wide breadth of study so at the end of each key stage, children have a long-term memory of an ambitious body of knowledge. Our curriculum design supports this through:

- Curriculum drivers shape our **curriculum breadth**, ensuring all children are in receipt of ambitious curriculum opportunities.
- The **cultural capital** within our curriculum provides our children with the vital background knowledge required to be thoughtful and considerate members of our community who understand and believe in British Values.
- Recognising the importance of children's spiritual, moral, social development as we **nurture** pupils to become confident, resilient and independent young people.
- The understanding that **sustained learning** takes place over time and is therefore the curriculum is mapped into two-year phases of study.

It is our ambition to **inspire** our children through studying the best of what has been thought and said, in order to **achieve**.

At Myton Park Primary school, we offer a broad and balanced curriculum which is designed to cater for all pupils regardless of gender, race or level of intellectual ability. As well as being academically demanding, it is designed to promote the spiritual, moral, cultural, social, cognitive and physical development of each child.

Children in Early Years (Nursery and Reception Classes) engage in a wide range of tasks and activities which are part of our planned school curriculum, based on the EYFS (Early Years Foundation Stage). Learning in EYFS focuses very much on play and is predominantly practical.

The areas of learning are Personal, Social and Emotional Development, Communication and Language, Literacy, Mathematics, Expressive Art and Design, Physical Development and Understanding of the World. These areas are taught through themes each half term which engage the children and offer exciting and stimulating contexts for their learning.

The school curriculum includes those subjects specified within the National Curriculum (5 – 11) for England. These are:

English	Maths
Science	History
Geography	Design and Technology
Computing	Art and Design
Music	PE

A foreign language (French) is taught from Year 3 onwards. Religious Education is also a statutory subject.

Our curriculum also encompasses areas such as Personal, Social and Health Education (PSHE) and Global Citizenship. Our school curriculum is delivered using Cornerstones topics as its driver and has been reviewed to ensure that we meet the statutory demands of the National Curriculum (2014) whilst keeping the curriculum personal to Myton Park Primary School.

All children in Years 1 – 6 follow the National Curriculum.

In all curriculum areas, continuity and progression have been carefully considered and children will follow a broad and stimulating curriculum which will allow them to learn new facts, skills and concepts and to consolidate their previous experience.

**Full details about the curriculum in each year group is available on our school website.**

## Relationship and Sex Education

The Governing Body has developed and agreed the Governors' policy for Sex and Relationships Education (SRE). All parents will be able to access a copy via the school website once it has final approval from governors.

Sex and Relationships Education is a process which aims to support the personal and social development of all pupils, to develop self-esteem, a sense of responsibility and quality relationships. It is an integral part of the learning process for all children in school.

## Assessment and Reporting Procedures

The assessment of individual children's performance within the National Curriculum will be regularly undertaken by class teachers during the course of the year. Assessment is intended to help staff recognise pupil achievement and progress, to establish what children know, understand and can do to identify strengths and weaknesses, so that a planned response can be made as to the next steps in their learning.

Sometimes special educational needs become apparent and the teacher can then take appropriately action to support that child. Conversely, a child may excel in a particular are of the curriculum and additional challenge may be required.

Observing daily classroom activity and the marking of books offer key indicators of learning. These are in addition to more formal assessments which are undertaken each half term/term.

In accordance with the requirements of the National Curriculum, children who are at the end of some year groups (EYFS, Y1, Y2 and Y6) are formally assessed against national standards and parents, the Local Authority and the Department for Education are informed of the results.

At the end of Foundation Stage, children are assessed against the Early Learning Goals and judged to be either emerging towards the Early Learning Goals or at the expected level. A child who is achieving the Early Learning Goals in their Personal and Social Development, Physical Development, Communication and Language, Literacy and Mathematics is judged to have a "Good Level of Development" and is considered able to fully access the curriculum in Y1.

In Y1 children are assessed against a national phonics standard (how well they can blend letters to read words). We follow a Read Write Inc synthetic phonics programme of teaching.

In Y2 teacher assessments of children's understanding in maths, reading, writing and science are reported. Tests in reading, spelling, grammar and punctuation and maths offer additional evidence to support teachers' judgements about how well a child is performing against age related expectations and national expectations.

In Y6, formal assessment through National Curriculum Tests is undertaken during one week in May. Children are assessed in reading, spelling, grammar and punctuation and maths. Their writing in different subjects from across the year is also assessed by their

teachers against strict criteria. These results will be reported to parents, the Local Authority and Department for Education by the end of the term and are passed on to receiving secondary schools.

Children across school are assessed against Age Related Expectations i.e. whether or not they are working at the expected standards for their age or at greater depth within the standard.

Parents are invited to two Consultation Evenings a year to provide the opportunity for discussion between teachers and parents, to share information and to review each child's progress. In addition, towards the end of the Summer Term, parents will receive a written report indicating their child's progress in each subject and how well he/she is attaining in relation to age related expectations.

## Collective Worship/Assembly

At Myton Park Primary School, we value our collective worship and the opportunity to share our insights into our place in the world, our purpose of being, our responses to questions of "right and wrong". This is done in a secure atmosphere and in a variety of settings i.e. whole school, key stage, year group or in classes. The law states that "collective worship must be wholly or mainly of a broadly Christian character, though not distinctive or any particular denomination". Our Friday worship often takes the form of a celebration of our children's achievements.

**NOTE: Parents/carers have the right of withdrawal of their child from collective worship and the Head Teacher will be happy to arrange a meeting to discuss this. Supervision will be given to the child and appropriate work given.**

## Sporting Achievements

During the academic year, children engage in a range of sporting activities.

We work alongside Stockton's Sports Partnership. This enables children to experience a wider range of physical activities. In addition, this partnership supports children to take part in competitive sports.

## Special Educational Needs and Disabilities

**Special Education Needs Co-ordinator (SENDCO):  
Mrs Boddy**

Mrs Boddy is the key school contact for parents of children with special educational needs and disabilities (SEND). She plays a significant part in the implementation of the Code of Practice procedures with our staff and parents. She works alongside

teaching and support staff during the course of the year as well as speaking directly to our parents and support agencies. The local SENDCO's meet every term to discuss needs and developments and are supported by the SEND section of Stockton Authority. We are a fully inclusive school and work with parents and agencies as required to endeavour to meet the needs of all our pupils.

### **Enhanced Mainstream Provision (EMS) for Cognition and Learning**

Our EMS is based in a new purpose-built classroom. It accommodates up to 10 children whose primary need is cognition and learning:

- Has a substantial level of learning difficulties
- Developmentally they are performing at or below the 2<sup>nd</sup> centile
- Their current band for cognition and learning is 4 or 5 for cognition and learning from the Stockton Borough Council Guidance.

Places in the EMS are **ONLY** allocated through the SEN panel. Having a place in school does not mean a place in the EMS.

### **School Complaints Procedure and Compliments**

The Governing Body in line with the DfE have a procedure in place for dealing with complaints. Initially, the matter should be discussed with the relevant member of staff. Secondly, if unresolved, the complain will be heard by the Head Teacher. Thirdly, the Chair of the Governing Body will hear the complaint, should the first two stages not satisfy the complainant. A copy of the Complaints Policy which has been adopted by the Governing Body can be found on the school's website.

We would also welcome any positive comments, compliments or suggestions to help provide a better service.

Details of the formal complaint procedures can be obtained from the school, or found on our school website.

### **Admission to the Secondary School**

At the time of transfer to secondary school, all children will receive a preference form from the Local Education Authority in order that parents can opt for their preferred school. However, parents will need to consider which admission zone they live in before deciding about which secondary school they would like their child to attend.

Parents should note that there is no direct link between the primary school attended and the subsequent Secondary School to be attended. Hence attendance at Myton Park will have no direct impact on the success or otherwise of applications to any particular secondary school.