



Mandale Mill Primary School Prospectus 2018-2019



Making an Impact on Lifelong Learning

Dear Parents and Carers,

Welcome to the latest edition of our prospectus. The purpose of this booklet is to provide key information to you about our school.

Mandale Mill Primary School provides a calm and caring ethos in a brand new building. We have happy, well mannered and curious children who strive to make responsible choices and do their best. The staff at Mandale Mill are hardworking and committed to helping your children achieve their full potential. They go that extra mile to ensure all children are safe, cheerful and have the support they need to be responsible citizens who have a lifelong love of learning. We are very proud to be awarded our Silver PE Mark, Silver Eco Award and Silver Rights Respecting School Award recently.

It is an absolute pleasure to work with such a supportive and dedicated community on a daily basis. If you need any additional information, please do not hesitate to get in touch.

Kindest Regards

Miss L Moore
Headteacher

MANDALE MILL PRIMARY SCHOOL
 Thorntree Road
 Thornaby
 Stockton-on-Tees
 TS17 8AP
 www.mandalemill.school@stockton.gov.uk

Mandale Mill Primary School is a community school within Stockton-on-Tees Local Authority. It provides education for children from 3 years old to 11 years old.

Article 3: The best interests of the child must be a top priority in all things that affect children.

Headteacher

Miss Leanne Moore

Telephone: 01642 647010

The Chair of the Governing Body

School Nurse

School Bursar

Mrs Millie Scaife

School Nursing Service

Mr Mike McPartland

School Hours

Nursery	8:40am – 11:40 pm	12:20pm – 3:20pm
Reception-Year 2	9:00am – 12:00pm	1: 00pm – 3:05pm
Year 3-Year 6	9:00am – 12:15pm	1: 00pm – 3:15pm

We ask all parents to help their children arrive on time and to enter school when the doors open at 8:45am.

Teaching Staff

Year Group	Teacher	Teaching Assistant		
Nursery	Sarah Bligh	Mrs Hoban Miss Harrison Mrs Burton Miss Aitchinson Miss Place Mrs Hoban Mrs Paylor Mrs Macrae Mrs Miller (Monday-Thursday) Mrs Belton (Mornings) Mrs Khan Mrs Dargue Mrs Dandy Mrs Ebejer Mrs Singh Mrs Reveley Mrs Galvin Mrs Blenkiron Mrs Ashton	Miss Moore Headteacher Designated Safeguarding Lead Standards	
Reception	Hollie Savage			
Reception	Liz Cole			
LAB	Rachel Fields (Autumn Term 0.5 in nursery for Early Identification and Talk2Learn)			
Year 1	Gill Pearce		Mrs Williams Deputy Headteacher Assessment Lead	
Year 1/2	Dawn Ryder			
Year 2	Declan Poulton			
Year 3	Eve Smurthwaite			
Year 3/4	Carol Smith			
Year 4	Beth Steel			
Year 5	Jane Brown			
Year 5/6	Sam Osborne			Miss Clarke Acting KS 2 Leader Teaching and Learning Lead
Year 6	Katie Blenkiron			

Other Staff 2018-2019

Senior Administrator	Miss J McCartney
Administrator	Mrs A Kerr
Parent Support Advisors	Mrs K Mellis Miss R Burke
Lunchtime Supervisors	Mrs M Cossins Miss J Cowan (nursery) Mrs R Hewitt Mrs M Towes Mrs S Kaur
Caretaker	Mr P Moralee
Cleaners	Mrs C Patterson Mrs S Lynch Miss J Cowan Mrs J Foster
Cook in Charge	Mrs L Conley

School Governing Body

Mrs Millie Scaife (Chair)	Ms Nichola Storr (Vice chair)	Miss Leanne Moore
Mrs Janis Williams	Mr Ed Kirkham	Mrs Julie Ashton
Cllr. Mrs Sonia Bailey	Ms Carol Dunn	Mr Andrew O'Donnell
Mrs Emily Greenhalgh	Miss K Heeley	

Admissions Policy

The school follows the Local Authority policy to admit all reception aged pupils from 1st September each year. The current policy for admission to Nursery is that a child is eligible for a place after their third birthday, provided that there is a place available. The school offers a limited number of flexible nursery places (15 hour week), please ask for more details. When it is time for children to make the transition from Nursery to Reception, we will contact parents with information, children will visit Reception, parents will attend a new starter meeting and also have the opportunity to sample a school meal with their child.

Parents moving into the Thornaby area who wish to consider sending their child to Mandale Mill Primary School are asked to contact the school to arrange a visit and appointment with the Headteacher. Parents of children who attend other schools, and who may be considering sending their child to Mandale Mill, must discuss this with their child's present Headteacher in the first instance. An official request for transfer to another primary school must always be made to Admissions at Stockton Local Authority.

Medical Issues

Children in school are screened for height, weight, vision and hearing; these are developmental checks carried out by the the School Nursing Service. Regular examination for head lice is no longer a function of the school nursing service, however, the School Nurse can give advice on headlice. The school will inform parents should it become aware of the presence of headlice in a particular class. Parents of pupils with live headlice will be asked to treat their child. It is expected that parents ensure that their child is treated promptly before they return to school.

Article 24: Every child has the right to the best possible health.

Core Values

At Mandale Mill Primary School, our **CORE** Values ensure we have children who **SPARKLE**. A lifelong love of learning will be developed as children discover that they can **SPARKLE** in many different ways. By showing **commitment** to every **opportunity** they are given, and demonstrating **respect**, they can achieve **excellence**.

Commitment

Opportunity

Respect

Excellence

We are committed to providing the opportunities for children to tackle with respect, in order to achieve excellence.

By **Commitment** we mean that we...

- ✓ support each other;
- ✓ positively contribute to our whole school community;
- ✓ accept consequences of our actions;
- ✓ recognise our rights;
- ✓ know and follow our school rules;
- ✓ loyally represent our school and community and
- ✓ ensure (with the help of our adults) that we arrive at school, on time, every day.

By **Opportunity** we mean that we...

- ✓ safely take risks in our learning;
- ✓ persevere;
- ✓ aspire to motivate ourselves and others;
- ✓ readily attempt new challenges;
- ✓ knowingly embrace every chance to succeed;
- ✓ learn in many different ways and
- ✓ enjoy all of our opportunities through active involvement.

By **Respect** we mean that we...

- ✓ show tolerance;
- ✓ patiently allow others to learn and grow;
- ✓ accept differences, are honest and value diversity;
- ✓ realise our responsibilities;
- ✓ kindly nurture each other;
- ✓ listen actively to others and
- ✓ empathise.

By **Excellence** we mean that we...

- ✓ strive to achieve our best;
- ✓ pride ourselves on being the best that we can be;
- ✓ aim high and inspire others;

- ✓ realise our full potential;
- ✓ know how to improve;
- ✓ lead by example, wherever possible and
- ✓ excel.

School Attendance

School attendance will continue to be a priority of the school. Improving attendance is always a focus of the school's work and we ask that parents avoid taking children out of school in term time.

For good progress, it is important that children attend school regularly and punctually. We need your support in making sure your child comes to school unless an absence is unavoidable. You can report your child's absence by telephoning school and leaving a message on the answerphone. If we do not hear from you, a member of school staff will contact you to find out why your child is absent. Home visits are undertaken if no contact is made or we have any concerns about the welfare of a child. Where there is persistent absence (below 90%), school will make a referral to the Attendance and Exclusion team. We celebrate good attendance with praise and rewards. We have a partnership with MFC Foundation to help improve our attendance.

Article 28: Every child has the right to an education.

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Article 24: Every child has the right to the best possible health.

Accidents at School

First aid will be administered in the event of any accident and the incident will be recorded in an accident book. A slip will be sent home explaining the circumstances of the accident. If we consider the accident requires further medical attention, we will try our best to contact parents or carers.

For this reason, it is very important that we have an up-to-date contact number.

Medication

If your child requires medicine in school time, we ask a parent or carer to complete the relevant form. Designated staff will take responsibility for administering prescribed medicines only. Contact school if you require any further information.

If your child has a known allergy, or condition that requires regular or emergency medication, please inform school so that we can ensure appropriate storage of medication and arrange for any staff training requirements.



Asthma

The school keeps a register of pupils who need asthma inhalers. It is the responsibility of parents or carers to ensure that a functioning blue relief inhaler and spacer (if appropriate) is available to be kept in school at all times.



Illness

We will not send children home for minor symptoms unless they have been prolonged and the child is distressed. Young children can, however, feel unwell very quickly during the school day. If a child is so unwell that they cannot continue in school, we will contact parents. If a child becomes ill with certain contagious diseases, we will seek advice from our School Nurse and advise when a safe return to school is possible.

Medical Appointments

Although we realise that some medical appointments are unavoidable in school time, please try not to disrupt your child's learning frequently. All children need to be collected from the school office for these appointments and parents will be asked to sign out their child. If possible, your child should return to school after their appointment. School must be informed in advance of all appointments.



School Organisation

We have a purpose built learning environment to inspire our children to achieve excellence and foster a love of lifelong learning. The school is divided into three phases:

Early Years

Our 39 place nursery currently offers a number of flexible places. The reception area houses two classes. All three areas have their own outdoor area, toilets and cloakrooms

Early Years Leader: Mrs Cole

Key Stage 1

Key Stage 1 children enter the building via the KS1 door and all their classes are on the ground floor. Children are dismissed from their classroom doors at the end of the day. Each cohort share toilets and classrooms have their own cloak areas. The LAB is also on the ground floor and has direct access to its own outdoor area and accessible toilet.

Key Stage 1 Leader: Miss Pearce

Key stage 2

Key Stage 2 children enter the building via the KS2 door and all their classes are on the first floor. If your child is collected at the end of the day, they will be dismissed from the KS2 door. Children who have consent to walk home alone will be dismissed separately.

Acting Key Stage 2 Leader: Miss Clarke

The building also offers a hygiene room, two Learning Resource Centres, a number of Small Group Rooms, a Main Hall, a Dining Hall and a Multi Purpose Community Room.



Breakfast Club

Our Breakfast Club is new for September 2018. We currently offer breakfast free of charge for upto 100 children as part of Magic Breakfast. In addition, Bagels are on the yard from 8:40 for all children – what

better way to ensure your child is on time for school every day! If you are interested in a place at Breakfast Club, please contact one of our PSAs.

Curriculum

“The curriculum, together with trips, visitors in school and after school clubs, enriches pupils’ learning effectively, offering a broad and engaging programme” Ofsted 2017.

Our school has clear values and expectations about how we teach children and how they learn. The key principle is to prepare our children for a lifelong love of learning, hence our school mission statement – Mandale Mill, **Making an Impact on Lifelong Learning.**

Whatever stage of learning your child is at, and whatever age they are, we aim to provide an enriched curriculum which stimulates all learning styles and encourages resilience, independent thinking and learning.

Children are taught through a themed approach taken from the Cornerstones curriculum. Each theme engages the children and offers exciting and stimulating contexts for their learning and opportunities for parental involvement.



Educational Visits

As part of our curriculum, we incorporate educational visits to provide a stimulus for many areas, bringing subjects to life for the children and helping the children to develop. Consent for local visits is part of our admission pack.

We do usually ask for a voluntary contribution to help pay for these visits but the kind support of our PTA means that we can often subsidise visits. Staff will also advise parents about appropriate clothing for an educational visit.

Children whose behaviour is unacceptable in school may be refused permission to take part in visits if members of staff consider their behaviour poses a risk to the group or the individual pupil. These decisions are always difficult to make and parents will always be informed.

Extra Curricular Activities

There are a number of clubs available for children to access outside of school hours. Examples include Cross Country, Football, Maths, Eco, Performing Arts, Reading and Climbing Frame Club. As a school, we regularly monitor children's requests for specific clubs and aim to accommodate as many as possible throughout the year.

Article 31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.



Homework

Your child will receive homework each week on a Thursday and this will need to be completed and returned to school by the following Monday. This homework will take a variety of forms but will usually include some spellings or letter sounds to learn, a book to read and some independent work to complete in Mathematics and English. We understand that homework can sometimes be difficult to manage and organise, especially if your child seems reluctant to do it. We want to help you with this and would urge you to contact your child’s teacher if you are experiencing difficulties in tracking the homework your child

should be doing or need support in helping your child with their learning at home. Working together will be the most effective way of solving this problem.

Special Educational Needs & Disabilities

Children who have special needs in learning or with their behaviour are monitored closely in school. Parents are informed if we have a cause for concern. We may also ask your permission to refer your child to an external expert on their needs, should we consider this appropriate. For more information about our School Offer and the Stockton Offer, please visit our school website.

SENCo: Mrs Rachel Fields

Article 23: A child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community.

Sex and Relationships Education

We take great pride in providing a dedicated Sex and Relationship Education to our children. We currently use an online resource called Yasmine and Tom, which follows two cartoon characters through their lives, growing with the children. The resource, created by the Family Planning Association, is a lively, interactive resource to use as part of Personal, Social, Health and Economic (PSHE) education. It features animation and touch-screen activities and guides our pupils through real-life situations and topics including the body, feelings, relationships, family life and online safety. All sessions are delivered in an appropriate manner and style for the age of the children. During Sex and Relationship Education the children may ask questions: these are answered simply, honestly and appropriately. For more information, or to see the scheme, please contact school.

School Uniform

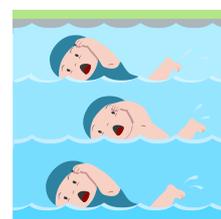
We expect children to be neat and tidy and to take pride in their own appearance. Extreme haircuts are strongly discouraged. Our uniform consists of:

- Navy blue jumper/cardigan;
- White polo shirt/blouse/shirt;
- Grey, black or blue trousers/shorts/pinafore/skirt;
- Blue and white checked or striped dresses can be worn during the hotter months;
- Black shoes;
- Black indoor shoes (plimsolls);
- PE Kit (pale blue t-shirt and black shorts or leggings).

Any hair accessories worn should reflect the school colours. Uniform with the school logo and initials can be ordered from the school office. Please put your child's name in all uniform.

Please supply appropriate footwear for children to wear for P.E. Other items of clothing cannot be worn for PE and all children will be expected to get changed for P.E. All children will have 1 PE sessions per week and extra physical time on a daily basis. For outdoor sessions, you may want to supplement PE kit with dark, plain joggers and sweatshirt.

Swimming is a compulsory part of PE for our older children. There is an annual timetable and parents are informed when their child is scheduled to go swimming. Children can



only be exempt from a swimming lesson following discussion with parents. Please provide the following:

- a swimming costume and a towel
- no spray cans of deodorant or hair products are allowed

We use Thornaby Pool for our swimming lessons and the children walk there. Swimming lessons are now 45 minutes long and there are 2 instructors.

Jewellery and Toys

Toys should not be brought to school as their loss or damage can lead to sadness and disagreement. No jewellery is to be worn in school except stud earrings. These must be removed by you or your child (not your child's teacher) for P.E. We do not allow stud earrings to be covered by plasters. A watch may be worn but your child is responsible for its safety and it needs to be removed for P.E. and sporting activities.

Lunchtime Arrangements

All children in Reception, Y1 and Y2 are eligible to receive a free school meal. Key stage 2 pupils, where appropriate, pay for meals. All dinner money should be paid on a Monday morning in the envelopes provided by the school. School meals cost £10.25 per week (£2.05 per day.) We use a wristband system for lunches. Children choose their lunch at 9am. Unfortunately, if your child is late for school, they will receive a limited choice for that day.



If you think your child is entitled to free school meals, please call in at the office for details. It is important that you register your child for free school meals even if they do not take them because school receives additional funding to support your child.

Lunch arrangements must be agreed at the beginning of every half term and not changed until the start of the next half term. This includes those children who to go home for lunch.

The school employs midday supervisors and teaching assistants to supervise children during lunch. They supervise children while eating their lunch, entering and leaving the dining hall and playground behaviour. All our children are expected to show respect and courtesy to all staff.

Packed Lunches

If your child prefers to have a packed lunch, we ask that you consider the following checklist to provide a balanced meal:

- A portion of starchy food, e.g. wholemeal bread
- Plenty of fruit and vegetables (grapes must be cut up lengthways)
- A portion of milk or dairy foods, e.g. cubes of cheese, yoghurt
- A portion of lean meat/fish or alternative, e.g. ham, chicken, tuna, egg or humus
- A drink of water



Children bringing a packed lunch may drink water provided by school. If you prefer to include a different drink for your child, milk or 100% fruit juice (not from concentrate) are healthy options. If a drink is brought from home, it should be brought in a carton, plastic bottle (with a sports cap) or plastic safety flask. Glass bottles, cans and glass sealed flasks are not allowed in school for safety reasons. Lunch boxes must be clearly marked with your child's name and class and should arrive at school with your child before 9am. Please note that we have no facilities for cool storage or storage of large bags. An ice pack will help to keep food fresh.

We also ask for all nut based foods to be left out of packed lunches as we have pupils with nut allergies who attend school.

The Parent's Voice

"I have really enjoyed the classes and found learning fun and fulfilling and would like to carry on further with both maths and English to further my knowledge" Course Review 2017.

We work in partnership with parents to provide the best education possible for your child. To help with this, we regularly involve parents when reviewing a particular issue. We really appreciate the time parents give to helping the school in this way.

- Any parent with a comment or concern is welcome to ask for a meeting with a member of staff at a mutually convenient time.
- Throughout the year, there are several chances for parents to come into school to find out how their child is progressing, through formal and less formal consultations and occasions.
- Particular arrangements are made to give parents information about important issues such as end of Key Stage SATs, Year 1 Phonics Screening, transitions from Early Years and to secondary school and provision of sex and relationships education.



The school welcomes any suggestions from parents about how we can improve our attempts at encouraging parents to play a full part in the life of our school. We are really looking forward to working on our Leading Parent Partnership Award in the coming year.

Child Protection

The school has a responsibility to take reasonable action to ensure the welfare and safety of our 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 procedures set out in Keeping Children Safe in Education 2018.

The school has a Child Protection Policy which is available on the school website.

Designated Person for Child Protection:	Miss L Moore
Deputy Designated Person(s)	Mrs J Williams, Mrs K Mellis and Miss R Burke.
Safeguarding Governor	Mrs S Bailey

Article 27: Every child has the right to a standard of living that is good enough to meet their physical, social and mental needs..

Behaviour, Discipline and Rewards

"Pupils at this school are calm and orderly!" DfE Visit 2015.



We all agree that good behaviour helps children learn more easily. For this reason, we expect the highest standards of behaviour and discipline from all our children. Our aim is to celebrate good attitudes and reinforce positive behaviour. One of the ways we do this is through Marvellous Me. However, we are aware that a clear procedure of sanctions is sometimes necessary to deal with unacceptable behaviour and we actively seek support from parents or carers when an incident of unacceptable behaviour occurs. We ask all parents to support us and, when necessary, come into school to discuss issues with us. Our school recognises that bullying may exist and has a clear policy which aims to support the victims and challenge the instigators of bullying.

School rules are displayed in every classroom, stairwell and corridor. We expect children to follow school rules and to take personal responsibility for ensuring they are kept.

Lead Behaviour Professional: Mrs Fields

Article 29: It must encourage the child's respect for human rights, as well as respect for their parents, their own and others cultures and the environment.

Transfer to Secondary School

Children transfer to secondary school at the end of Year 6. It is the parents' responsibility to complete transfer forms within the specified timescales. Mandale Mill follows procedures set out in the Local Authority transition guidelines. If your child is entitled to a free school meal at primary school, they will automatically receive one on their transition days. Y6 pupils complete transition days/weeks from the beginning of July. Further details are available during the summer term.

Charging and Remission of Charges

As mentioned elsewhere, many educational visits or visitors coming into school are subsidised from the school budget or PTA. Money from the school fund and parents' voluntary contributions are needed before any visit can take place. The governors are agreed that we may request voluntary contributions.

Documentation

You have a right under the Data Protection Act to see details of school policies, your child's school records or any other documentation which is in the public domain connected with our school. If you would like access to any of these documents, please contact the school office to state your requirements. The school will provide the requested documentation within three working days of your request.

Complaints

The Local Authority has established a procedure for considering complaints from parents relating to the School, Curriculum, the Charging and Remissions policies of schools, and Religious Education and Collective Worship.

Parents should raise any concerns they might have about such matters with the Headteacher in the first instance. If parents wish to make a formal complaint, the Complaints policy can be obtained from the school.

