



Parent Handbook

Taking you step-by-step through starting school

I can do all things in
Him that strengthens me



Mrs Alice Hassall, Headteacher Headteacher, says...

We are delighted that your child will be starting with us at St Oswald's Church of England Voluntary Aided Primary and Nursery School. We look forward to working in close partnership with you, to ensure that your child has the best possible start to school life.

To help us with this, could you please follow the steps in this Family Handbook, and hand in your completed forms to the School Office.

Answering your questions

You will find key information on pages 11- 14. If you have any questions that are not answered here, please contact the School Office on 0191 3868029 or email stoswalds.ce@durhamlearning.net and we will be happy to help!

Term Dates

Our term dates can be found on page 15.

Step 1

STEP 1: ADMISSION FORM

St Oswald's Church of England Voluntary Aided Primary and Nursery School

All information will be treated as confidential to the school - **PLEASE PRINT CLEARLY**

Child's Surname:	Forename(s):
Home Telephone No:	Preferred Forename:
Middle Name:	Date of Birth: [] [] / [] [] / [] [] []
Home Address:	
Post Code:	

We are required to record the names and addresses of every person who has parental responsibility for the child under the Children Act

Parent(s) / Legal Guardian(s) with whom the child lives

Mother's Name: Mrs [] Ms []	Father's Name: [] Mr
Relationship to pupil: [] Mother [] Father [] Guardian	Relationship to pupil: [] Mother [] Father [] Guardian
Address:	Address:
Daytime contact telephone no:	Daytime contact telephone no:
Mother's occupation:	Father's occupation:
Home Mobile No:	Home Mobile No:
Email:	Email:

Other people with parental/carer responsibility.

Name: Mrs [] Ms [] Mr []	Name: Mrs [] Ms [] Mr []
Relationship to pupil:	Relationship to pupil:
Address:	Address:

Emergency Contacts:

Name:	Name:
Telephone Number:	Telephone Number:

Please write any further information you may wish to give about your child or family circumstances:
(including court orders, access and contact)

Signature: (parent/carer):	Date: [] [] / [] [] / [] []

Does your child have a brother or sister in the school? If so please state

Name:	Class:	Year:
Name:	Class:	Year:
Name:	Class:	Year:
Name:	Class:	Year:

Child's previous school or playgroup: _____ Telephone Number: _____

School Meals

Are you **entitled to claim** free school meals for your child? YES NO

If you would like to claim for free school meals, an application will have to be submitted. Please contact School Office or visit the Free School Meal website: www.myfreeschoolmeals.com and tick here when you have done so.

Not applicable to Nurserychildren.

Dietary Needs

Specific conditions which require regular medication or special treatment, e.g. dietary requirements. Please give details:

Please list any clinics your child has attended since the age of 3, and for what reason:

Special Needs

Please make an appointment to speak with our Special Needs Co-ordinator if your child does have an identified special need.

Does your child have any Special Educational Needs? YES NO

If yes, please state which Special Education Need/s your child has:

Home language	Religion	Ethnic Origin	Born in the UK
			YES <input type="checkbox"/> NO <input type="checkbox"/>

Does your child speak any other languages if so please state:

Any other information you wish to share

Signature of Mother/Guardian:	Date: []/[]/[]
Signature of Father/Guardian	Date: []/[]/[]

Your Child's Current Health

Does your child have any current problems in the following areas? Please delete as appropriate; if you answer yes please give details.

Eyesight (please indicate if glasses should be worn at school) YES NO

Details

Hearing YES NO

Details

Speech YES NO

Details

Asthma YES NO

Details

Allergies YES NO

Details

Fits or Convulsions YES NO

Details

Diabetes YES NO

Details

Behaviour Problems YES NO

Details

On-going Problems

Is your child currently attending hospital or GP? YES NO

If yes please give details of

Hospital

GP

Details of condition

Medication

Is your child taking any medicines, tablets, inhalers or injections regularly? YES NO

If yes please give details

Does your child need prescribed medication in school? YES NO

If yes, please give details

If there is any other information relating to your child's health you feel we need to know please state below:

.....

Signed:
Relationship to child:
Date: []/[]/[]

Please tear here



Local Visits

To enhance the learning in specific areas, local visits, walks and sporting / curricula events at other schools may take place during the year. This does not apply to visits after school or where a request for a voluntary contribution is made, when a letter will be sent out as normal.

Child's Name:

I give permission for my child to be taken out of school as identified above:

Signed:

Relationship to child:

Date: [] [] / [] [] / [] []

Risk of sunburn

We recommend that children wear 24 hr suncream which should be applied before your child comes to school. However if this is not possible and you wish your child to apply sun cream to themselves please label the containers and sign the slip below.

A sunhat is advisable in the Summer Term.

I give permission for my child to apply his or her own sun cream (tubes must be labelled with their name).

Child's Name:

Signed:

Relationship to child:

Date: [] [] / [] [] / [] []

Authority to Collect

We require authorisation from a parent or guardian to allow someone else to collect your child

If you would like anyone else other than yourselves to collect your child at unspecified times during the academic year please complete this authority letter and return it to school. NB details can be updated at any time.

Dear Mrs Harrison

Please accept this letter as authority for the following people to collect

(Please list all authorised people)

Child's Name:

Class from school in my absence

Name and address of parent /guardian

(Please list all authorised people)

(signature of parent / guardian):

Relationship to child:

Date: [] [] / [] [] / [] []

Child's Name:

School staff regularly take photographs, audio recordings and video footage of the children in our school. This is to keep a record of all the educational activities that the children take part in. This form is for parents to give consent for how these recordings can be used.

We make use of our school website and Learning Platform to share photographs and video/sound from activities and events with parents and other visitors to our website. It is hoped that this will allow us to celebrate and share the wonderful things that the children experience and achieve during their time at our school.

We use photographs/video/audio recordings of children in DVDs of school productions. Photographs are also used in our classroom and school displays.

Please complete, sign and return this form to the school office as soon as possible.

Please tick your answer

May we use your child's photograph in the school brochure and other printed publications that we produce for promotional purposes?

YES NO

May we use recordings of your child (photographs/video/audio) on our website?

YES NO

May we use recordings of your child (photographs/video/audio) on our Learning Platform? This system is only accessible via a username and password.

YES NO

May we use recordings (photographs/video/audio) of your child in school production DVDs (e.g. the nativity)?

YES NO

May we use your child's photograph in our school/classroom displays?

YES NO

Do you give permission for recordings of your child (photographs/video/audio) to be used in school projects with other schools (e.g. sending letters/emails to schools abroad)?

YES NO

Sometimes we use Twitter to communicate with parents and schools we are linking with. Do you give permission for recordings of your child (photographs/video/audio) to be used in this way?

YES NO

I have read and understood the conditions of use on the back of this form.

Parent's or guardian's signature:

Name (in block capitals):

Date: [] [] / [] [] / [] []

Conditions of use (photographs/video)

1. This form is valid for the period of time your child attends this school.
2. Any changes in consent must be put in writing to the Head Teacher.
3. We will not re-use any photographs or recordings after your child leaves this school.
4. We will not use the personal details or full names (which means first name and surname) of any child in a photographic image, on video, on our website, on Twitter, in our school prospectus or in any of our other printed publication.
5. We will only use photographs/video of pupils who are suitably dressed.
6. We will only use photographs/video containing two or more pupils, as far as possible.

The Governing Body ensures that all school policies are consistent with our duty of care to protect our pupils and to provide a learning environment which is safe and healthy. School policies also reflect our duties under the Equality Act 2010. Our policies are developed in light of the Christian ethos and mission statement of the school.

Mission Statement

We aim to enable each child to develop their full and individual potential in a caring Christian environment that bonds the home, school and community together.

"I can do all things in Him that strengthens me." Philippians 4:13

Ethos Statement

Recognising its historic foundation, St Oswald's CofE VA Primary and Nursery School will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Churches at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

Aims of St Oswald’s Primary & Nursery school

St Oswald’s Primary & Nursery school is committed to providing high quality education and school experiences suitable for the needs of all children regardless of race, gender, age or physical condition. As a Church of England school we reflect the values and teachings of the Christian faith, whilst respecting other cultures and beliefs. The school welcomes parents as partners in the learning process of children. This home/school agreement reflects expectations in this partnership between staff, parents and children.

The School

The school will:

- provide a happy, caring, safe and welcoming school environment
- aim for the Christian ethos to be at the heart of the school
- Provide an environment free from any form of prejudice
- use a broad and balanced curriculum suitable for the needs of each child
- strive for high standards of learning and behaviour
- encourage children to be independent and to do their best at all times
- inform parents of their child’s progress
- identify and support as soon as possible, children with learning concerns and difficulties and work to support their parents
- issue appropriate homework in line with the school’s homework policy

Signed: _____

Date: []/[]/[]

Parents

I/we will try to:

- support and encourage my child’s learning through homework
- help look after the school’s resources by caring for and returning books promptly
- contact the school with any concerns or problems that might affect my child’s work or behaviour
- ensure my child arrives at school on time each day
- inform the school of reasons for absences

Signed: _____

Date: []/[]/[]

The Child

I will try to:

- do my best in all things
- behave well
- care for my school and everyone in it
- be polite, both to staff and other children

Signed: _____

Date: []/[]/[]

(or by a parent on behalf of a child)

Step 4

Step 5

Data Collection Form

Child’s Name:	Class/Form:
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Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history.

Ethnic background is not the same as nationality or country of birth

The Information Commissioner (formerly the Data Protection Registrar) recommends that young people aged over 11 years old have the opportunity to decide their own ethnic identity. Parents or those with parental responsibility are asked to support or advise those children aged over 11 in making this decision, wherever necessary. Pupils aged 16 or over can make this decision for themselves.

Please study the list below and tick one box only to indicate the ethnic background of the pupil or child. Please also tick whether the form was filled in by a parent or the pupil.

White

<input type="checkbox"/>	British
<input type="checkbox"/>	Irish
<input type="checkbox"/>	Traveller of Irish Heritage
<input type="checkbox"/>	Gypsy/Roma (including English, Welsh, Scottish Gypsies/Travellers, European Roma)
<input type="checkbox"/>	Any other White background, please write in (including Turkish and Turkish Cypriot, Eastern/Western European, Russian, Armenian, White USA, White Canadians, White South Africans etc)

Mixed

<input type="checkbox"/>	White and Black Caribbean
<input type="checkbox"/>	White and Black African
<input type="checkbox"/>	White and South Asian
<input type="checkbox"/>	Any other mixed background (including White and Black USA/Canadian, White and Chinese, Asian and Black background, Chinese and Black background etc)

Asian or Asian British

<input type="checkbox"/>	Indian
<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	Any other South Asian background (including Sri Lankan, Nepalese, African Asians etc)

Black or Black British

<input type="checkbox"/>	Caribbean
<input type="checkbox"/>	African (including sub-Saharan Africa)
<input type="checkbox"/>	Any other Black background (Black USA/Canadian, Black European etc)

Chinese

<input type="checkbox"/>	(including Malaysian Chinese, Singaporean Chinese etc)
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Any other ethnic background

<input type="checkbox"/>	Latin/South/Central America
<input type="checkbox"/>	Iranian, Iraqi, Saudi Arabian, Kuwaiti, Palestinian, Jordanian etc
<input type="checkbox"/>	Afghanistan, Kurdish from Turkey/ Iraq/ Iran
<input type="checkbox"/>	North African – Moroccan, Algerian, Tunisian, Libyan, Egyptian
<input type="checkbox"/>	Japanese, Thai, Vietnamese, Filipino, Malaysian other than Malaysian Chinese etc
<input type="checkbox"/>	and Any other ethnic background)

I do not wish an ethnic background category to be recorded

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Home languages used within the family?	What, if any, is the pupil’s religion?
Language 1	
Language 2	
Language 3	

If you have not returned your completed form within four weeks, then the school may use its best judgement to assess the ethnic background and language(s) of your child, noting that the information has been arrived at in this way, rather than by you. The school will let you know this decision and you can ask to have this decision altered or removed, if you wish.

This information was provided by:	Parent	
	Pupil	

© Ethnic Minority and Traveller Achievement Service

Please tear here



Key Information

Home-School Internet and Learning Platform User Agreement

Child’s Name:	Class/Form:
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The Governing Body ensures that all school policies are consistent with our duty of care to protect our pupils and to provide a learning environment which is safe and healthy. School policies also reflect our duties under the Equality Act 2010. Our policies are developed in light of the Christian ethos and mission statement of the school.

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The Learning Platform is our school on the internet. When pupils use our Learning Platform, they must follow rules similar to those in school. Your child’s teacher will discuss these rules with your child. We encourage you to do the same at home. Please sign at the bottom and ask your child to sign also if they are able to. Please return this sheet to the school.

The ‘Learning Platform’ includes any online resource to which children are issued a username and password by the school. At the time of signing this includes: DB Primary, Purple Mash and Bug Club.

Learning Platform User Responsibilities (parental)

- I will keep my password private.
- I will encourage my child to keep their password private (but they may tell me).
- I tell a member of school staff if I think that someone else knows my or my child’s password.
- I will encourage my child to be a responsible user of the Learning Platform and to use appropriate language when he/she adds items or sends e-mails.
- I understand that I am responsible for everything that I write on and add to the Learning Platform. I only write what I want others to see. I understand that school staff can monitor all Learning Platform activity. I will encourage my child to be responsible when adding items to the Learning Platform.
- I will encourage my child to act responsibly by telling school staff if they think that someone else has broken the rules.
- I will encourage my child to check with me before using the internet at home and with a member of staff when at school.
- I will ensure my child knows to tell me (at home) or staff (at school) if they see or read inappropriate material on the internet.
- I understand that access to the Learning Platform (and, at school, the internet) is provided by the school and all users must adhere to the user agreement in order to retain log-in privileges.
- I understand that if my child does not keep to the rules, I will be informed and my child will not be allowed to log-in to the Learning Platform or use the school internet for a set period of time (decided by the Headteacher).
- I understand that by signing this agreement I am giving permission for my child to use the internet in school and to have access to the Learning Platform.

Foundation Stage and Key Stage 1: Internet and Learning Platform Rules

- I follow my teachers’ and parents’ instructions when using the internet and our Learning Platform.
- I check with my teachers or parents before using the internet.
- I turn the monitor off if I see anything on the internet that upsets me and then I tell an adult.
- I only login to our Learning Platform using my own username and password.
- I keep my Learning Platform password a secret.
- I am kind to others and I use kind words.
- I can tell my teachers or parents if someone is unkind to me on the internet or our Learning Platform.
- I only upload and write what I want others to see.
- I know that teachers and other children can see what I write on our Learning Platform.
- I understand that my teachers and parents can look at what I have been using on the internet.
- I enjoy using ICT at home and school and understand that I must follow the user rules to be allowed to use the internet at school and log-in to our Learning Platform.

Parent’s or guardian’s signature:
Name (in block capitals):
Date: [] [] / [] [] / [] [] []

What are our school times?

Nursery

We are offering the 30 free hours entitlement as of September 2017 and full details are available on our website under ‘admissions’.

Parents can choose from the following sessions:

- 8.45am to 11.45am X 5
- 12.00pm to 3.00pm X 5
- 2.5 days per week Monday and Tuesday 8.45am to 3pm, Wednesday 8.45am to 11.45am
- 2.5 days per week Wednesday 12pm to 3pm, Thursday and Friday 8.45am to 3pm



Infants and Juniors

- 8.45am – Children can be dropped off
- 8.50am – Bell rings for start of day
- 8.55am – First teaching session commences
- 10.15am to 10.30am – Collective worship
- 10.30am to 10.45am – Morning break
- 10.45am – Second teaching commences
- 12.00pm to 1.00pm – Lunchtime (Reception class 12.45pm)
- 1.00pm to 2.10pm – Third teaching session
- 2.10pm to 3.15pm – Fourth teaching session
- 3.15pm – School day finishes

Wraparound care

St Oswald’s Sunshine Club is open Monday to Friday from 8am until 6pm for 50 weeks of the year. It is closed for two weeks at Christmas and on Bank Holidays.

Before and after school club

This is for children who attend St Oswald’s Infant and Nursery school. Parents can leave children from 8.00am before school and collect them up to 6.00pm after school. Children who attend the after-school club until 5pm or 6pm will have ‘tea’ provided.

The emphasis at the Sunshine Club is on having fun, relaxing and playing together. Help with homework can also be given. For further information on the Sunshine Club, which also offers a fantastic Holiday Club facility, please download the brochure on the school website.

Arrivals and departures

Please ensure that children are at school by 8.45am, ready to line up at 8.50 am. Children should arrive no more than ten minutes before the start of the morning session and are the responsibility of the parents until 8.45am. A member of staff is on duty in the Infant playground from 8.45am and we encourage parents to leave their children.

We ask nursery parents to bring children into the building at 8.45am via the entrance gate on Church Street. Infant children should go into the main playground (via the school gate on School Lane) until the bell rings. Parents should wait in the quiet area once the children have been dropped off. In the event of bad weather the children will be allowed into school from 8.45am. We ask parents not to enter the school or nursery yard unless absolutely necessary (apart from dropping children off at nursery), because the teachers may have set out activities ready for the first teaching session.

At the end of the school day children are instructed to wait in the infant playground until they see the person who is collecting them. Please notify your class teacher if you change your collecting arrangements. It is important that children are collected on time – failure to do so can result in children becoming distressed and may necessitate a charge if the children have to be placed in Sunshine Club. All nursery parents must come into the nursery door to deliver and collect their children.



Uniform

A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of the community. Pupils are encouraged to wear royal blue sweatshirts and white polo shirt with grey or black trousers, shorts or skirts. Blue and white checked dresses may be worn in the summer. Book bags can be purchased from the uniform website. Children need a waterproof coat in school at all times.

School uniform can be obtained from The Friends by visiting our online shop at www.macpac.com/stoswalds. We also have a small supply of uniform available for sale in school. Second hand uniform can be purchased from The Friends of St. Oswald’s. Children may also attend school wearing any appropriate clothing purchased from any shop without the school logo as long as the colour is correct.

PE

PE Kit for all classes except nursery:

- PE Shoes and Trainers
- Coloured T-shirt in child’s school house colour
- Black shorts
- A pair of jogging bottoms
- A drawstring bag for storing kit.

PE kits need only go home at half term for washing because they often do not come back into school. If the kit looks dirty, we will send it home for washing.

Food in school

Our school meals, which are provided by Taylor Shaw, are carefully chosen and nutritionally balanced. All children in reception and Key Stage 1 now receive free school meals. There is always a varied choice including a vegetarian option. Menus are available for the children to look at and this enables them to consider the choice available before they go for lunch. The children are encouraged to eat as much of the foods they have selected as possible. Absolute dislikes are acknowledged, but the menu is so varied that it is unusual for problems to occur. Please notify the school office of any special diets due to allergies - these can usually be accommodated but a doctor’s letter must be provided.

Packed lunches

Children are also welcome to bring in packed lunches. We discourage the children from bringing fizzy drinks inside their packed lunches and ask you to consider providing healthy choices.

School meal prices

There is no charge for school meals in Elvet and Dunelm Classes. The rest of the school including Nursery will be charged £2.00 per day. Parents wishing to create a Parent Pay account in order to pay for the meals up front, should contact the office at office@stoswaldsdurham.net to register your email address.

Free school meals

Please be aware that even though all Key Stage 1 pupils now receive a school dinner free of charge, the school is eligible to receive a pupil premium for any child who would have been eligible for free school meals under the previous criteria. If you think your child is eligible for free school meals please ask at the school office or visit the Durham County Council free school meals webpage and download an application form. The links are available on the school website.

Healthy snacks and drinks

Free fruit is provided daily for Foundation Stage and Key Stage one children. The children enjoy not only topping up their daily food requirements, but also the social occasion of sharing the fruit together.

Water bottles are available to purchase from the office for £1.50, but new reception pupils are issued with their first bottle for free by their teachers. Please ensure that your child has a water bottle in school every day and that the bottles are taken home for cleaning. This does not apply to pupils in Nursery who are provided with jugs of water or milk.

Milk is also provided daily for Nursery and those children in Reception who are under five years of age. Any other child from within the school can receive daily milk by registering for ‘Cool Milk,’ which can be purchased if requested. Details are available from the school office regarding costs and the ordering procedure.

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

Attendance at the school is good with very few unauthorised absences. Absence for anything, other than through illness or medical reasons during term time, is actively discouraged. If a child is going to be absent from school, the parent/guardian must telephone before 8.30am to inform school of the reason for the absence.

The school registers are checked at 9.30am for any absences for which we have no information and a staff member will then telephone the parent/guardian. If a pupil has been absent and school have not been able to find out any reason for absence from the parent/guardian, a home visit will be made, at least within three days, or sooner if there are concerns.

Poor attendance

The Government has stated that once a child's attendance figure reaches 85% they are classed as persistently absent. This equals to just 30 school days, so please help your child by ensuring they are in school unless there is valid reason for their absence. A copy of our attendance policy is available on the school website.

Holidays

Taking holidays in term time is disruptive to the education of children and important learning opportunities are lost, so they are not routinely approved. Requests for permission to withdraw children during term time should be made in writing to the Head Teacher in advance of the holiday.

For further information please refer to the policy and accompanying documents on the school website.

Illness

Parents are asked not to send their child to school if he/she is unwell. When children have been off school with sickness or diarrhoea parents are requested to keep them at home for 48 hours following the last attack.

Jewellery

For safety reasons children are not allowed to wear jewellery or hard hair ornaments in school. A small wrist watch is permitted but 'smart' watches must not be worn in school.

Clubs and activities

There are many lunchtime and after school clubs for children can enjoy. These include:

- Gardening
- Dance
- French
- Singing
- Football
- ICT
- Outdoor and adventurous
- Chess
- Cookery
- Music.

We occasionally invite authors and theatre groups into school along with Zoo Lab who bring along a selection of animals to show the children. There are also visiting performers bringing puppets, magic, music and theatre for the excitement of live entertainment and a variety of outside speakers provide added interest to our school collective worship. We also have regular collections for a range of charities.

Seek permission

We will always seek your permission if any activity takes place after school. If we are playing a sport at another venue we will try to arrange transport. We will always inform you of the arrangements. We will ensure that children are brought back to school but it is the parents' responsibility for ensuring that appropriate arrangements are made for their child to get home from school.

Collective worship

Christianity is the main religion of the school and we enjoy close links with St Oswald's Church. We welcome children of other faiths and cultures, accepting the differences and valuing the experiences that they bring.

Daily

The school provides all pupils with a daily act of Collective Worship, which is consistent with the faith and practice of the Church of England. Nursery children have their own experiences of worship.

Parents may exercise their right to withdraw pupils in accordance with the Education Reform Act 1988. The Head Teacher, members of staff and members of St. Oswald's Church regularly lead the services, and from time to time other visitors take part in collective worship. Each class leads worship twice during the year, when parents are invited to attend. Major festivals are celebrated at school and in St. Oswald's Church.

Prayer Tree

The act of worship from Monday to Wednesday follows a theme and provides an opportunity for children to place prayers on the Prayer Tree, whilst the Thursday worship focuses on songs of praise. The Friday worship celebrates the children's achievements and gives them the opportunity to find out how their team 'houses' are performing.

Homework

Reading books or lists of words, sounds and spellings are sent home with the children in their book bags. In Key Stage 2 the class teachers issue more structured homework. The teachers regularly update the children's Learning Platform. We ask parent to encourage their children to regularly log onto this to check their emails and join in with blogs etc.

Children are often very tired after school and need time to relax and play. Please try and hear your child read late in the afternoon and not just before bedtime, but if your child is too tired to read, just read the book to them so that they can enjoy the experience.

Reading record books

A reading record book is provided for parents to record books that their children read and how well they coped with them. Teachers occasionally check these books to establish that the child is reading a good range of home reading books.

Special Educational Needs

Some children are on the school's Special Educational Needs and Disabilities (SEND) Register. This is because the school has a policy of identifying concerns early and putting strategies in place to try and prevent small concerns becoming big problems. Mrs Stanley is the school's SENCO (the SEN Co-ordinator). The Local Offer and school's policy on SEND is available on the school website.

Access

Children with a physical disability are fully supported in accessing all parts of the school.

Gifted and talented children

We recognise that all children are individuals with their own specific needs, gifts and talents. Children who are identified as being exceptionally able or talented, are monitored and provided with stimulating and enriching lessons appropriate to their needs.

Charging policy

Many topics involve work outside the classroom and there is a regular programme of educational visits. Parents are invited to make a contribution to help cover the cost of each visit. Should the revenue raised by voluntary contributions fail to meet the calculated expenditure, the school may wish to subsidise the shortfalls from School Fund. If the demands on the School Fund are excessive, the school reserves the right to cancel the visit and refund the monies paid.

Emergency arrangements

We try to issue any urgent messages via the school's text messaging service and also via our Twitter feed <http://twitter.com/stoswaldsdurham> (this also appears on the school website). Urgent messages may include those relating to school emergency closures. Please ensure that the school office is kept up-to-date with any changes to your mobile phone number.

Medicine in school

Children are not allowed to have medicines in their possession. Medicines that require administration three times daily should be given at home. In extreme circumstances, medicines that need to be administered four times daily will be catered for in school. Should this be necessary, parents are asked to hand medicines to the secretary and complete the appropriate form. No medicine can be given without this consent form. Only medications with a valid prescription label can be administered in school.



Working with parents

Friends of the School

The Friends of St Oswald's are a group of people who support the school and help to raise money for additional resources to enrich the children's education. Projects over recent years include purchasing iPads and netbooks, providing a shed and gardening equipment for the Gardening Club, installing seating areas in the playground, laying artificial grass and installing a climbing frame in the Nursery garden, providing an Early Years outdoor play area for the Reception Class and providing a shed and gardening equipment for the gardening Club. The Friends also support cultural activities for the children and occasionally fund visits from theatre companies who perform and work with the children. All of these projects enhance the school environment greatly. All parents and carers are invited to become members of the Friends and are very welcome to attend meetings and join in the various activities.

Get involved

All parents and carers are members of the Friends and are very welcome to attend meetings and join in the various activities. If any parent would like to become a member of the Friends committee and take on an area of responsibility we will be extremely grateful. You can keep up to date with the Friends and our school community on our Facebook group, which can be accessed on Facebook by searching for Friends of St Oswald's.

Parent helpers

Parents play an important role in the life of the school. Parents and carers can help in classrooms and in the school in different ways, such as helping to label and organise books. As long as parents/carers are not left alone with children, there is no longer a necessity for DBS (old CRBs) to be applied for. The school will ensure that volunteers are never left unsupervised.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Agreement that outlines the intentions of all three parties. A copy of which is returned home to the parents. The Headteacher also issues each class with a Headteacher's Charter, which gives details on how he will endeavour to support your child whilst at the school.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your work address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.



Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

At St Oswald's School we believe policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school [website: www.stoswaldsdurham.net](http://www.stoswaldsdurham.net) and click on 'Information' and then scroll down to 'Policies' to read some of our policies.

Key policies

Some of our key policies are:

- Attendance
- Anti-bullying
- Admissions
- Behaviour
- Charging
- Collective worship
- Equal opportunities
- Homework
- Local Offer
- Publication of Information

Step 1



Step 2



Step 3



Term Dates for the 2017/18 Academic Year

	First Teaching Day	Last Teaching Day
Autumn 1st Half Term	Tuesday 5 September 2017	Friday 20 October 2017
Autumn 2nd Half Term	Tuesday 31 October 2017	Friday 22 December 2017
Spring 1st Half Term	Monday 8 January 2018	Friday 9 February 2018
Spring 2nd Half Term	Monday 19 February 2018	Thursday 29 March 2018
Summer 1st Half Term	Monday 16 April 2018	Friday 25 May 2018
Summer 2nd Half Term	Monday 4 June 2018	Thursday 19 July 2018

Bank Holiday – May Day **Monday 7th May 2018**. The School is closed on this date.

INSET days:

- Monday 4th September 2017**
- Monday 30th October 2017**
- Friday 20th July 2018**

The School is closed to pupils on these dates.





St. Oswald's C of E Aided Primary and Nursery School
Church Street
Durham
DH1 3DQ
Tel: 0191 3868029
Website: <http://www.stoswaldsdurham.net>

**St Oswald's**
CE Aided Primary and Nursery School, Durham