

Dear Parents and Carers,

This is the important time in your child's life when you need to think about which school your child will attend.

To help you make your choice we have put together this booklet which will give you all the information you need about Malvins Close Primary School.

Our curriculum is broad and balanced and enables our pupils to achieve their fullest potential in a stimulating working environment.

The staff is made up of experienced, caring teachers who use both modern and traditional methods to make learning as interesting and enjoyable as possible.

The school moved into a new purpose built two storey Primary school building at the start of the Autumn Term 2009. The new building offers a range of specialist facilities: a dance and music studio; large state of the art ICT suite; community room; food technology and science base and sports hall. All classrooms will be equipped with interactive whiteboards and laptop facilities. Landscaping and ground works will complete the outdoor play areas and there is an enclosed Foundation Stage play space, a garden and pond, allotments and recycling area.

Our school is happy and friendly and we are proud of our welcoming atmosphere, high standards and achievements that were highlighted in our OFSTED inspection. OFSTED Inspectors said, "Pupils' personal development is outstanding ..... exemplary behaviour means that lessons are rarely disrupted and can be conducted at a good pace and in a positive climate".

"Excellent relationships and exemplary care, guidance and support result in happy learners who overcome any difficulties quickly to reach significantly higher than average standards".

The school provides "an exciting range of experiences that inspire and motivate pupils". The curriculum is judged as outstanding.

In September 2000 Malvins Close was awarded "Training School Status" by the Department of Education based on the high quality of teaching provided. We are a Gold "Investor in People" school and have been awarded with three Achievement Awards by the Department of Education. In addition, we have won awards for our high standards in specific areas of the curriculum such as Activemark (PE), Artsmark Silver (Art, Music, Drama, Dance, ICT), Healthy School, ROSPA Silver Award (Health and Safety), ECO School Bronze Award (Science and Environmental work), International School Award and the Basic Skills Kitemark, as well as the Inclusion Quality Mark and a Leading Aspect Award for our work in Promoting Attendance and Punctuality.

We see parents as partners and would like you to join us to provide the very best for your child.

Yours sincerely,

Ms. J. Bowman.  
Headteacher.

## STAFF

<b>Headteacher</b>	Ms	J. Bowman	BEd Dip RSA
<b>Assistant Headteacher</b>	Mrs	A. O'Halloran	Cert Ed
	Mrs	C. Waters	B. Ed
	Mrs	T. Worrall	BA (Hons)
	Mrs	A. West	B. Ed (Hons)
<b>Teaching Staff</b>	Mrs	S. Beattie	BA (Hons) PGCE
	Mrs	L. Coull	BA (Hons) PGCE
	Mrs	J. Ellis	BSC (Hons) PGCE
	Miss	A. Price	BA (Hons)
	Mrs	J. Hobbs	Cert.Ed
	Miss	C. Horn	BA (Hons) PGCE
	Miss	L. Lloyd	BA (Hons) PGCE
	Mrs	E. Gill	BA (Hons)
	Miss	E. Tait	BSC (Hons) PGCE
	Miss	V. Dixon	BA
	Mrs	R. Ridley	BSC(Hons)PGCE
	Mrs	C. Brown	BA (Hons)
<b>Higher Level Teaching Assistant</b>	Mrs	J. Fraser	BA
<b>Teaching Assistants</b>	Mrs	L. Felgate	
	Mrs	D. Gadsby	
	Miss	S. Moriah	
	Mrs	S. Leightley	
	Mrs	H. Glover	
	Mrs	S. Butler	
	Mrs	B. Townsend	
	Mrs	A. Paxton	
	Mrs	D. Warnes	
	Ms	P. Ross	
	Mrs	D. Elsey	
	Mrs	M. Stables	
	Mrs	V. Dodds	
<b>School Bursar</b>	Mrs	C. Wandless	DSBM - IstAM
<b>School Secretary</b>	Mrs	D. Fenwick	
<b>School Clerk</b>	Miss	V. Robinson	
<b>Admin/ICT Technician</b>	Mrs	L. Laidler	
<b>Catering Manager</b>	Ms	N. Thorne	
<b>Caretaker</b>	Mr	B. King	

## **Governing Body:**

<b>Chair (Local Authority Governor)</b>	Mr	S. Smith
<b>Vice Chair (L.A. Governor)</b>	Mrs	V. Campbell
<b>Headteacher Governor</b>	Ms	J. Bowman
<b>Parent Governors</b>	Mr	N. Parkin
	Mrs	H. Miller
<b>Community Governors</b>	Mrs	B. Knowles
	Mr	A. Tait
	Ms	L. Cairns
<b>LA Governors</b>	Dr	G. Defeyter
<b>Staff Governors</b>	Mrs	C. Waters
	Miss	E. Tait

# WHO DOES WHAT AT MALVIN'S CLOSE?

## **THE TEACHING STAFF**

The Headteacher is Ms Julie Bowman. The Assistant Headteachers are Mrs Alison O'Halloran, Mrs Therese Worrall, Mrs Alison West and Mrs Cheryl Waters. The school is divided into Key Stage teams led by an Assistant Headteacher. Assistant Headteachers not only have the responsibility for a class but also operate as Team Leaders to guide and support staff and pupils through all the experiences our school provides. Each Assistant Headteacher also holds responsibility for an area of the curriculum and pupil progress.

### Assistant Headteachers and Key Stages:

Foundation Stage (Nursery and Reception.)	Mrs	A. O'Halloran
Key Stage One (KS1).	Mrs	T. Worrall
Key Stage Two (KS2).	Mrs	A. West
Standards & Assessment/ Extended Schools & Lifelong Learning.	Mrs	C. Waters

### Curriculum Coordinators:

Wellbeing and Safeguarding, Performance of Vulnerable Pupils. Pupil Performance in the Foundation Subjects and Literacy.	Mrs	A. O'Halloran
I.C.T.	Mrs	T. Worrall
Numeracy/R.E./Performance of SEN, LDD and Gifted and Talented Provision.	Miss	C. Horn
Creative & Performing Arts.	Mrs	A. West
Art & Drama.	Mrs	L. Coull
Personal, Social & Health Education.	Mrs	E. Gill
SENCO.	Mrs	J. Fraser
Science/Technology.	Mrs	J. Hobbs
Music/History.	Miss	E. Tait
Liaison with Multi Agency teams and Counselling Service.	Miss	L. Lloyd
French and International Links.	Mrs	J. Ellis
P.E.	Mrs	S. Beattie
Geography and Environmental Education.	Miss	V. Dixon
Creative Arts.	Mrs	C. Brown
Assessment Support.	Miss	A. Price
	Mrs	R. Ridley

## **CLASSROOM ASSISTANTS**

Our teaching staff are well supported by a number of Classroom Assistants who work with groups of pupils in Literacy and Numeracy lessons. Some of our Assistants also support individual pupils who have a Statement of Special Educational Need (S.E.N.).

Mrs J. Fraser	Nursery (Higher Level Teaching Assistant)
Mrs S. Butler	Foundation Stage
Mrs H. Glover	Foundation Stage
Mrs B. Townsend	Foundation Stage (Food Technology) and KS1 (Early Literacy Support)
Vacant	KS1
Mrs L. Felgate	KS2
Mrs D. Gadsby	KS2
Mrs A. Paxton	KS2
Mrs S. Moriah	KS2
Mrs M. Stables	SEN
Mrs P. Ross	SEN

## **NON TEACHING STAFF**

Mrs C Wandless our School Bursar, Mrs Fenwick our School Secretary or Miss Robinson our School Clerk will probably be your first point of contact during the school day. Please contact them regarding any queries or appointments. Mr King is our School Caretaker who manages the school building. Ms N Thorne is the Catering Manager.

## **THE GOVERNORS**

The governors meet at least once a term to decide on the strategic running of the school. The Governing Body is made up of Local Authority and business representatives, parents and teachers.

## **HOW TO APPLY**

Call in for a School Preference Form or telephone 01670 354082

Our classes fill up quickly so you should apply right away, **even if you have a Nursery Place.**

## **ARRANGEMENTS FOR ADMISSION**

Pupils are admitted according to the guidelines set out in the County Admissions Policy. Priority is given to the following categories in order:

1. Children with special medical or social circumstances.
2. Children living within the school catchment area.
3. Children with brothers or sisters who already attend the school.

In cases in which a school place has been refused, parents may ask for the child's name to be placed on the school waiting list.

## **ADMISSIONS TO NURSERY**

Admissions take place from September and are usually complete by October. Children admitted are eligible for five sessions per week. Each session lasts two and half hours; ie five morning sessions **or** five afternoon sessions.

## **ADMISSIONS ARRANGEMENTS**

### **COUNTY ADMISSIONS POLICY FOR SCHOOL YEAR**

If applications for a particular school exceed the standard number and cannot be accommodated, priority will be given to the following categories of pupils in descending order of merit:

1. Pupils on whose behalf evidence of exceptional medical or social need is presented. This will normally have to be supported by a professionally involved third party;
2. Pupils living within the catchment area of the school and those on whose behalf firm evidence is presented that they will be living in the catchment area by the appropriate admission date;
3. Requests on behalf of pupils which are based on the need to maintain continuity of education provision within the feeder pattern of Northumberland's system of first, middle and high schools;
4. Pupils who have an older brother or sister who already attend the school and who is expected to be on roll at the school at the time of admission;
5. Pupils on whose behalf preferences are expressed on grounds other than those outlined above,

**Applications on behalf of children who are resident in other local authorities will be considered in the same way as applications from Northumberland residents.**

Should it prove necessary, because places are limited, to distinguish between pupils within any given category, priority will be given to those who live nearest to the school, measured in a direct line from home to school.

In instances where it is demonstrated that a place in a preferred school has been obtained on the basis of a false statement of address, the Local Education Authority reserves the right to discount the clause covering attendance at a feeder school when considering an application for a place on transfer to the next stage of schooling. There is also the possibility that the offer of a place at a school may be withdrawn if false information relating to address or any other matter is made.

In cases when an application for a place has to be refused, parents may request that the child's name be placed on a waiting list for the school in question by writing to the Director of Childrens Services. If a place subsequently becomes available, the school's waiting list will be examined and priority will be given to applicants in keeping with the criteria shown above. The Education Directorate will then make contact with the parents concerned. A name will be retained on a waiting list for the relevant school year from the date of receipt of the parental request for the child's name to be included.

The Local Education Authority reserves the right to vary these criteria to take account of revisions to legislation or its interpretation by the courts.

#### **Admission into School of Children Under the Age of Five Years**

**(i) Schools with a Nursery Class:** Admissions will be once a year on a full time basis in September if the child is four during the school year.

## **OUR SCHOOL AIMS**

It is with great pleasure that we welcome your child to our school. We hope as staff that he or she will feel as confident and secure as possible in the happy environment which we have tried to create. Our aims for each child are set out below.

Our aims for your child are:-

- \* To build a firm foundation for your child's future education and fit him or her for a role in an ever changing society.
- \* To create a happy, stimulating environment.
- \* To provide the highest quality of inclusive education possible so as to encourage each individual to realise his or her own potential.
- \* To encourage the all round development of your child: physical, spiritually, intellectually, emotionally and socially.
- \* To help develop a habit and enjoyment of learning.
- \* To teach something of the past in order to understand the present.
- \* To teach about other countries and ways of life in contrast to our own.
- \* To help develop an inquiring mind and self-motivation.
- \* To encourage your child to take responsibility for himself or herself and for his or her environment.
- \* To encourage your child to become a self-disciplined, responsible citizen.
- \* To encourage self-confidence, friendliness, punctuality, honesty, loyalty and self-respect.
- \* To enable all pupils to make a contribution to the school community by showing how we value and appreciate their efforts.
- \* To help your child learn to reason efficiently, develop a flexibility of mind and a concept of numbers.
- \* To help develop literacy skills and a lifelong interest in books.
- \* To help develop good communication skills, both in writing and talking.
- \* To help develop a creative interest in music, art, drama and story-telling.
- \* To encourage skilful use of new forms of technology.

## OUR SCHOOL

Our new school has been purpose built to accommodate 420 pupils. There are two classes in each year group, and fifteen classrooms including the Nursery. The school has a dance & music studio, science and food technology space, a large state of the art ICT suite and community facilities. Each classroom has access to a large central corridor called 'the street' which acts as breakout areas for ICT and group work, library work and individual activities. All classrooms on the ground floor have access to a key stage play space. Pupils in Key Stage 2 have a separate play area. The school has a planned wildlife garden with allotments and recycling facilities.

The school parent car park is sited at the side of the school on Priory Grange. There is a side gate for easy access into the school grounds during the start and end of day. At all other times visitors must use the pedestrian gates at the main entrance.

## VISITS TO THE SCHOOL

Special visits for new parents and children are arranged during the summer term. We hold regular Parents' Assemblies, coffee morning and Parents' Evenings so that parents can experience the work going on in school. We encourage parents to help in our school, either in class working with a small group or helping with other activities such as accompanying classes to the swimming baths or on educational visits. All volunteers, including parents who work in the school have undergone police checks and clearance.

## SCHOOL HOURS

<b>Nursery</b>	Morning session	8.55am – 11.30am
	Afternoon session	12.45pm – 3.15pm

Nursery pupils may stay for a school lunch.

Morning Nursery Lunch	11.30am -12.05pm.
Afternoon Nursery Lunch	12.10pm – 12.45pm

<b>Main school</b>	Morning session	8.55am – 12.15pm (12.00pm KS1)
	Afternoon session	1.15pm – 3.15pm

Morning break	10.45am – 11.00am
---------------	-------------------

**There is no afternoon break**

Registration	25 minutes per week
--------------	---------------------

Assemblies	1 hour 10 minutes per week (approx)
------------	-------------------------------------

## **WORKING WITH PARENTS**

We work closely with parents, with good results. One or two general rules should be noted to help safety and welfare in school:-

- \* Children should arrive promptly before lessons start at 8.55am.
- \* Pupils cannot leave school during hours for appointments with doctors, dentist, etc. unless they are collected by an adult. This is for the protection of your child.
- \* Objects or toys that might cause danger to their owners or others are not allowed in school.
- \* Sandshoes are needed for PE, for safety and hygiene.
- \* Please keep jewellery at home. Wearing of jewellery during PE lessons is illegal. Earrings for pierced ears should be kept at home on PE days!
- \* Please mark your children's shoes and clothes with their name. Just remember there might be 250 others just like theirs!
- \* Money is only needed in school to pay for lunches, baking and special events such as trips, outings and so on. You will be told about these by letter.
- \* Help us to keep to the law on absences. Please telephone on the first day to say why your child is absent from school. An answer machine is available for you to leave a message. We have to account for ALL absences by law. If the school is not informed by a parent/carer about the reason of absence it will be recorded as "unauthorised" and may be reported to the Education Welfare Team.
- \* Holidays requested during term time will be classed as unauthorised except in exceptional circumstances.
- \* There has been very little unauthorised absence at Malvins Close and the attendance rate is good.
- \* Holiday absence in term time is only authorised in exceptional circumstances. Holiday absence can be very disruptive to your child's education so please keep holidays out of school time.

## **ASSEMBLY**

A collective act of worship takes place every day between 10.30 and 10.45. According to the Education Act 1944, parents are able to withdraw their children if necessary from all or part of the religious education and collective worship provided. They are responsible for the supervision of their children at these times.

## **PARENTS' ASSEMBLIES**

Assemblies take place on a Wednesday at 10.15am during the spring and summer terms. Your child will invite you to his or her class assembly. All our assemblies are concerned with Christian morality. Festivals from other cultures are incorporated to encourage tolerance and understanding.

## **UNIFORM**

**We encourage the wearing of uniform in our school. Our colours are red and grey to promote easy recognition when children take part in visits into the community. Our uniform is part of our school image, promoting a sense of togetherness amongst our pupils. It is smart, practical and comfortable and encourages children to have a good work attitude. Orders for uniform are taken during the summer term and parents of new starters can order during their visit.**

## **OUR UNIFORM**

### Year Nursery – Year 4

**Red fleece sweatshirt with printed logo\***

**Red fleece cardigan with printed logo\***

White polo shirt or white buttoned shirt

Grey or black trousers, skirts

Grey, white or black plain socks

Grey, black or red tights

Plain shoes (no high heels or platforms)

Red check dresses (Summer Term)

### Years 5 & 6

Same as above except:

Red fleece v-necked sweatshirt with printed logo\*

Red fleece v-necked cardigan with printed logo\*

Red tie\*

No denims or football strips to be worn instead of school uniform

No jewellery (rings, necklaces, earrings)

## **P.E.**

**Indoor:** White or red t-shirts\*  
Shorts (dark coloured)

**Outdoor:** Any sports kit, joggers, tracksuit or suitable footwear.  
(The items marked with an asterisk\* may be bought from the school)

All clothing must be clearly named.

## **SCHOOL MEALS**

School Meals are cooked on the premises in our large, modern kitchen. There are two sittings, each with a choice of menu. There is one choice of meal each day. All meals are freshly cooked in the school kitchens and have been nutritionally balanced by a dietician. The children collect their meal on a tray and carry it to their table.

The younger children eat first, followed by the older pupils. Packed lunches may be eaten at both sittings.

Payment for meals should be made on Monday for the whole week. Money is banked on the same day so your co-operation is appreciated.

Free meal forms are available from the school office. New parents are advised to fill in these forms during or just after their first visit as they take some time to be processed.

## **GENERAL WELFARE**

County Authority services are available to help with problems. We liaise closely with the Education Welfare Officer, the school nurse and the Education Psychologist.

These services are combined with staff expertise so that parents and the school can cooperate in solving any individual pupils' problems that might arise.

The school also employs a school counsellor from Place2Be Counselling Service to support pupils who have emotional difficulties.

## **ARRANGEMENTS IN CASE OF ACCIDENT OR ILLNESS**

If your child is ill overnight please keep him/her at home until all of the symptoms have gone. Children with sickness and diarrhoea should have 24 hours clear before they return to school.

Children with infectious diseases need to take advice from their doctor and not return to school while still infectious.

If your child becomes ill in school time you or your emergency contact will be asked to come and take him/her home and your child will be made as comfortable as possible in the meantime. In the event of a parent or alternative contact being unavailable, the Headteacher or member of the Management Team will act "in loco parentis".

### **Headlice**

Headlice is a common occurrence in schools. If your child has headlice please treat it immediately. Medication can be obtained from your Health Centre. We will inform you if we notice signs of headlice on your child's head.

### **Medication**

Only prescribed medicine will be administered in school by a designated first aid person and all medication is kept in the locked First Aid cupboard or in the fridge in the Medical Room if refrigeration is required. Please inform school if your child has allergies of any kind or is on regular medication.

### **Children not collected**

Children not collected on time at the end of a session will be taken to the school office. You or your emergency contact will be telephoned. In the event that we are unable to contact anyone to collect your child, the Education Welfare Officer will be informed and other arrangements will have to be made.

### **Lost children**

If a child is found to be missing from school a head count will be immediately carried out throughout the whole school and the inside and outdoor areas will be searched. If this is unsuccessful then the parents and police will be informed and staff will search further afield outside the school perimeter until the police arrive.

## **COMPLAINTS PROCEDURE**

Should any parent have a complaint against the school or any individual employed there, the complaint should be made to the Headteacher in the first instance and the matter discussed. If the parent is not satisfied with the outcome of this meeting, they should then make a formal complaint in writing to the Chair of Governors. The complaint will be dealt with at a meeting of the Governing Body Complaints Panel. If the parent is still not satisfied with the outcome they should make a formal, written complaint to the Director of Children's Services.

## **BULLYING**

Unfortunately bullying happens in all schools. Malvins Close is no exception and from time to time we are faced with the problem of children physically, verbally or emotionally causing harm to others. We do respond firmly to these incidents and try hard to work with parents to prevent them. We encourage children to talk to us and report any unkind behaviour either to themselves or others. Complaints by children are never ignored. Our first concern is to protect the victim. Children who are persistently aggressive are subject to sanctions outlined in the Behaviour Policy. Governors and the Headteacher reserve the right to exclude or suspend the pupil.

## **OUR BEHAVIOUR POLICY**

Our behaviour policy is an attempt to encourage good behaviour and discourage bad behaviour. It is a vital part of our curriculum and is closely linked to our expectations of children at work and at play. Our intention is such that children can expect praise, consistency, fairness, and firmness according to their actions.

- \* Recognition for good work – “Best Work Assembly”: There will be the use of stickers and certificate rewards for particularly good work. Pupils receive a special sticker for good work every Friday in Assembly. It is a celebration of good work throughout the school. Pupils in each class are awarded the title of ‘Malvins Marvel’ each week to promote kindness, co-operation and hard work.
- \* In some individual cases, certain aspects of behaviour need to be targeted for improvement. Together with the SEN Co-ordinator and parents, the class teacher will manage a behaviour programme to bring about the desired change in the child. In such cases, it is the behaviour of the child that is identified for change NOT the individual child.

Sanctions for a child's misbehaviour are delivered calmly and in order to ‘fit the crime’; children will be judged by their individual actions and not by labelling or any perceived reputation or hearsay. Meaningful work activities will be given to a child as a form of punishment according to the behaviour problem; a full explanation of the desired behaviour is also given. Children will not be given ‘lines’ to write or be asked to stand outside or in the corner of a classroom. The staff will use their judgements to communicate with parents as partners in the social development of their child. In some cases children will be withdrawn from fun activities or treats.

## **BEHAVIOUR POLICY (continued)**

### **The Responsibility Room**

Pupils who hurt, cause harm or are disrespectful to others, swear or damage property will spend free time at playtimes and lunchtime sessions in one of our classrooms. At this time the classroom will be known as the "Responsibility Room". The children will be supervised by one of the senior staff at school. Children will take responsibility for their actions by writing letters of apology or completing a simple plan about how to improve their behaviour. The class teacher will inform parents if a child attends the "Responsibility Room".

### **Anti-Bullying Policy**

Bullying is "The deliberate and conscious desire to hurt, threaten or frighten someone".

At Malvins Close we take the issue of bullying very seriously and parents are welcome to read our full Anti-Bullying Policy. Contact the Headteacher for further details.

The reason for having a policy dealing with bullying is to confront serious issues of discipline and behaviour in an open, positive manner. Malvins Close places a great importance on having well-behaved children in the school with manners that show respect and consideration towards others.

It is expected that any incidents of bullying will be rare and dealt with firmly, fairly, positively and quickly. Quite simply, our aim at Malvins Close School is to create a culture and environment where bullying cannot thrive and where every child feels safe.

## **BEHAVIOUR POLICY (continued)**

### **General Expectations of the Pupils:**

- \* Very hard work by all
- \* Good manners and a caring attitude towards others
- \* Safe movement in and out of school
- \* Quiet conduct in school
- \* Care for all property
- \* Respect for the environment – no litter, no graffiti
- \* To listen carefully to adults and respond immediately
- \* Morning and afternoon greetings, and offers of help to visitors
- \* A pride in their appearance and clothing.

### **Our School Rules:**

- \* Treat others the way you want them to treat you.
  - \* Be polite. Remember to say “Please”, “Thank you”, “Excuse me”.
  - \* Walk sensibly around our school.
  - \* Be a good friend.
  - \* Be a helpful, hardworking person.
  - \* Look after our school and everything in it.
  - \* Say kind words to others.
  - \* Be proud of yourself and our school.
  - \* Set a good example.
- 
- \* Expectations of People. We expect: Everyone to be happy, safe and secure; children to treat each other with respect, politeness and co-operation; children to be friendly and helpful to everybody (visitors included). We do NOT expect: Bullying of any kind; fighting, name calling, swearing, spitting, telling lies, being cheeky; any aggression which causes offence or harm to others; racist or sexist behaviour of any kind.
  - \* Expectations of Work. We expect: Children to take a pride in their work; everyone to respect others’ work; children to work hard to produce acceptable results; children to work quietly and busily. We do NOT expect: Children to waste time and distract others from their work; children to damage others’ work (including display work); children to produce work of a ‘poor’ standard and be lazy.
  - \* Expectations of Property. We expect: Children to look after their own property; children to respect others’ property and leave it alone; everyone to treat school property with care. We do NOT expect: Theft or damage to others’ property (including that of the school); children going into others’ bags or drawers without permission; hiding bags or coats.
  - Expectations of School Environment. We expect: Children to walk in the corridors; children to be allowed space to play sensibly; proper use of school spaces – toilets, cloakrooms, playground; children to have their own space to work and play; respect for spaces – tidiness, correct positions for books etc; quietness, especially in areas where others may be distracted. We do NOT expect: Running, pushing or shouting in corridors or classrooms; pushing in queues; children to ‘monopolise’ playground areas; litter or graffiti of any type.

## **Music Tuition**

The school offers a wide range of music tuition to pupils in Years 3-6 in addition to school clubs. Music tuition is provided by a Peripatetic Music Teacher and is organised into small groups of up to four pupils in each half hour lesson. Details of lesson costs can be obtained from the school office. Fees for lessons include instrument hire, music and tuition.

The school offers tuition in the following:

Violin, guitar, clarinet, flute, cello, sax, viola, pocket trumpet and singing.

From Autumn 2009 the school will also offer saxophone and viola tuition through the Peripatetic Music Service. Recorder and keyboard lessons are run through school clubs by teaching staff.

## **School Clubs**

There are a wide range of school clubs which take place during lunchtimes and after school. Clubs are run by school staff and external specialists in the following:

### **Key Stage One Clubs**

Choir

Football

Let's Get Cooking

Puzzles & Maths Challenges

Hand bells

### **Key Stage Two Clubs**

ICT

Football

Choir

Let's Get Cooking

Recorders

Steel Pans

Netball

Keyboards

Breakfast Club is available for pupils in Reception to Years 6. Homework Club caters for small groups of pupils by invitation for up to two nights per week.

Hip Hop Club is open to all pupils who attend Breakfast Club. International Club is open to pupils who are elected from each class onto the International School Council.

## **TRAINING SCHOOL**

Malvins Close Primary School in Blyth received DfEE Training School status in the Summer Term 2000. The Training School works in Partnership with Newcastle University and schools in the Blyth partnership to develop school-based training for PGCE students.

The role of the Training School is to provide a programme of activities designed to promote and demonstrate high quality initial teacher training through the dissemination of good practice. The work will explore, develop and try out new approaches to training teachers, and carry out and use research.

In order to carry out the programme the Training School will offer support to other schools in the area and more widely, by establishing partnerships through a programme of consultancy, visits, seminars, work shadowing, in-service training, video conferencing, mentoring and documentation.

In addition there is a purpose built Virtual Classroom where 'live' lessons are transmitted to the University. The Virtual Classroom uses an ISDN line as used in video conferencing so it is safe and secure. Permission slips are sent to parents before pupils participate in a 'live' lesson.



## **ATTENDANCE, ASSESSMENT AND REPORTING**

### **ATTENDANCE 2008-2009**

Please note: The number of children on roll and the total actual number of attendances on which these figures are based are affected by the staggered intake into the Reception classes.

Number of pupils on roll: 287	(excl. Nursery)
% of days missed through authorised absence:	4.4%
% of days missed through unauthorised absence:	0.9%
Attendance Rate	94.7%

### **ASSESSMENT AND TESTING**

On entry into Nursery and Reception, your child will be assessed according to The Foundation Stage Profile.

During the year there are three Parents' Meetings where parents and teachers get together to discuss the progress of the children. The meetings are held in November, February and July. Each year a full report is written about each pupil, containing information on subject strengths and weaknesses, individual achievements and targets for future action.

In Years Two to Six specific information meetings regarding the SATs are held for parents.

Ours SATs results over the past few years show high pupil performance. This success has been due to the high quality of staff planning and teaching and the close working relationships that we share in our school. For details of the 2009 SATs results please see the attached.

MALVINS CLOSE PRIMARY SCHOOL  
CHILD PROTECTION STATEMENT

Malvins Close Primary School fully recognises its responsibility for child protection.

This statement provides an overview of the school's position on Child Protection and should be read in conjunction with the school's Safeguarding Policy and Child Protection Policy.

The school has designated members of staff responsible for Child protection:

1<sup>st</sup> person: Miss E Tait

2<sup>nd</sup> person: Ms J Bowman

There are key elements to our practice within school:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of safeguarding and child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of harm.
- Supporting pupils who have been subjected to, or are at risk of, significant harm in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of harm.

**School Responsibility and Actions**

Our school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from harm.
- Involve professionals from multi agency services where appropriate.