



Welcome to Cleves Cross Primary and Nursery School

School Brochure 2024-25



Together
Learning Partnership

A member of the Together Learning Partnership



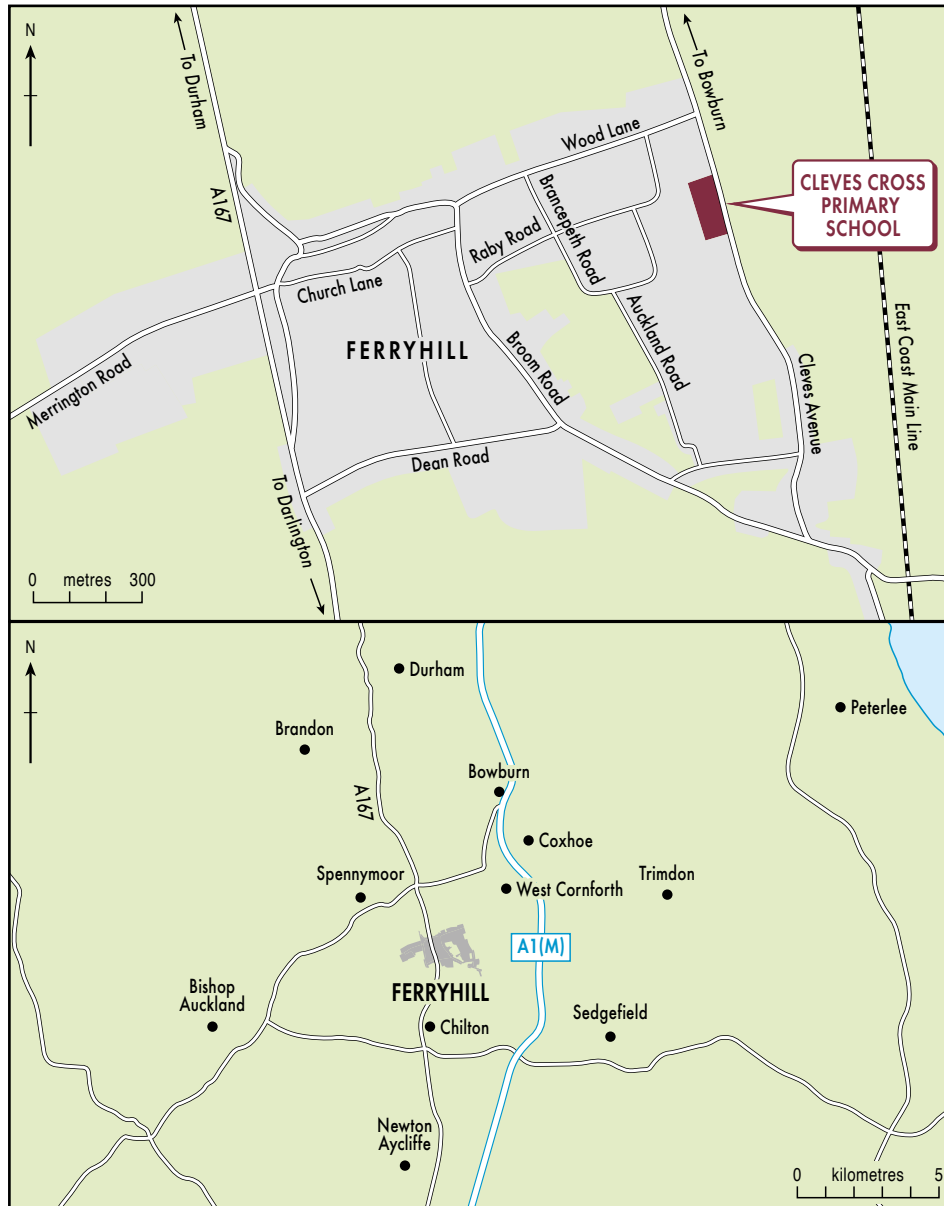
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AN INTRODUCTION

Cleves Cross Primary and Nursery School lies on the eastern edge of the village of Ferryhill in County Durham. We cater for children between the ages of three and eleven, the majority of whom live in the local area. The school was built in 1973 and has been added to over recent years to provide additional facilities. After extensive updating, our building now comprises of two main teaching wings, joined by a large hall. We also have a separate library area, seven classrooms, an outdoor pod we use as a group room, and a purpose-built nursery.



Outside we have a large playing field, a separate playground, a sensory garden and an excellent selection of outdoor equipment and activities. We have developed our grounds further to include a food growing area with raised beds, polytunnel, wildlife area, sand pit, dinosaur climbing frame and hen enclosure in line with our ethos of being a sustainable school and retain our environmentally friendly Green Flag Award. We also have a well-developed outdoor area for our Foundation Stage pupils, a story telling area and a variety of children's seating. A range of playground equipment allows all children access to purposeful and exciting activities during playtimes. Our 'Timeline Path' development on our school field is an ongoing project that will engage and inspire children in investigating history.

OUR SCHOOL AIMS

Our aim is to create a happy, secure and sustainable environment where children can explore, investigate, listen and discuss in order to become independent, mature and well-motivated learners who have positive attitudes and make valuable contributions, as global citizens, to our community and the wider world. Children's rights, taken from the United Nations Convention on the Rights of the Child, are central to everything we do here a school. We are proud to be an Educate and Celebrate best-practice school where all children are included equally in accessing our aims and curriculum.

ORGANISATION

We are always pleased to show new parents around our school and answer any further questions you may have. Please arrange a mutually convenient time either by telephone or by calling at the school. We also hold an open afternoon every May to allow parents to see an active school day, discuss and order uniform and find out more about curriculum, play, lunches etc. For details about our nursery, please see the separate brochure.

Children are admitted into our Reception class in the September following their fourth birthday. You can apply for a school place by completing the application form online from the September prior to your child starting school at www.durham.gov.uk/schooladmissions. If you cannot access the website you can contact the Admissions, Appeals and Transport Entitlement Team on 03000 265894, who will send you a copy of the Parents Guide and an application form. Cleves Cross Primary School is an Academy School and part of the Together Learning Partnership, however, we continue to follow the Admission Policy of Durham County Council and therefore completed application forms should be returned to County Hall as soon as possible. Following the acceptance of a place, arrangements are made for a series of introductory visits during the summer term prior to admission, to enable children to become familiar with their classroom, their teacher and their new school.

The school admission limit is currently 30 pupils.

STAFF

For 2024/2025 academic year our classes are planned as follows:

Headteacher: Mrs Christine Brentnall
Deputy Head: Mr Jonathan Hornsby

Nursery: Mrs White (Assistant Head Teacher/EYFS Lead)
Reception: Mrs Ferguson
Year 1: Miss Darglish
Year 2: Mrs Stamper
Year 3: Mrs Atkinson
Year 4: Mrs Armstrong
Year 5: Miss Fawcett
Year 6: Mr Blood (*SEND and Inclusion Lead*) and Mr Hornsby (*Deputy Head*)

Our teaching assistants are:

Mrs Tallentire, Mrs Hawman, Miss Hodges, Mrs Richards, Miss Paley, Miss Burnikell, Mrs Punshon, Miss Whales, Miss Hughes, Ms Jones, Mrs Whittaker, Mrs Garnett, Mrs Knowles, Miss Allport and Mrs Brown.

Other staff members are:

Mrs Ebdon – Office Manager
Mrs Hardy – School Admin Assistant
Mrs Tallentire – School Admin Assistant
Miss Dixon – Admin Apprentice
Mr Carr – Caretaker
Mrs Hall, Mrs Knowles and Mrs Sexton – Cleaners
Mrs White, Mrs Knowles, Mrs Podmore-Hayat and Miss Davies – Lunchtime Supervisors
Mrs Malkin – School Cook
Mrs Hall and Mrs Horner – kitchen assistants

Trust Staff Members working in our school are:

Mrs Lazenby – Chief Executive officer
Mrs Oliver – Chief Finance Officer and Trust Business Manager
Mrs Wearmouth – Finance officer

PRACTICALITIES

Getting in touch

Cleves Cross Primary and Nursery School
Cleves Cross
Ferryhill
County Durham
DL17 8QY

Telephone: (01740) 651599
Fax: (01740) 651599

Email: clevescross@durhamlearning.net
Web site: www.clevescrossprimary.org.uk

Twitter: @ClevesCross
App: Search for 'Cleves Cross' in your app store

Times – our school day

8.35 a.m.	Breakfast Club
8.45 a.m.	Children are admitted into school. For their own safety, they should not be on school premises before 8.45am unless attending Breakfast Club which begins at 8.15am (or Scamps at 7.30am).
10.45 a.m.	Morning Break KS2 (10.30 a.m. Morning Break Key Stage 1 Tuesday and Thursday)
11.30a.m.	Nursery lunch
12.00 p.m.	Reception and KS1 lunch followed by break time
12.30 p.m.	KS2 lunch followed by break
1.15 p.m.	Pupils return to the classroom with their teacher
3.15 p.m.	School ends

Scamps Kids club also runs and provides child care from 7.30am until 6.00pm.

Health issues

If your child is ill or has an appointment during school time, please let us know in advance. We may request sight of appointment card. All absences must be covered by a telephone call or a note on the first day of absence.

Attendance at school is always above national and we work hard with parents to ensure children are at school learning as much as possible.

We understand that it is sometimes necessary for medicines to be administered during school times. When this occurs, it is vital that staff follow strict guidelines. Medicines can be administered in school when appropriate written authority is given by parents.

Minor accidents such as grazes and bumps will be treated appropriately in school. If a child receives a bump to the head then parents will be informed either by telephone, verbally or by way of a written note from school.

First Aiders are Mrs Tallentire, Miss Paley, Miss Hodges, Mrs Richards, Mrs Punshon, Miss Burnikell, Miss Whales, Miss Hughes, Ms Jones, Mrs Whittaker, Mrs Garnett, Mrs Knowles and Mrs Brown.

Our school nurse can be contacted at Onepoint on 03000 261113.

Getting to school

Safety

Please ensure that on entering and leaving school the footpaths and pedestrian gates are used and not the vehicle gates or car park. Please set a good example to children by always using the footpaths and not walking across the car park area. Dogs are not allowed on school premises for health and safety reasons.

Pedestrians

Most families live close to the school and we do encourage, where possible, children to walk to school in the interests of both the environment and their health.

Cars

Please be aware that the area immediately outside school is designated as a clearway. This means that **no stopping**, even to drop off or pick up children, is allowed (parents are liable to a fine if this is ignored). If a car is used please ensure that you stop/park outside of the controlled area. Use of the school car parking entrance is an obvious danger area and we ask that for the safety of all children parents **do not** use this. The only exception to these rules are specifically for disabled children only.

Absence from school

Illness

There will likely be times when you feel your child is not well enough to attend school. If this is the case, please let us know as soon as possible so that we are aware of their illness. If children are absent and we have not been notified, we will contact you to find out if there is a problem.

If your child is poorly at school, we will contact you to let you know and discuss between us the best course of action. We will use the data collection sheets completed by yourselves for contact numbers, so please ensure that these are updated when necessary.

Holidays

Current legislation means that absence in term time due to holidays are not able to be authorised. Absence during term time for reasons other than medical are only authorised in exceptional circumstances. Absence from school has a significant effect on achievement and future life chances and we aim to keep attendance as high as possible. If you feel that there are exceptional circumstances then please complete a Leave of Absence Form (available from school or the website) and send it to the Head Teacher.

Attendance is closely monitored and you may be contacted at anytime if your child's attendance gives us cause for concern.

Children's uniform

Presentation

We do encourage parents to support us in ensuring that we maintain high standards of appearance here at school and that their children are proud to be part of Cleves Cross School. We ask that parents support us in this and do not allow children to come to school with, for example, brightly coloured hair, extreme haircuts or inappropriate slogans on clothing. Make up, including nail varnish, is not expected to be worn at school.

School Uniform

We do expect children to wear the school uniform colours of a burgundy jumper/cardigan and white shirt, with black or grey skirt or trousers. Plain black shoes are also required. 'Trainers' are acceptable as long as they do not have brightly coloured or white labels, logos, markings etc. A variety of uniform items are available to order from school and proudly display our school crest. School uniform clothing is also available from local shops and supermarkets as well as online

P.E. Clothing

Children do need a change of clothing and footwear to enable them to take part in P.E. lessons. Indoor lessons are usually in bare feet, however appropriate footwear for outdoor lessons is needed, especially during the summer term. P.E. kit should be brought to school on a Monday and taken home for washing each Friday.

A school PE kit is available through our school suppliers which consists of t-shirt, shorts and a gym bag. Any t-shirt and shorts can be worn, however they need to be appropriate for physical exercise and not fashion items! 'Strappy tops' and football shirts are not allowed.

Please ensure ALL clothing brought to school, including outdoor coats etc are clearly labelled with your child's name. This means that any lost property can be quickly returned to the owner.

Jewellery

We discourage the wearing of jewellery in school for the health and safety of the children, however a wrist watch may be worn. If absolutely necessary, studs may be worn in pierced ears but children must be able to remove them independently for P.E. Lesson.

Children are encouraged to access the full outdoor area including the grass in all weathers and it can get very muddy. We ask that parents send a pair of wellies (name inside) into school so that they can use the grassy/muddy areas in inclement weather. We have a welly rack in our parent shelter where we store them.



FOOD AND DRINK

School Meals

School meals are prepared each day at school by our cook Mrs Alison Malkin and there is a choice of both main course and dessert. We are extremely conscious of the importance of a healthy diet and healthy choices are always included on the menu. School Meals are of a particularly high standard and are monitored closely by all staff.

All Key Stage 1 children are provided with a free school lunch and we ask that parents fully support us in encouraging all children to have a school lunch each day.

In Key Stage 2, a small number of children do bring a 'packed lunch' to school. Please refer to our School Packed Lunch Policy, available on our website, or through our school office, if you wish your child to bring a packed lunch. Please ensure any food sent into school follows the policy.

Snacks

We are proud to be involved in the Fruit in Schools scheme funded by the National Lottery. This provides all Key Stage 1 children with a piece of fruit each morning breaktime. Children can of course bring their own piece of fruit to consume if they wish. Key Stage 2 children operate a Fruity Tuck Shop each morning, or children may bring their own healthy snack.

Please note that sweets, crisps, chocolate etc. are not allowed in school for breaktimes.

Water

Lots of research has been done into the benefits of children having access to drinking water. It is recognised that drinking water throughout the day improves alertness, concentration levels and the ability to learn.

All children are supplied with their first water bottle and we can provide replacement water bottles at a cost of £2.50 if required or children may bring their own. This allows each child to have their own water bottle. Water bottles should be taken home each day and returned to school each morning, filled and ready to use.

Milk

Parents may choose to order milk for their child to have during the morning session, and this is free for children under 5yrs. It is also free if your child is entitled to free school meals due to parental entitlement (not universal infant free school meals). The milk scheme is run by both school and Cool Milk and parents wishing to take advantage of this should complete an application form available from the school office.



OUR RIGHTS AND RESPONSIBILITIES

Our school is proud to have achieved Level 2 Rights Respecting School Gold status. This means that we don't have school 'rules' but have School Charters that everyone has agreed to and that are informed by the United Nations Convention on the Rights of the Child. Everyone in our school community has had input into our Charters and they are proudly displayed around school. We have all agreed to follow the Charters and by doing so we aim to create a thriving atmosphere where all children are receiving all of their Rights.

Positive reinforcement and recognition of our school charters being upheld is the key to success and we praise and reward examples of this whenever possible. We encourage children to develop self-discipline and to accept responsibility for their own actions. We actively promote our values of 'Care, Ambition, Respect, Resilience and Teamwork' through everything we do at school.

Rewards

Our merit system is used throughout the school and involves children being awarded merit points for positive actions. Children are grouped into coloured teams – red, blue, green and yellow. Merit points are awarded for many and varied achievements, from improvements in academic work to being a good friend, from looking after equipment to having a good playtime. Points are kept in each classroom, totalled each week and a merit cup is presented in Friday's Merit Board Assembly.

Four children from each class are also nominated to have their names placed on the Merit Board each week and their particular achievements are shared in our weekly celebration assembly.

Stickers and stamps are also used for additional rewards and motivation.

Termly rewards are given to those children achieving 100% attendance. Effort, achievement, good handwriting, good citizenship and eco-awareness are also recognised with certificates and rewards at the end of each term.

Sanctions

Very few children require sanctions of any kind. However, it is important that children are aware of the boundaries of what is acceptable behaviour. For most minor offences an initial reminder is given to the child. A repeated offence results in the child being given a 'warning'. This is recorded in the classroom. Should behaviour continue to cause concern a 'consequence' may be given. In some cases more than one consequence may be given to a child throughout the day and should it be necessary, the Head Teacher will become involved to reinforce the need for improvement.

Where there seems to be a pattern of anti-social, inappropriate or unacceptable behaviour in school, we would always contact parents and enlist their support in achieving good behaviour.

Curriculum Content

Whilst acknowledging the importance of English and Maths throughout the primary years, we aim in addition to provide a broad and balanced curriculum for all our children, covering the full range of subjects within the National Curriculum: English, Maths, Science, Computing, Geography, History, Modern Foreign Languages (MFL), Design Technology, Art, Music, Personal, Social, Health and Economic Education including Relationships and Sex Education and PE. Our own school curriculum is also important to use and reflects our school ethos closely. Lessons incorporating Rights Respecting work, global citizenship, equality, sustainability and learning



outside the classroom are all incorporated into our learning.

Each half term we send home a curriculum information sheet which gives parents an outline of the work the children will be covering during the term.

Collective worship and religious education

As an academy, we are required to provide a daily act of collective worship. This is done three times weekly as a whole school and on the other days in smaller, Key Stage or class groups. We see school assemblies as an important part of our personal and social educational programme and include stories and discussions about issues that cover many religious, cultural, global and moral points.

In R.E. we follow the Durham Agreed Syllabus for religious education, so that the children are taught about other major world faiths as well as Christianity.

Parents have the right to ask for their child to be withdrawn from either collective worship or religious education lessons if they so wish. Such requests are very rare.

Personal, Social, Health and Economic Education including Relationships and Sex Education



Relationships, Sex and Health Education (RSHE) helps give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives, and to become informed, active and responsible citizens. RSHE is fully integrated into our curriculum planning from the earliest days.

Children take part in a range of additional carefully planned programmes. This includes a sensitive approach to learning about relationships and responsibilities as well as puberty and adolescence. Parents are reminded that they have the right to withdraw their children from sex education if they so wish (Y5 and Y6). Relationships and Sex education is a vital

part of the curriculum and if you have any concerns about this please discuss these with your child's class teacher or Mrs Brentnall, Head Teacher.

Special Education Needs

A number of children will likely experience difficulties of one sort or another during their time with us. Whatever the difficulties may be, they will be more easily overcome if school and family work together in partnership. We have a special needs policy which is available for parents to read in school. This carefully adheres to the "Code of Practice" laid down by the government. Janine Atkinson is our Special Educational Needs Disabilities Coordinator (SENDCO).

A child may have special educational needs as a result of a physical disability, or a medical condition. Alternatively a child's needs may relate to learning difficulties or emotional and behavioural difficulties. Whatever needs your child may have, we hope to work in partnership with you to ensure that they make the best possible progress.



Normal admission arrangements apply to pupils with SEN

EXTRA CURRICULAR ACTIVITIES

What we can offer your child?

Extra-curricular activities may vary according to the time of year, as well as from year to year. They may be organised by staff, parents or visiting coaches and whilst some activities are free, there may be charges for others to cover resources/fees. Some of these activities inevitably take place out of school hours. We try to ensure all children are offered opportunities throughout the year.

Music

Mr Soler our visiting guitar music teacher visits weekly. Whole class guitar lessons are delivered to our Year 4 class under the Wider Opportunities scheme, and individual tuition to some of the children. Activities are carried out when children are in Year 5 and Year 6 to identify those who may have a talent and passion for music. They are then offered the opportunity to participate in this extra tuition.

Outdoor Pursuits

We are pleased to be able to offer our pupils a wide range of opportunities for 'Learning outside the Classroom'. Amongst these are activities such as a residential visit based at Grinton Youth Hostel and an adventure weekend at Winmarleigh Hall near Preston for Y5 and Y6. Here they are able to experience being away from home and to tackle a range of activities and visits accompanied by staff from school. Both are staffed by qualified and experienced staff. Year 5 and Year 6 pupils are also offered the opportunity of a visit to Gran Canaria/London, each alternate year, accompanied by staff, where they are able to experience the language, culture and customs of both our country and our close European neighbour.

Sport

We have a weekly after school football club for both boys and girls at appropriate times during the year and aim to provide opportunities for inter-school competition where possible. Other sports activities such as multiskills, girls active club, basketball, martial arts and dance/keep fit are also offered during the year to groups of all ages.

Other Activities

At various times during the year we are able to offer after school activities such as Clay Club, Food Technology and Art. Clubs try to offer something for all age groups and change each half term. We are constantly evaluating the provision and impact of extra-curricular activities. Comments and suggestions that would enhance provision are always welcome.

Breakfast Club

We also operate a very popular breakfast club. This begins at 8.15 a.m. each morning when children are offered a fruit juice or milk drink together with toast or cereal. The cost is at present £1 per day. Please discuss with your child's class teacher if you wish your child to attend. The benefits of having a healthy breakfast and thus making the best possible start to the day are well recognised

Scamps Child Care

We are also pleased to offer child care provision, on our school premises, from 7.30am until 6.00pm for nursery and school aged children. Scamps provides wrap around care which includes a range of fun and educational activities led by staff who all work within the school environment, giving children that extra sense of security and familiarity. If you would like further information about Scamps, please don't hesitate to ask at school for the information brochure. Scamps also offers holiday childcare during the half-terms of October, February and May. Days run from 8.30am, to 4.00pm

PARENTS – HOW YOU CAN HELP

Working together

We value our relationship with parents. Our aim is to be as open and honest with you as we hope you will be with us, for we believe that parents have a central role to play in the educational development of children. We must work together in an atmosphere of mutual trust, respect and understanding if we are to do the best we can for your child.

We aim to keep you fully informed about your child's progress throughout her/his time at Cleves Cross School and we will certainly approach you if we have any anxieties. You are welcome to see your child's class teacher at any time, immediately after school at 3.15 p.m. is best, and you are welcome to see the Head Teacher at any time you feel it is necessary. New parents will be invited to sign our Home School Agreement, which was carefully put together by staff, parents and governors.

We hope that parents will want to play a full and active part in the learning process both in school and at home. We welcome parents into school and into our classrooms, where there are many and varied opportunities for helping – reading, art work, maths, writing activities, cooking, working on the computer or perhaps putting up a display or accompanying us on a school trip. If you are willing and able to help in any way, please speak to your child's class teacher.



HOMWORK

We ask that parents support their child with their school work in various ways.

In the early days we would like you to take an active and on-going interest in your child's reading development. The children are given reading diaries in which we invite you to record reading done at home on a daily basis. A reading/homework folder is provided by the school to protect work and books and we ask that this is used by all children.



By Year 1 we may be adding weekly spellings and/or short maths activities.

As children progress through Key stage 2, there will be a gradual shift in emphasis towards a greater homework load. Whatever the task, we hope that parents will show an interest and offer appropriate help and support. In addition we ask you to:

- Check that your child brings their diary and reading book to school each day and home again each evening.
- Sign your child's reading diary at least three times weekly.
- Ensure that homework is completed and brought to school on time.

Some children may benefit from extra homework to consolidate basic skills. If we feel that your child requires additional homework, we will always consult you.

BITS AND PIECES

Charging

Opportunities often arise to visit local places of interest, or to invite other professionals into school that will enhance children's learning. These occasions are of particular value but they can often result in additional costs. To continue to be able to offer these activities we need to ask parents for voluntary contributions in order to fund these enriching experiences, which could not otherwise take place. Money raised for school fund is also used to subsidise many of these activities, keeping parental contributions to a minimum.

In order to help parents offset the cost of these events, we operate a School Savings Club which is run by a parent volunteer each Friday. If you would like further information please ask your child's class teacher.



What if I can't pick up my child?

We understand that there may be occasions when something happens and you can not get to school on time to pick up your child. If this happens, please telephone school to let us know. If no-one turns up to collect your child, and we have not been informed, we will contact each of the people on the data collection sheet in turn. Please ensure we always have up to date contact numbers. Don't forget that you can register your child with Scamps and this can be used flexibly.

Concerns and complaints

If ever you have any concern about any aspect of school life, we hope that you will feel able to come and talk either to your child's class teacher or to myself as Head Teacher. Most difficulties can be easily resolved in this way.

After that, if you are still unhappy you may of course put a formal complaint in writing which would then be referred to the governing body and if necessary to the Trust Directors. Please download a copy of our agreed Complaints Procedure from our website or request one from the school office, should you require one.

THE TRUST DIRECTORS

- Mr. John Muir (Chair of the Trust)
- Mrs Sara Clasper (Vice Chair of Trust)
- Mr Richard Linsley (Director)
- Mrs Alison Lazenby (Chief Executive Officer)
- Mr Paul Farrow (Director)
- Mr David Walker (Director)

THE SCHOOL LOCAL GOVERNING BODY

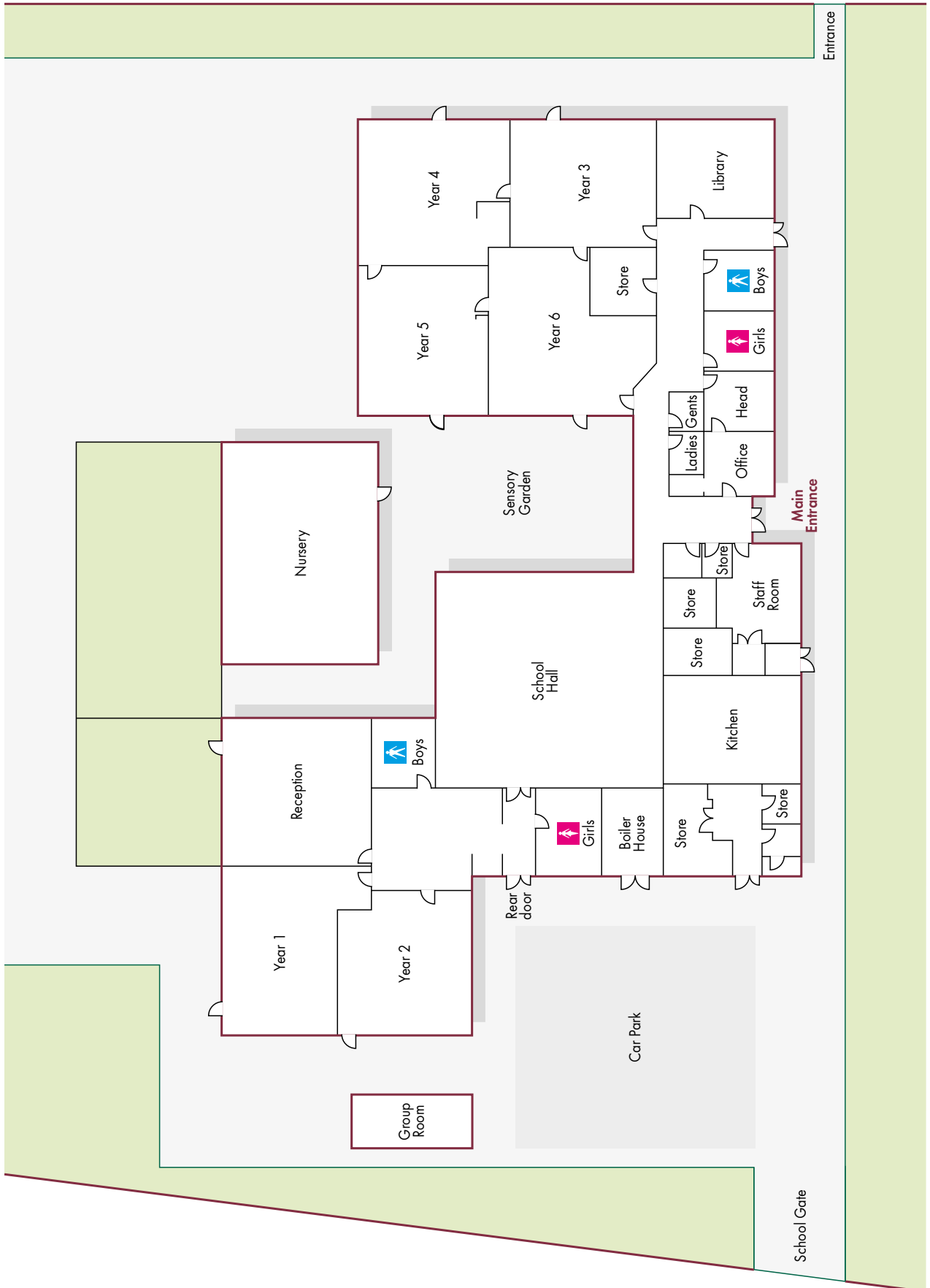
Who are the school governors?

- Mrs Anya Stephenson (Chair of Governors - Parent Governor)
- Mrs. C. Brentnall (Headteacher)
- Mr J. Blood (Staff Governor)
- Mrs Gabrielle Reddington (Community Governor)
- Mr Charles D Pybus (Community Governor)
- Mr Kevin Hodgson (Parent Governor)
- Mrs Victoria Brown (Parent Governor)

What do they do?

School governors, together with the Head Teacher, are responsible for the overall educational and financial health of the school. They are all unpaid volunteers who meet regularly (at least termly) to discuss and decide upon all aspects of school activities such as appointing staff, monitoring the budget, maintaining the premises and reviewing the curriculum. The governing body is a legal entity, and governors execute their individual responsibilities collectively. In short, the governors are best thought of as trustees of the school who act in the interests of current and future pupils and staff





School Holidays for the 2024/25 Academic Year

HOLIDAY	CLOSING DATE	DATE REOPENING FOR TEACHING PURPOSES	P.D. DAYS
Summer Term 2024	Tuesday 23rd July 2024	Wednesday 4th September 2024	Tuesday 3rd September 2024
Autumn half-term 2024	Friday 25th October 2024	Tuesday 5th November 2024	Monday 4th November 2024
Christmas 2024	Friday 20th December 2024	Monday 6th January 2025	
Spring half-term 2025	Friday 21st February 2025	Monday 3rd March 2025	
Easter 2025	Friday 11th April 2025	Monday 15th April 2024	
May Day 2025	Friday 2nd May 2025	Tuesday 6th May 2025	
Summer half-term 2025	Friday 23rd May 2025	Monday 2nd June 2025	Friday 23rd May 2025
Summer 2025	Friday 18th July 2025	Tuesday 2nd September 2025	

School Holidays for the 2025/26 Academic Year

HOLIDAY	CLOSING DATE	DATE REOPENING FOR TEACHING PURPOSES	P.D. DAYS
Summer 2025	Friday 18th July 2025	Wednesday 3rd September 2025	Tuesday 2nd September 2025
Autumn half-term 2025	Friday 24th October 2025	Tuesday 4th November 2025	Monday 3rd November 2025
Christmas 2025	Friday 19th December 2024	Monday 5th January 2026	
Spring half-term 2026	Friday 20th February 2026	Monday 2nd March 2026	
Easter 2026	Thursday 2nd April 2026	Monday 20th April 2026	
May Day 2026	Friday 1st May 2026	Tuesday 5th May 2026	
Summer half-term 2026	Thursday 21st May 2026	Monday 1st June 2026	Friday 22nd May 2026
Summer 2026	Monday 20th July 2026		





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Our school motto recognises the rights of the child outlined in the United Nations Convention on the Rights of the Child.