

COME AS YOU ARE,  
LEAVE AT YOUR BEST



# NEW YORK PRIMARY SCHOOL

Prospectus 2023 - 2024



Flagship School



# WELCOME TO NEW YORK PRIMARY SCHOOL

Welcome to New York Primary School and thank you for your interest in our school.

As Headteacher of this happy, dynamic school I feel proud and privileged to work in partnership with the pupils and families of the New York community.

At New York our aim is to provide a stimulating, aspirational, safe and secure environment in which children have a voice and are encouraged to participate and contribute towards their own development. We believe that this is best achieved when families take an interest and are involved in their child's education through supporting what your child does in school.

Opportunities for learning are exciting and ambitious, set within real life contexts. Through rich learning we develop pupil interest and curiosity promoting imagination and investigation. We know our children and work consistently and flexibly to meet their needs. We provide an inclusive curriculum that inspires and interests; encouraging pupils to aim high and succeed in school and beyond. We create a family atmosphere where everyone is valued, respected and cared for. We have high standards and expectations both in behaviour and work ethic– we have no doubt that our children can meet these standards.

New York Primary School is fully inclusive and consistently develops traditional values of responsibility, kindness, independence and good manners. We are a flagship school for Inclusion Quality Mark. Our caring and engaging environment promotes pupil's self-esteem and prepares them for the world in which they live. As incremental learners New York pupils enjoy challenge and opportunity. They do not fear mistakes but see them as a route to learning!

We invite all our children to

**'Come as you are. Leave at your best'.**

At New York we believe that school days are precious and we want our children to reflect positively on safe and happy times. With heads held high and a smile on their faces our staff and pupils are proud to be a New Yorker!

Mrs J Shaw  
Headteacher



# MEET OUR TEAM

## Senior Leadership Team

Mrs J Shaw – Headteacher  
Mrs R Blakey – Deputy Head  
Miss S Hollywood – Assistant Head  
Mrs J Potter – SENDCo & Inclusion Manager  
Miss J Gladstone  
Mrs L Smith

## Office Team

Mrs K Dunn – Business Manager  
Miss C Donley – Admin Assistant  
Mrs J Wilbraham – Learning Mentor

## Early Years Team

Miss S Hollywood – Foundation Stage  
Lead & Reception Teacher  
Mrs N Cole – Nursery Teacher  
Miss A Tully – Nursery Teacher  
Miss B Keay – Reception Teacher  
Miss E Swan – 2 Year Offer

Mrs A Warren – Teaching Assistant  
Miss C Moffitt – Teaching Assistant  
Miss E McAdam – Teaching Assistant  
Miss C Baxter – Teaching Assistant  
Mrs D Pearson – Teaching Assistant

## Key Stage One Team

Miss R Eiles – Y1 Teacher  
Mr G Lisle – Y1 Teacher  
Mrs L Smith – Y2 Teacher  
Miss C Dallas – Y2 Teacher

Mrs J Longstaff – Teaching Assistant  
Miss S Simmonds – Teaching Assistant  
Miss L Brown – Teaching Assistant  
Mrs L Eccles – Teaching Assistant

## Key Stage Two Team

Miss K Ransome – Y3 Teacher  
Mr R Hadfield – Y3 Teacher  
Miss B Drake – Y4 Teacher  
Miss A Turner – Y4 Teacher  
Mrs R Blakey – Y5 Teacher  
Mrs J Bourne – Y5 Teacher  
Mr M Smart – Y5 Teacher  
Mr D Coxon – Y6 Teacher  
Miss J Gladstone – Y6 Teacher  
Mr G Schofield – Interventions / PPA

Miss N Fergus – Teaching Assistant  
Mrs T Morton – Teaching Assistant  
Miss R Longstaff – Teaching Assistant  
Miss L Evans – Teaching Assistant  
Miss J Hubbard – Teaching Assistant  
Mrs V Hendleman – Teaching Assistant

# OUR VISION

At New York Primary School we invite all children to come as they are and leave at their best.

Our aim is to provide a stimulating, aspirational, safe and secure environment in which children have a voice and are encouraged to participate and contribute towards their own development.

We believe that this is best achieved when;

- families take an active interest in their child's education
- families become involved in school life
- families support what their child does in school.
- Opportunities for learning are exciting, bespoke and ambitious, set within real life context.
- Through rich learning we develop pupil interest and curiosity promoting imagination and investigation.
- We know our children and work consistently and flexibly to meet their needs.
- We provide an inclusive curriculum that inspires and interests, encouraging pupils to aim high and succeed in school and beyond.
- We create a family, community atmosphere where everyone is welcome, valued, cared about and respected.
- We have high standards and expectations both in behaviour and work – we have no doubt that our children can meet these standards and leave us at their best.

New York Primary School is proud to have embraced the core values of the Commando Joe programme. These values are a key part of our school culture and are embedded in all we do.

Respect

Resilience

Excellence

Self-Awareness

Passion

Empathy

Communication

Teamwork



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## OUR VISION

At New York we invite all children to come as they are and leave at their best.

Our pupils have put the school vision into their own words:

- We enjoy school because we learn and are challenged to learn more.
- We feel safe at school and adults listen to us.
- We follow our proud words to be our best.
- We celebrate success and feel proud of ourselves.
- School helps our families to help us with our learning.
- School welcomes families into school.
- We enjoy learning in lots of different ways and we can connect our learning with other areas.
- Our learning is interesting and relevant to us.
- No one is left out in our school.
- We are encouraged to aim high and look at different careers.
- We know how to be educated citizens and valued members of society.
- We are respectful and accepting and we value difference every day.
- We have high standards and expectations and are proud to be a New Yorker.
- We are confident that we can achieve great things and leave at our best.



# OUR ETHOS & VALUES

Staff and Governors at New York believe every child has the right to equality of opportunity and access to the whole curriculum. We aim to provide a learning environment for every child which:

- is exciting, stimulating, challenging and relevant to enquiring minds
- is matched to individual needs to enable independent learning.
- is safe and secure, promoting healthy lifestyles where pupils know how to stay safe.
- develops the confidence and talents of each individual
- fosters self-esteem, self-awareness and motivated learners
- promotes the qualities of being resourceful, reflective and resilient
- offers a wide range of activities, which includes the requirements of the National Curriculum and provides bespoke learning opportunities for New Yorkers to be PROUD.

We will work against discrimination against any pupil on the grounds of race, class, colour, orientation, gender, religion or disability

Every child receives the appropriate delivery of the National Curriculum and SRE relative to their age and ability.

We promote and support British Values to enable all pupils to be responsible and respectful citizens



## Code of Conduct

- Care for each other.
- Be kind, reliable, sensible, honest and polite
- Respect the feelings, space, bodies and property of others
- Tell the truth
- Be responsible for all our actions
- Always try our best in everything we do
- Never disrupt lessons
- Be calm and quiet when we move around school
- Tidy up our mess and be responsible for our own property
- Look after the materials, equipment and places we use.
- Do what we can to make our school a safe and happy place

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# GENERAL INFORMATION

New York Primary School is Community school within North Tyneside serving the local area and further afield as required.

We are a 1.5 form Primary School catering full time for children in Reception to Year 6 with a school 52 place Nursery am/pm.

We also offer 30 hour provision for eligible families and 2 Year Old provision for qualifying families.

Breakfast club every morning from 8.00am.

In addition we run a varied selection of after school clubs free of charge 4 nights a week from 3.30 – 4.30

New York Primary School is a NO SMOKING/ No VAPING environment both within school grounds and premises and in the immediate vicinity of school including the access area at the front of school.

At the age of 11, our pupils make the transition to their chosen high school. We work hard to build effective relationships with all our high schools to ensure that pupil transition is a positive experience. All parents have the opportunity to request a particular school for their child at the beginning of their last year in Primary School following Local Authority procedures. New York Staff support parents in these changes.

Parents who are considering sending their child to New York are welcome to contact us for a chat and to arrange a visit. Mrs Jill Shaw, Headteacher will be pleased to show you around the school and answer your questions.

We would appreciate it if you could make an appointment prior to the visit either by calling in or telephoning to ensure availability, (0191 8141788).



# BECOMING A NEW YORKER

All new children are given the opportunity of visiting the school and meeting staff before being admitted to their class. This gives parents and children the chance to get to know school routines and make friends, and is especially helpful to the staff who are keen to learn as much as possible from parents about the children who will be coming to school especially if for the first time.

Parents of 'Early Years' pupils are invited to an open event to meet staff, view the facilities, try a school lunch and to receive the 'Welcome to School' pack given to every new family before they start in the Autumn Term. Any children entering our 2 Year Old provision and new to Nursery are offered a home visit and VIP meeting prior to starting.

Application forms for admission are available online or from the school website [www.newyorkprimaryschool.org](http://www.newyorkprimaryschool.org), (where the admissions policy may also be viewed), or by contacting the Local Authority admissions team.

We ask all parents to complete admission forms detailing contact phone numbers and addresses, parents' place of work if appropriate, medical information, parental responsibility etc.

It is most important that parents inform us immediately of any change of circumstances in order that we can keep this information up to date.

The school has a Nursery and Reception unit which is part of the Foundation Stage. There are 52 part time nursery places, (26 morning and 26 afternoon). We facilitate two Reception classes and children make the transition from Nursery to Reception with ease due to the free flow opportunities as part of Early Years routine. Both Nursery and Reception children share the same facilities in our Foundation stage building, which is designed to meet the requirements of the Early Years' Foundation Stage both indoors and out. Children are admitted to the nursery unit as soon as possible after their third birthday.

At New York we also provide 30 hour provision for qualifying families. The curriculum in this area is different from Nursery to provide pupils with variety of learning and development opportunities. We also facilitate lunch for our 30 hour pupils who can either provide a packed lunch or pay for a hot school lunch.

We also welcome eligible children from the age of 2 in our bespoke 2 Year Old Provision.





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# OUR FACILITIES

Our school is an accessible and inclusive building which is comprised of two wings joined by a link corridor. We have a recent build of a STEM hub which is used for project work, research and experiments.

Our Early Years area incorporates early learning and development from our 2 Year Offer, Nursery, 30 Hours and Reception Classes. These areas are situated within purpose built settings with excellent facilities for promoting the seven areas of learning both indoors and out.

Key Stage One is well resourced and has its own hall and play yard with apparatus for P.E, gymnastics, dance and drama. All classrooms have an interactive whiteboard.

Key Stage Two also has a large, well equipped hall, small library and the school Computing Suite. All pupils are timetabled to access the laptops, Chromebooks plus iPads throughout the week. Both Halls can be used to hold assemblies and Collective Worship and various whole school events including Assemblies, school productions and themed Fairs.

New York Primary School has extensive grounds, offering a large playing field marked out for a range of sporting activities as well as woodland area, a large playground with grassed area. We also have two designated smaller outdoor areas for our 2YO and Early Years.

We are proud to have been awarded Platinum Status for OPAL (Outdoor Play and Learning) provision and we are constantly striving for ways to improve our already impressive outdoor areas. Our field is always accessible whatever the weather and we encourage children to put on their wellies and waterproofs to play outside.

We have a wide range of outdoor play equipment that is available to promote health and fitness, learning and fun! These include our very own outdoor Gym, tyres, apparatus, a train and boat, hills, tunnels, sand-pit and mud kitchen. We also have a pond and a remembrance area where pupils can sit for some quiet reflection time. Picnic tables and benches are dotted around our site so some pupils can sit and chat or read.



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Security is of paramount importance to us at New York and we operate a CCTV system covering external areas to the front and rear of school and some internal. This is purely to deter vandalism and to support the identification of any intruders who may attempt to break in.

We have a rear car park for staff parking only and our rear gate remains locked during the school day. Parents and other visitors to school should access via the front entrance and are requested to park responsibly.

For pupils who ride a scooter or bike to school we have a bike & scooter racks situated at the school gates. Please note that these are parked at your own risk and school cannot be held responsible for theft or damage.

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# **A DAY IN THE LIFE OF NEW YORK PRIMARY**

## **Breakfast Club**

We operate a morning Breakfast Club from 8.00 am Monday to Friday. This is currently funded through our friends at The Greggs Foundation. The club is managed by 2 x school staff and parent volunteers. A choice of cereal, toast, fruit and a cold drink is made available in accordance with our Healthy School's status.

We request that children are not on the premises before 8.00am and must not leave the school once registered.

After breakfast a range of social activities are made available including Lego, Go Noodle, artwork and outdoor activities. We have morning sports coaches on site for KS2 children who wish to engage in morning exercise and sports before the school day starts.

## **School Day**

**9:00 am – 3.30 pm Reception, Key Stage 1 and 2**

**8.30 – 11.30 or 12.30 – 3.30 Nursery**

**8:30 – 11.30 or 12:30 – 3:30 2YO**

**Morning Break for KS1 & KS2 10.50 – 11.05**

**Lunchtime KS1 11.55 – 12.55    KS2 12.00 – 12.55**

Our school gates open for drop off at 8:50, at this point staff will be on the yard to meet and greet parents and children. Lessons commence at 9.00am so it is advisable to ensure your child enters school promptly to avoid lost learning.

## **After School clubs**

Whilst we do not specifically offer wraparound childcare, we do offer a wide range of extra curricular activities both at lunch time and after school.

Signing up for these clubs is done via Google Form where permission and procedures for homework is also recorded.

We ask that all parents collect their children from after school clubs unless they give written permission for their child to return home unaccompanied or to be collected by another adult.

There is something for everyone throughout the week including many sports clubs, art and craft clubs, music and dance clubs and a film club.

New York clubs change termly according to the time of year.



# FOOD IN SCHOOL

## School Meals Service

Our Kitchen Manager, Jane, has worked with our school for many years and produces great food from the quality produce Hutchison's provides. All lunches are prepared on site using fresh ingredients. We are happy to discuss dietary requirements with you and have strict protocols for managing food options for pupils with allergies.

The school meal payment system called Appetite:

<https://appetite.hutchisoncatering.co.uk/> The system is simple and easy for parents/carers to use and it also allows you to pay via card and direct debit. If you choose to pay via direct debit, Appetite collects these payments on a monthly basis, in arrears.

A key option of this new service will be a pre-order system for your child's school meal on the Appetite System. Parents can pre order for a day, a week, a month or a term. The system will accept orders until 9am each day. This has many benefits:-

- Children and parents can select the food they want to eat each day from the menu so children select what they like.
- Parents know what their child has had to eat.
- It reduces food wastage.

If you choose not to pre order food, your child will still get a school meal however there may be a limited choice from the menu that day.

School meals are free for pupils in Reception, Year 1 and Year 2 through the Universal Free School Meal system.

If you are entitled to benefit related Free School Meals you must apply by ringing 0191 6432288 or online via North Tyneside Council – Free School Meals.

We operate a three week school menu with a choice of four main courses and a selection of puddings prepared every day by the school's catering team. In addition, children also have a choice of salads to choose from. Pupils and Staff agree that New York lunches are delicious.





# FOOD IN SCHOOL

## School Milk

Nursery and Reception children – are provided with free milk until their 5th birthday. If your child does not want milk, please let the School Office know. Year 1 to Year 6 children – if your child is entitled to free meals (not Universal Free Meals) then they are also eligible to have free milk. Milk letters are sent out to parents each September. If your circumstances change and your child is no longer entitled to free milk, then you must inform the school office and then register to pay online as below.

If your child is not entitled to free meals and would like milk, you can register and pay online at [www.coolmilk.com](http://www.coolmilk.com) and follow the on screen instructions.

## Packed lunches.

Please note that we are not able to keep packed lunches in refrigerated conditions. Please do not send drinks in cans, glass bottles or other breakable containers. We are a healthy school and discourage fizzy/coloured drinks and sweets as part of a packed lunch. The school cook can provide a grab bag for pupils who wish to have a healthy packed lunch. If your child forgets to bring a packed lunch we will endeavour to contact you. If we are unable to do so we will provide a school lunch and ask you to reimburse us later.

We are a Nut Free School and ask parents/carers to ensure that they help us to uphold this by not sending children into school with nut related products.

Children have access to water at all times. Fruit snacks are provided free of charge to Early years and KS1 pupils. KS2 pupils also access fruit snacks as school funds this for them.

We also operate with a KS2 recipe bag scheme where pupils take home vegetables on a rota basis and cook something at home with the ingredients.

# LEARNING, TEACHING & OUR CURRICULUM

At New York Primary school we believe everyone should be supported to reach their full potential and teachers have high expectations of our pupils. Teachers have high expectations for every pupil. We want to provide our pupils with appropriate experiences to support them in becoming responsible, confident citizens with acquired cultural capital. We are committed to learning beyond the classroom and welcome visitors into school as well as planned educational visits across the year. We promote outdoor learning and have a woodlands area which all year groups access on a regular basis, involving pupils in practical outdoor learning activities to develop personal and social skills as well as technical and risk assessment skills. We have active local partners and excellent relationships with parents and the wider community.

## Early Years Foundation Stage

The Foundation Stage (Nursery and Reception) prepares children for the rest of their lives through seven areas of learning.

These cover;

### Prime Areas

Language &  
Communication

Personal, Social & Emotional  
Development

Physical  
Development

### Specific Areas

Literacy

Mathematics

Understanding of  
the World

Expressive Arts &  
Design

Staff work hard to provide a caring, safe and sociable environment with strong routines in which children learn about the world around them whilst developing independence. To provide the most effective learning environment we have opportunities for children to learn through play and discovery, both indoor and outdoor.

Experienced staff develop stimulating role play areas and provide age appropriate focused activities to enable progression through the three year stage. Careful observations help us to assess your child for the next steps on their learning journey.

# LEARNING, TEACHING & OUR CURRICULUM

The Firm Foundations of the Early Years are build upon in Key Stage One where it is expected that children will begin working from the National Curriculum at age 5 – Year 1.

## Key Stage One and Two (Years 1 – 6)

At New York Primary School we have developed our own creative curriculum using themes incorporating class texts whilst following the programmes of study within the National Curriculum.

We understand that pupils enjoy different subjects and different ways of learning. We support different learning styles and preferences and hold various subject specific learning days and weeks over the year. These include Art Days, STEM week, History week etc. We have a dedicated STEM Hub and hold the prestigious Primary Science Quality Mark at Outreach Level. Our Science lead is a former Science Teacher of the Year. We are delighted to use our recently built STEM Hub for experiments, research and project work.

Our pupils experience weekly music lessons and through Wider Opportunities, KS2 pupils learn a musical instrument. We have a successful choir who meet weekly at choir club and perform in various events throughout the year. There is a strong sporting culture in school and we do not shy away from competitive activity. We have successful school football and netball teams and take part in annual sporting events including, Skipping festival, Dance festival and athletics inter-school competitions. All KS2 pupils have the opportunity to have swimming lessons during the year.

The school has iPads and Laptops where classes are timetabled each week. We have a successful Coding club and a team of pupils represents school in Lego League each year. The children have access to the internet to support and develop their learning and skills and develop skills for their future. All ICT use is supervised and pupils and parents are taught about online safety.

At the end of phases KS1 and KS2 we are proud that our attainment data across English and Maths exceeds local and national standards



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# LEARNING, TEACHING & OUR CURRICULUM

Relationships Education (RSE) became compulsory in Primary Schools from September 2020 to provide key building blocks of healthy and respectful relationships focusing upon family and friends including online. New York Primary holds the Healthy School Award and this sits alongside an essential understanding of how to live a safe and healthy life. Pupils learning and understanding of Mental Health and Wellbeing is pivotal within this area to promote happiness within our pupils.

The school has a homework policy that supports the home school partnership and encourages pupils and parents to learn together at home. We expect and encourage children to read at home and host parent reading sessions where parents can read with their child in school and observe the reading to children modelled by class teachers.

All children from Year 1 to Year 6 are set homework on a weekly basis. This will be a combination of basic skills and project/topic work. Children in Reception will often be asked to complete games or activities related to their learning. Parents will be informed about the homework timetable for their child in the letter given out at the beginning of term.



# LEARNING BEYOND THE CLASSROOM

As a proud OPAL school, we encourage our children to take their learning outdoors as much as possible. At any time of year, visitors to our school will see our children out and about in our school grounds participating in lessons covering a range of subjects across our curriculum!

At New York Primary School, we believe that it is vital for our children to be exposed to a wide range of different people, experiences and opportunities. With this in mind, every academic year we plan a vast range of trips and welcome a huge number of different visitors to our school.

Every year, we hold a whole school educational visit to the Theatre Royal to watch the pantomime. This is a highlight in our school calendar and something that all children look forward to!

We also hold two residential visits per year – a trip to Robinwood for our Year 6 pupils and a trip to High Borrans for our Year 4 pupils.

Other educational visits throughout the year may be specific to certain year groups, subjects or particular pupil groups, for example, our School Council or Eco Team. Our goal is for every year group to participate in a minimum of one school trip per term. As an accredited Healthy School, many of our school trips are sports related, with children across our school participating in different sporting activities and festivals throughout the academic year. This work is recognised in our achievement of the School Games Platinum Standard.

We love welcoming visitors to our school and relish any opportunity to show off how wonderful our pupils are! We have specialists in PE and Music who work with our pupils on a weekly basis and Sport Coaches who work with our children every day at Breakfast club, lunchtimes and during after school clubs. Throughout the year, our pupils have the opportunity to participate in a huge range of different activities and workshops provided by external specialists. These include a skipping festival, rugby training sessions with Newcastle Falcons and basketball sessions with Newcastle Eagles!

Our pupils play sport competitively throughout the year and we celebrate success and sportsmanship with whole school.

We encourage and signpost our pupils to access outside school organisations and take an interest in their progress.



## Charging Policy

Children are not charged for any curriculum-related activity which takes place through the school day. However, parents may be occasionally asked for voluntary donations towards certain costs.

We regularly raise funds to subsidise costs and will always endeavour to keep costs for families as low as possible. Where we do ask for contributions this will never be more than the actual costs of running the event.

We will always inform parents at the outset of costs involved and assist parents who would have genuine difficulty in paying. No pupil will be omitted if parents do not contribute, however it may sometimes be necessary to cancel an activity if there are insufficient contributions.



# WORKING IN PARTNERSHIP

We welcome parents and carers in to school and want parents to be supportive of our school and all we do to promote teaching and learning.

Opportunities throughout the year include:

- Parent and family workshops including STEM & Reading Together sessions
- Information sessions
- Parent consultations
- Book looks
- Themed assemblies
- School Fairs
- School performances and special events
- Newsletters
- Parental Surveys
- Email correspondence

Together we can encourage children to be responsive, engaged and interested learners.

## Parental Support

Throughout the year we ask parents to support with the organisation of various events and fund raising activities. We welcome the offer of help at any time!

Please speak to staff in the school office if you are able to support at any event including school fairs, productions or educational visits.

Funds raised from these events go directly to pupils, enabling school to purchase resources out with the school budget.

## Parent Communication

At New York we aim to provide clear and consistent communication to parents.

Teaching staff are available to speak to parents on the yard before and after school. Parents are always welcome to discuss any matter which may arise concerning their child.

Similarly, Mrs Shaw, Headteacher will always try to be available to speak with you although there are occasions where it will be necessary to make an appointment.

It is always helpful to let us know of any circumstances which may affect your child's work in school. We also have a Learning Mentor who is available to discuss with you any concerns or issues you may have regarding your child and parenting issues. We can access a wide range of support for parents and pupils including the Solihull programme and Thrive approach.

Family Support workers can advise on a wide range of issues.

# SAFEGUARDING

At New York Primary, we are committed to safeguarding and promoting the welfare and development of our pupils. Staff, pupils, governors and visitors into school share this commitment and recognise our legal and moral responsibilities for the care and protection of children. Schools are well placed to observe signs of abuse, changes in behaviour or failure to develop because of our close day to day contact with children. We will follow up low level concerns to prevent escalation of issues for our pupils.

We have a number of policies and procedures in place to contribute to our safeguarding implementation including our Safeguarding and Child Protection Policy which can be viewed on the school website. This ensures that all pupils are adequately safeguarded and staff in school are trained to deal appropriately with safeguarding concerns.

We aim to work in partnership with parents whilst having an obligation to follow current Child Protection legislations and procedures. Sometimes this means sharing our concerns with Children's Services or Health personnel where necessary.

We have a team of Designated Safeguarding Personnel who are trained in their safeguarding role and will make representation at statutory meetings to provide appropriate information to help safeguard children. We listen to our pupils and take seriously what they tell us. All school staff are trained in Child Protection, and children are made aware of the adults they can talk to if they have any concerns. Staff are trained to look out for all signs of physical/emotional/ sexual harm or neglect and are required to report these to the Designated Safeguarding Lead (DSL).

We follow safer recruitment guidelines and DBS checks are undertaken on all staff, adults working in school including volunteers. The Chair of Governors, Headteacher, Deputy Headteacher and Assistant Headteachers are trained in Safer Recruitment when recruiting new staff members.

We often seek the support of others to help us provide the best for children and have strong links with other schools within North Tyneside, Educational Psychologist, Speech and Language Team and School Support Team. We actively support the Government's Prevent Agenda to counter radicalism and extremism. Our Designated Safeguarding Lead (DSL) is Mrs J Shaw (Headteacher)

Our Deputy DSLs are;

1. Mrs J Wilbraham (Learning Mentor)
2. Mrs J Potter (Inclusion Manager)
3. Mrs R Blakey (Acting Deputy Head)
4. Miss R Eiles ( Year 1 teacher and Inclusion for EYFS/KS1)

Our School Governor with a safeguarding responsibility is Mrs J Lyons.

All members of the safeguarding team can be contacted via the school office on 0191 814 1788.

# PARENTS AS PARTNERS

## Pick up and Collection of Pupils

All children in our Early Years and in Key Stage 1 must be handed over at the beginning of the day and collected at the end of the day by a responsible adult. If you make changes to the pick-up arrangements for your child, please let the class teacher or office know in advance.

Pupils in Years 3 and 4 must be collected at the end of the school day.

Year 5 and 6 pupils will only be permitted to walk home unaccompanied where school are in receipt of written permission from parents.

Classes are met in the allocated area of the school yard by the teacher and parents will hand over and pick up here.

For security, access to school is tightly controlled. Access is only available through the main entrance.

Parents should not enter school without permission and unaccompanied access is not permitted. Prams and buggies must be stored appropriately and cannot be accommodated in school for health and safety reasons.

Throughout the year we hold a number of sessions where parents and teachers exchange information about children. It will support the progress of your child by attending all of these sessions. We also involve parents in celebrating the work of the school through special assemblies, open events and performances. It is encouraging to pupils if parents attend these regularly.

You will receive curriculum information at the start of every half term to inform you of what your child will be learning. You will also receive an annual report on your child at the end of the academic year.

Please note that the whole of the school site is a no smoking / vaping area including the area outside the front gate.

Dogs, however friendly, are not permitted on to the school site and should not be tied to the school gates at the beginning or end of the school day.

Parents are expected to be positive role models on the school yard. Any parents failing to adhere to school standards will be asked to remain off site.



# EVERY SCHOOL DAY COUNTS

Parents and carers have a legal duty to ensure that their children of compulsory school age receive a suitable full-time education. It is vital that they ensure their child's regular and punctual attendance at school. If a child is registered at a school then they must attend on a regular basis.

The current school target for attendance is 96.5% You will be breaking the law if you do not ensure your child attends school regularly.

Research shows that there is a direct link between school attendance and attainment and progress. Poor attendance and missing lessons has a direct negative impact upon a child's success in learning. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. At New York we aim to support and enable our pupils to fulfil their potential and provide them with every opportunity for a positive and successful future. Your child must be in school in order to achieve this. You have a responsibility for ensuring the attendance and punctuality of your child. Your child deserves the best start in life and a regular education will provide this. No future employer will employ an individual if they cannot arrive to work on time or take a lot of days off. At New York we expect all pupils to attend school at least 96.5%. Please see our attendance banner on display at the front of school and ask for more information about attendance facts and figures from the school office should you require it.

Every day that your child is absent from school an opportunity missed and learning is lost. Punctuality is equally important as a child who is late is also missing out on learning opportunities and lost learning. We send half termly letters with the number of minutes of lost learning to parents of pupils who have several lates in the half term.

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The New York School learning day commences at 9.00:55am prompt every morning and lessons begin. The school gates are opening at 10 minutes to 9 to enable pupils to access the classroom promptly.

Being punctual is also a good discipline as it supports organisation and good timekeeping both of which are vital skills for the future.

A pupil arriving late for a lesson not only misses learning but also causes disruption for the other pupils in class.

Being 5 minutes late each day is the same as missing 3 whole days of school. Being 15 minutes late each day is the same as missing two whole weeks at school?

We start our learning promptly at 9.00 8.55am — being 15 minutes late each day means missing two whole solid weeks of learning.

Parent and carer support is crucial in ensuring that children achieve in education. At New York we work closely with families to support them to achieve the best possible outcomes for their children and this includes help in improving pupil attendance and punctuality.

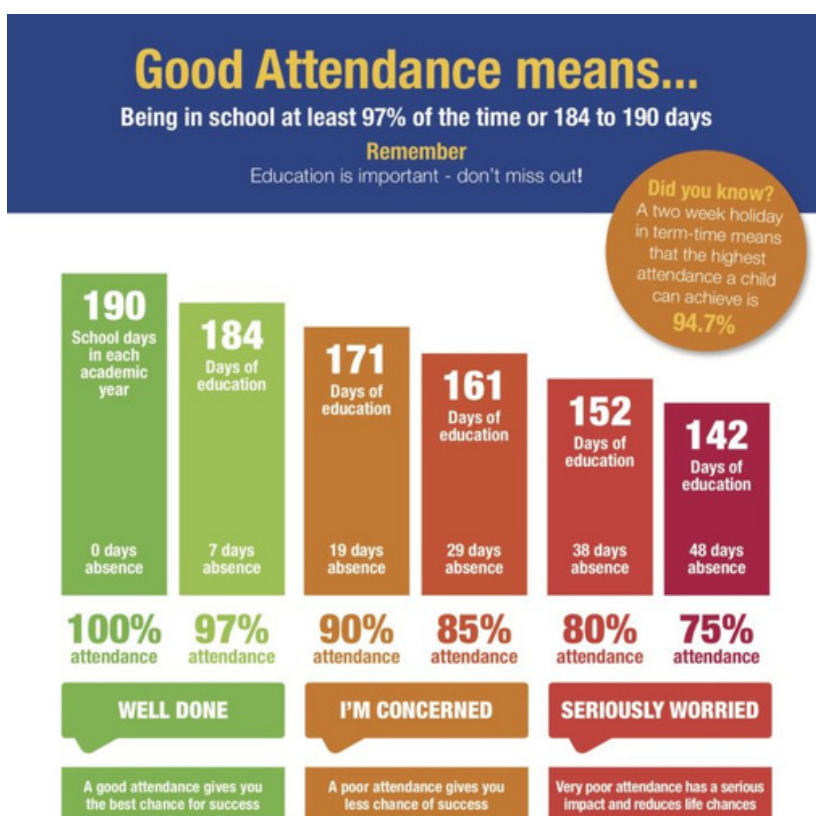
Come in and talk to us if this is an area that you would welcome some support with.



# What can parents / carers do to support attendance

- Ensure your child attends school every day and on time.
- If your child is not well enough to attend contact the school on 0191 8141788 by 9.00am on the first day of absence. If we do not hear from you Jackie, our Learning Mentor will contact you to determine the reason for absence.
- Have everything ready the night before to avoid delays in the morning.
- Have good bedtime and morning routines with set times for going to bed and waking up.
- Try to make dental and medical appointments outside of school time or at weekends.
- Take family holidays during the school holiday. We are unable to authorise term time holidays.
- Contact us immediately if you need help or support with your child's attendance or punctuality.
- You must have the school's permission to take your child out of school only in exceptional circumstances.
  - Taking your child on holiday is not an exceptional circumstance.

Let's work together to achieve consistently high attendance and punctuality. There are only 190 school days in a year and we want to see every child at school every day because every school day counts!









# UNIFORM

What a child wears to school reflects their attitude to learning. It portrays the school's ethos and shared positive values. We have a school uniform which we encourage all pupils to wear.

This consists of

- Royal blue sweatshirt or cardigan with school logo
  - White polo shirt or blouse
  - Grey trousers/shorts, pinafore or skirt, Skorts with black or grey, white tights/socks
  - Black school shoes – please note coloured trainers may not be worn as a school shoe. We do accept black trainers as a school show but **WITHOUT ANY OTHER COLOUR**
  - Summer uniform of blue checked dress, polo shirt and shorts
- Sweatshirts, cardigans, polo shirts, book bags etc may be ordered from Emblematic via the school website.

Purchases can also be made for a Book Bag, PE bag and school jacket. Please note –We do not keep uniforms to sell at the school office. Please ensure all items of uniform are clearly labelled with your child's name. The school can take no responsibility for lost items.

Lost property will be held for a short time, displayed for identification and then recycled.

As an OPAL school we encourage children to have a pair of wellies that can remain in school. All children have the option to go outside at lunchtime whatever the weather but they must have appropriate waterproofs and wellies.

## Equipment

We encourage children to take home reading books and homework in a school book bag which can be obtained from the school office.

All equipment, clothing and other items must be clearly marked with the child's name.

Whilst we will always help a child look to find a lost item, No responsibility can be taken for lost equipment. We discourage the use of expensive pencil cases and pen sets as should they become lost it can be upsetting for pupils.

## P.E Kit

Children should be equipped with correct uniform for the activity and time of year.

This will consist of:

- Sandshoes for indoor work, such as gymnastics and dance.
- Trainers for outdoor activities
- Plain white tee shirt or polo shirt
- Plain dark shorts without buckles, zips or attachments
- Sweatshirt and jogging bottoms for outdoor activities in colder weather
- P. E equipment should be clearly labelled and stored in a small bag.



# UNIFORM

## Swimming

Pupils in Key Stage 2 follow a programme of swimming. The timing of this will vary according to availability at Tynemouth Pool. Children must wear appropriate swimming attire. For boys this is slim fitting shorts above the knee (not surf shorts or bermudas). Girls must wear a one piece swimsuit and have hair tied back. All jewellery must be removed for swimming as pupils will not be allowed in the water wearing jewellery. Temporary tattoos must not be worn for swimming.

Pupils are transported by coach.

## Jewellery

In the interests of safety no jewellery should be worn at school, other than one pair of small ear studs and a watch. Studs must be removed for P.E lessons and children should be able to do this themselves or leave ear studs at home. Teachers can not take responsibility for loss of items brought to school.

Please wait until the six weeks holiday before having children's ears pierced as this is the length of healing time expected.

## Hair

It is advisable to have long hair tied back when in school. New York Primary discourages extreme hairstyles and parents are advised to consider the impact this has on school.

Long hair must be tied back for swimming in accordance with the pool rules.

Your child may be excluded from the lesson if they breach this.

# MEDICAL MATTERS

We all do our best to ensure the safety of your child and will administer minor first aid wherever necessary. We have qualified first aiders and paediatric first aiders on site. Minor bumps and bruises are treated immediately and your child will bring home a note to give you the details. In the case of your child becoming ill or having an accident at school we will contact you immediately. We ask all parents and carers to provide us with up to date emergency contact numbers so we can reach you quickly. Changes must be notified immediately. In the event of serious accident or illness and if contact can not be made, the child will be taken to hospital by car accompanied by members of staff, or by ambulance.

## Asthma

Where children need access to inhalers, these should be clearly labelled with the child's name and recommended use. We must be informed as to whether the child needs help to administer their inhaler and it is helpful to have one on site at all times. The appropriate use of these must be discussed with the child's teacher on a regular basis.

## Medication

Wherever possible, parents should arrange to administer all medicines out of school hours. Where medication is on long term prescription we ask you to fill in a medical administration form which is available from the office. **Pupils may not bring their own medication into school**, this should be handed over and collected by a responsible adult, where it will be stored securely. Medicines that are not collected from school one week after last dosage will be disposed of. Throughout school the Community Health Service provide regular routine inspections. Hearing and Dental checks are carried out and parents will be informed if treatment is recommended.

## Headlice

Like all schools we occasionally have outbreaks of headlice and would ask for your support in swift detection and treatment of these. Your child may bring home a letter to inform you that careful inspection and possible treatment is necessary. Please bear in mind that it is usual for a whole family to require treatment if one family member is afflicted. Advice on treatment can be sought from the school nurse team or local clinic. Pupils should not miss education as a result of headlice as treatment is swift and effective. Please inform school if your child has had an outbreak. Policies relating to medical matters are available from school.







# BEHAVIOUR AND STANDARDS

New York Primary School is a welcoming and caring school where every member of the school community is valued and respected. All pupils in school are treated inclusively and fairly. New York staff have high expectations of our pupils and each other. School standards of behaviour promote a safe, secure and mutually supportive environment.

The ethos of New York is the formation of positive relationships which are promoted so that everyone can work together effectively and considerately. All classes display a school code of conduct and each year individual classes will derive their own set of standards for pupils within class to follow. These standards will contribute to the school code but may also be specific to year group needs.

We have a democratically elected school council who work to ensure that pupils have a voice and as a body take responsibility for ensuring that pupils are consulted about school and class rules and routines.

Pupils at New York are expected to become increasingly responsible, self-disciplined and independent. We encourage the moral development of our pupils and have high expectations of polite, respectful and thoughtful behaviour. Children take responsibility for their own actions, own their mistakes and accept the consequences. We value and celebrate difference and operate a Buddy system to support peer relationships and positive role models.

At New York we believe that praising the positive is vital in motivating our pupils. This positive praise can take many forms including public praise, rewards, a phone call home and even Head teachers award or afternoon tea. We hold PROUD assemblies and class celebrations to praise pupils who have demonstrated New York qualities throughout the week.

Where pupils have been unable to maintain the standards of behaviour required we always focus upon the behaviour and not the child. We will focus upon all the positives that we know with an individual and discuss what lead to the unacceptable choices they may have made. Pupils at New York are always listened to and no pupil will receive a consequence for unacceptable behaviour without complete clarity.

We endeavour not to allow pupil behaviour to escalate to the unacceptable and will ring and meet with parents at early stages if we have concerns regarding a pupil's ability to meet required behaviour standards. At New York we communicate clearly, regularly and effectively.

New York is a happy, busy school. During outdoor sessions there are many activities for pupils to access. We strive to make our outdoor area vibrant and interesting. Our OPAL (Outdoor Play and Learning) status ensures that we have many fun, challenging and exciting activities for pupils to choose from. The busier and more occupied pupils are, the more positive behaviour is.

# SEND & INCLUSION

## Meeting the needs of children with Special Educational Needs

Our job in school is to help your child achieve the very best they can whilst they are with us. Together with your support and engagement we work as a team and everyone in the team must work well together to focus upon enabling children to achieve their full potential.

At New York our pupils 'Come as they are and leave at their best'.

You know your child best and you may feel that they need some additional help or support for some or all of their time at school – we are here to ensure that we work with you to access additional support where required.

Our 'SEN Information Report' – on the website – will inform you of the types of support offered and available for your child locally at New York Primary School. It will help you understand who can help and how this support can be accessed.

All SEND provision is overseen and managed by the Headteacher, Mrs Shaw and is co-ordinated by the Inclusion Manager. Mrs Shaw will monitor, review and evaluate all SEND provision on a regular basis throughout the year and report to the school governing body on how individual needs are being met and how SEND funding is being spent. Funding may for example be spent on additional services. All our children are treated as individuals and the class teacher, alongside other support staff, plan an appropriately adapted curriculum for our children with additional needs to ensure high quality teaching and learning with effective support and resource. Clear SEND support plans are reviewed regularly, alongside children and parents.

A range of carefully tailored interventions are developed, reviewed and evaluated to ensure maximum progress and impact for our learners. Children's attainment is continuously measured to assess how effective the intervention is.

Key assessments and the use of teacher assessment ensure that children are on track to meet individual targets. Progress, targets and plans are regularly reviewed with the children and evaluated to inform next steps.

Parents are vital partners in the child's journey through school and are invited to attend review meetings of their child's progress through regular parent's evenings and additional SEND support plan review meetings. Where the child has more complex needs parents are also invited to annual reviews which may involve other professionals. Parents are invited to request a meeting with the SENCO should concerns arise. Parents are encouraged to engage in supporting learning in different ways such as supporting their child with their differentiated homework, practising speech sounds or using resources provided by school to help their child.

# PUPIL VOICE

## School Council

We have an active, democratically elected School Council in our school. Pupils have an opportunity to be involved in the decision making process in school as council members. Meetings take place regularly under the guidance of Miss Eiles (PSHE lead).

Representatives are voted in from each class and even the youngest pupils are consulted on their views. The council make decisions about equipment to buy, ideas which can help the school or ways in which our school can be better for children.

Older members take an active part in the recruitment of staff to the school by hosting a student panel to ask candidates questions.

To date the school council have made an impact on change when considering playground provision, the timetable, school travel plan, curriculum planning and delivery, healthy eating and the purchase of classroom chairs.

Members of the School Council also meet with pupils from other School Councils as part of their role



# Complaints

There is an agreed procedure in respect of complaints. It is hoped that most complaints can be resolved through communication. In the first instance parents are encouraged to informally discuss any worries or problems with the class teacher or Headteacher informally.

If the complaint can not be resolved it may be necessary for it to be considered by the Governing Body through the Chair of Governors, Mrs J Lyons.

The third stage is referral to the Local Education Authority. This procedure also applies in respect of complaints about Curriculum and Collective Worship. A copy of the complaints procedure is available for inspection on our website or from the Headteacher.







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# New York Primary School

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Twitter: @Newyorkprimary

Head Teacher: Mrs J Shaw

Chair of Governors: Mrs J Lyons