



# **School Brochure**

## **2018/19**





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Dear Parents

Welcome to Broomhaugh C of E First School. We think that our school is very special and believe that children have the right to a lively, interesting and varied education which allows them to develop. We aim to give the children confidence, independence, motivation and above all an enjoyment of learning that will carry on into their adult lives.

In our small community school, we aim to provide a warm, enjoyable, caring atmosphere in which children can learn and succeed. We, as a staff, are committed to working with parents to create a partnership to enable the children to flourish. We hope that you will feel valued as partners in your child's education.

Our school is set in beautiful spacious grounds, which are an ideal setting for children to interact, play and expand their knowledge and understanding. The school is situated in the village of Riding Mill, approximately 6 miles east of Hexham.

As a Church school we have links with the village church, St James', and we uphold the Christian ethos at all times. We welcome people of all faiths and none, and promote understanding, respect and celebration for all.

This brochure gives you a little insight into our school, but the best way to find out more, is to come to see us. If you would like to come to visit, please feel very welcome to ring and make an appointment. You may also like to view our website, which includes work and photos of activities and events from each year group.

Ms Jen Stephenson  
Headteacher

**THE SCHOOL STAFF**  
(as seen by our pupils)

Ms Jen Stephenson  
Headteacher  
Reception Teacher

Mrs Janine Gray & Mrs Amanda Yates  
Teachers of Yr 3 +4

Mrs Ruth Houghton & Miss Cassie Voice  
Teachers of Yr1+2

Mrs Helen Hunter  
Teaching Assistant/  
Supervisory Assistant

Mrs Sarah Curtis  
Teaching Assistant

Mrs Amanda Cave  
Teaching Assistant

Mrs Susan Walsh  
Administration Assistant

Mrs Sarah Dickinson  
Teaching Assistant

Mrs Melanie Errington  
Higher Level Teaching Assistant

Miss Marrie Grigg  
Catering Manager

Mrs Gillian Wilkinson  
General Kitchen/Supervisory Assistant

Mr Carl Wolfenden  
Caretaker

## THE SCHOOL CURRICULUM

We aim to offer a broad based curriculum which will promote the spiritual, moral, cultural mental and physical development of all pupils in the school.

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The core subjects, English, Mathematics and Science form the major part of the curriculum. The foundation subjects - Design Technology, History, Geography, Music, Foreign Languages Art and P.E. with Religious Education and Personal Social & Health Education, are linked to the core subjects where appropriate.

Work is group based or on an individual basis which allows children to work at their own pace. Pupils work in mixed age classes but work is planned according to their age and ability. As much as possible we work using a cross-curricular method that makes learning come alive.

### LITERACY

The year groups follow the National Curriculum and work according to the national plans. Reception children work with the Foundation Stage curriculum. The literacy curriculum includes activities inside and out, drama, use of videos and visitors.

### READING

We use a variety of reading schemes supplemented by a wide range of other reading materials (poetry, drama, scripts, fiction, reference books and tapes). Parents and pupils are encouraged to comment in their child's home/school reading record.



### WRITING

We write for a purpose - letters, diaries, poems, scripts, questionnaires, recipes, instructions and stories. Some of this work is published using word processing programs. Handwriting skills are also taught.

### SPEAKING & LISTENING

We aim to help our pupils develop confidence when speaking to others and to strive for clarity of meaning. We give children access to a variety of speaking and listening activities which includes participation in school productions, assemblies, and joining in with outside events.

## NUMERACY

We follow the plans as laid down in the National Curriculum.



We plan in detail for each year group but build into our planning the flexibility to respond to individual needs.

It is our aim to provide all children with the opportunity to acquire knowledge, skills and understanding through practical and mental work. They spend time solving problems and applying their Mathematical skills to real life situations.

## INFORMATION COMMUNICATION TECHNOLOGY

All children are given the opportunity to use computers. Our aim is to use Information Technology appropriately and effectively to handle information, and to communicate in a variety of ways and for a number of different purposes. Each class is connected to the internet and the children use it under supervision as part of their weekly activities.

Each class is well equipped with computers and ipads which are different in each room to ensure progression of skills. Each classroom also has an interactive whiteboard to enhance teaching and children use ipads.

Our school has digital cameras which pupils use for project work and digital video cameras which the children use efficiently as well as other digital equipment such as thermometers, microphones etc.

## PE

Our PE curriculum includes swimming for Years 2, 3 and 4 at Hexham Pool. A subsidised charge is requested to help towards this. We also try to enhance our PE curriculum as much as possible. This includes using outside experts i.e. Tag Rugby and community football coaches from Newcastle United, or using outside premises e.g. Wentworth Leisure Centre. Our after school clubs also give children the opportunity to 'taste' different sports.



## ENHANCEMENT

There are many extras available to the pupils to enhance and enrich the curriculum. These activities are above and beyond normal classroom teaching. Children are able to take part in different visits outside school. If enough children want to learn a musical instrument it is possible to arrange this through the peripetetic music service at a cost to parents.

We also enlist the help of outside agencies and visitors to school to enrich our school based activity for instance the children have had workshops in numeracy, history, ICT and PE.



## PERSONAL SOCIAL, HEALTH EDUCATION & CITIZENSHIP

It is widely recognised that child personal and social development has an impact on their development as learners. PSHE & Citizenship activities are designed to:

- help children develop confidence and responsibility
- prepare them to become active citizens
- develop a healthy, safe lifestyle
- promote good relationships and respect differences between people

The activities also help with the development of thinking, communication, enquiry and reasoning skills.

Sex Education is not perse taught as part of our curriculum. In Years 3 and 4 we do deal with issues involving the human life cycle - the starting point is the developing baby. Further information will be sent to Year 4 parents regarding any aspects of this subject.

## **HOMEWORK**



Children take home reading books to read and discuss with an adult every night. A Reading scrapbook is kept. From Year 1 onwards simple spelling activities are also given weekly. Sometimes children have research to carry out to help with a project. Tables will be brought home on a weekly basis in Years 3 & 4. School bags and gym bags are available from the office.

### **SPECIAL EDUCATIONAL NEEDS**

We have a policy for identifying pupils with Special Educational Needs. Parents are informed from the onset of identification and a specific programme of learning is planned for that child. Specialist help from outside agencies may be sought if appropriate.

### **THINKING SKILLS**

The Hexham partnership of schools all encourage thinking skill activities in all aspects of the curriculum.

We here at Broomhaugh, want our children to be creative thinkers and problem solvers so that they can make decisions, collect information critically and approach tasks in decisive ways.

We have thinking skill activities as a specific weekly 'lesson' with the younger children and as part of their morning starter activities in the older class. We also try to use a variety of teaching and learning styles within lessons to enable the children to learn in a variety of ways.

### **DOCUMENTATION**

Documents relating to the curriculum, schemes of work, Ofsted Reports, syllabi, RE agreed syllabus, LEA statement of Policy on the Curriculum, all policies and Annual Report of the Governing Body to parents are available on request.



### **SCHOOL COUNCIL**

Every year pupils in school elect a member from each year group to join the School Council. The Council is able to discuss and suggest ideas with the Headteacher on how to improve school. So far their ideas have meant all children in school have their own water bottles, fruit at break time for the older pupils, and playground equipment as well as fundraising for various charities.



### **ECO COUNCIL**

We have been awarded the international silver eco school award. We are considering applying for the Green Flag. Our eco council meets to discuss new ways that the school can recycle and reuse materials, saving power, resources and issues to do with the outside environment. The Council is elected the same way as the School Council and has a representative from every year group.



### **EXTRA CURRICULAR ACTIVITIES**

We are fortunate enough to have extra-curricular activities run by staff on a voluntary basis. These can include such activities as football, art and craft, recorder, tennis, gardening/environmental, cookery and computer clubs. The after-school clubs change on a half termly basis to give as many children as possible the chance to join in with different activities.

*There is no such thing as bad weather just wrong clothing '*



## **PLAY TIMES**

We go out to play whatever the weather - the only time we usually have to stay in is when there is thunder and lightening.

Please make sure that your child has appropriate clothing for all weathers. That means named hats,gloves,warm coats for winter time, sun hats,sun cream for summer. The children are reminded about dressing sensibly for play and are asked to apply their own sun cream and reminded to wear hats when out - in particular during the lunch time play at midday.

Most children have a pair of 'school wellies' that stay here all the time, this means that the children can play on the field safely.

If children fall down or have an accident outside, scraped knees etc will be washed with cold water and only if extreme cuts do we apply sticky plaster or wound dressings. If your child has an accident an accident form will be sent home for you to see.If injuries are severe parents will be contacted on their emergency numbers.

## **CHARGING POLICY**

It is our practice to take pupils on educational visits and to participate in various activities both in and out of school, which enhance the curriculum for our pupils. This incurs a certain amount of expense and although the school cannot make a charge for these activities, we do invite voluntary contributions from parents. There is no obligation for parents to contribute and no pupil will be excluded from an educational visit which forms part of the curriculum if parents do not wish to make a contribution. Every effort is made to keep costs to a minimum.

## **BREAKFAST/AFTER SCHOOL CLUB - Squirrels**



We are lucky enough to have an 'Out of School Hours' club. We have a breakfast club (8:00am - 8:45am) and after school club (3.15 pm - 5.45 pm). There is a charge made for this service, but there will be a full range of activities for the children to do both indoor and outdoor. Snacks and drinks are provided. A full leaflet about our Squirrels club is available from the school office.

Squirrels is a club that is not just open to the children in this school - brothers and sisters and other children are welcome.

## **RELIGIOUS EDUCATION**

Broomhaugh Church of England (Aided) First School is a Christian school which aims to help children learn and grow in the context of a Christian Community.

Religious Education is a statutory part of the curriculum. Through our teaching of Religious Education we aim to provide opportunities in which our pupils can develop:

- \* an understanding of what they believe, and discover its relevance
- \* attitudes of openness and enquiry;
- \* an understanding of what is right and what is wrong, personally and socially in everyday living;
- \* respect and tolerance for those who express a different faith from their own.

The school follows the syllabus agreed by the Diocese of Newcastle. Pupils will be given the opportunities to explore Old and New Testament stories, learn about the life of Jesus, study and participate in Christian worship and festivals, learn about other sacred writings and faiths and about people whose lives were changed because of religious beliefs.

The teaching of RE is approached in many different ways - through drama, music, art, thinking skill activities and through the use of the outdoor environment. We enhance our teaching through visits and visitors. For instance workshops at Hexham Abbey, Barnabas RE days exploring Christianity Creatively and where appropriate going to other faith places of worship. eg Synagogue.

We encourage the children to vocalise their own opinions and beliefs and to respect all other views.





## COLLECTIVE WORSHIP

We hold a daily act of Collective Worship, which usually takes place in the morning. This is called 'Celebration Time'. Within this time, pupils are given time to reflect on spiritual and moral issues, and to learn traditional responses and prayers which express the essential beliefs of Christians. Every week we take a different theme to follow for our Celebration. The themes can be based around particular events in school, the Church calendar and other appropriate topics. Children are encouraged to contribute through discussion, drama and presentations, and by using their own prayers which reflect our theme. The oldest children in school take turns to plan and lead Celebration on Fridays.

Each year group takes turn in leading their own class celebration. This happens every half term throughout the year. Parents are invited into school to join in with these.

We observe the cycle of the Anglican year, and celebrate major festivals in St James' Church three or four times a year. All members of the community are welcome at these services.



Parents have the right to withdraw their children from RE lessons and from Collective Worship.

## CLASS ORGANISATION

Classes are organised as follows:-

Reception Class

Ms Stephenson

Mrs Reed Wednesday's

Class 1

Year 1 and Year 2 pupils - Key Stage 1

Mrs Houghton and Mrs Reed

Class 2

Year 3 and Year 4 pupils - Key Stage 2

Mrs Gray and Mrs Yates

Sarah Curtis, Amanda Cave, Sarah Dickinson and Helen Hunter work throughout the classes.

## THE SCHOOL DAY

Start of the day	8.55 a.m.
First Teaching Session	9.00 a.m.
Celebration Time	10.15 a.m.
Break	10.30 a.m.
Second Teaching Session	10.45 a.m.
Lunch Break	12.00 noon
Third Teaching Session	1.00 p.m.
Break (for Recep/Year 1 & 2 only)	2.15 p.m.
Fourth Teaching Session	2.30 p.m.
End of School Day	3.15 p.m.



Total teaching time each week is:

KS2 - 22 hours 30 minutes

KS1 - 23 hours 45 minutes



### SCHOOL MEALS

Children in Reception Class, Year 1 and 2 receive the Universal Free Schools Meals Grant and therefore do not pay for their school dinner. For other children the two course meal is provided at a daily cost of £2.30. (More details available at back of brochure). Menus are designed to meet the nutritional requirements of young children and to introduce a wide variety of food. Our school Catering Manager, Marrie, works hard to get to know the children and their likes and dislikes, and encourages them to try new food any dietary requirements can be catered for. Provision is also made for any child who brings a packed lunch.

Arrangements are available for payment of lunch money weekly and half termly, by cash or cheque made payable to Northumberland County Council. Milk is also provided - cost varies per term. The school receives daily fruit supplies for Reception, Yr 1 & 2 children. Yrs 3 & 4 children are allowed to bring a piece of fruit to school for a break time snack.

### SCHOOL CLOTHING

Sweatshirts, fleeces and poloshirts bearing the school logo are available by contacting our supplier direct; Salto UK Tel: 01661 835240 / [www.saltouk.com](http://www.saltouk.com). You can also purchase second hand uniform from our PTA. Pupils wear these items with grey skirts, pinafores or trousers/grey shorts. Summer dresses are blue check.

Dark shorts, white tee-shirts and gym shoes are required for PE, and these should be kept in a **small bag** at school. It is useful to have warm jogging pants and fleece top in the winter months as we try to do PE outside all year round. All clothing **must** be marked with your child's name.

We appreciate your compliance with the school rule which states that **NO** jewellery or make-up (nail polish) should be worn in school. (This includes earrings.) Long hair should be tied or put back as a matter of safety.



## **DISCIPLINE**

This school aims to provide a positive, supporting community in which children become aware of the need to respect others and their property and to care for the environment of the school.

All staff actively encourage correct behaviour and actively discourage incorrect behaviour. We have high expectations of our pupils and expect trust and support from parents to help us achieve these standards. Parents will be advised of any behaviour issues. Our discipline policy and the LEA's Behaviour Support Plan is available on request.

## **PUPILS' PROGRESS**

Teachers carry out regular assessments to determine planning to suit our pupils' needs. We operate an "open door" policy, through which parents can ask about their child's progress at a mutually convenient time. Open evenings will be held where teachers will help raise parental awareness of the content of the National Curriculum.

Annual written reports for each pupil are sent to parents and you are invited to discuss these on Parents Evening. The Annual Report is issued at Easter.

Year 2 pupils are assessed through National Curriculum SAT's in English & Maths each Summer Term. The results will be reported to parents. Reception children receive their Foundation Stage assessments at the end of the year.

## **COMMUNICATIONS**



General information will be sent out from time to time. This will be in the form of a letter, delivered by the pupil, or email. Copies of all letters are put on the school website and on the noticeboard in the playground. If we have to close the school due to circumstances beyond our control, you will be informed by email/telephone (or letter if notice can be given).

Parents are always welcome to visit school. However, if there is a matter that will take some time to discuss, parents are asked to contact the Headteacher beforehand so that arrangements can be made to free that member of staff from their duties. As all members of staff have full teaching commitments, it may be necessary to meet parents after school.

## ILLNESS AND ACCIDENT



Occasionally, children become ill at school. If this happens we will do our utmost to contact you by telephone to take your child home. If you are not available we will contact the emergency number that you give us on the enrolment information sheet. If your child has an accident at school which requires a visit to hospital we will try to inform you beforehand, but if necessary we may have to get your child to hospital first and will inform you as soon as possible afterwards. All staff in school have up to date First Aid Certificates. Please keep us up to date with changes of telephone numbers, addresses and emergency contacts. Staff will administer prescribed medicine on request - parents must fill in a form on each occasion, available from the school administrator. (Please see policy on our website under School Policies). If your child needs an inhalers, please ensure you fill in a medical form and have a spare inhaler available in school.

### SCHOOL OFFICE HOURS

**Susan is our School Administration Assistant.**

**She is available in the office at the following times:**

<b>Monday</b>	<b>8.00 a.m. - 4.00 p.m.</b>
<b>Tuesday</b>	<b>8.00 a.m. - 4.00 p.m.</b>
<b>Wednesday</b>	<b>8.30 a.m. - 1.30 p.m.</b>
<b>Friday</b>	<b>8.00 a.m. - 4.00 p.m.</b>

## ABSENCES

If your child is ill and cannot come to school, please telephone or email before 09:15am to let us know the reason for the absence. We have to make returns to the LEA on the number of authorised and unauthorised absences. Please read the enclosed leaflet from the Hexham Partnership of schools regarding the policy for term time holidays carefully. Holiday forms are available from school if it is necessary and there are valid reasons for the holiday to be taken in term time.

### **COMPLAINTS PROCEDURE**

Concerns expressed by parents and others about the School Curriculum and related matters will be considered and dealt with in informal discussions with the Headteacher and staff of the school.

If an issue cannot be resolved the matter may then be the subject of a formal complaint and referred to the Governing Body. If this fails to provide a response satisfactory to the complainant, the complaint will then be referred to the LEA.

### **SCHOOL VISION**

#### **Make a Difference**

We want pupils of Broomhaugh C of E First School to be happy, compassionate, successful and contributing members of society, able to make a difference to their world.

#### **School Mission**

To do this we will provide:

1. A nurturing place where individuality and diversity are respected, and where each child and adults contribution is valued, children feel safe and happy, and are ready to take risks, overcome challenges and grow in confidence.
2. A rich imaginative and creative curriculum that uses the outside and inside environment as a learning space.
3. A place where Christian values, such as kindness, tolerance, respect and forgiveness are embedded in every activity.
4. Staff who are committed to make learning relevant, exciting and engaging to inspire children whatever their needs and abilities to achieve their best in academic, creative, personal, physical, moral and spiritual development.
5. A place where children, staff, parents, governors and the community work together to realise our vision.

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## **ADMISSION TO BROOMHAUGH CHURCH OF ENGLAND AIDED FIRST SCHOOL**

Parents who wish their children to attend school may submit an application by completing an online admission form, in the year before admission. This is available through Northumberland County Council web site and information will be sent to parents from the County Council in the Autumn term. The Director will then inform them whether a place is available for their children.

Our Catchment area includes the parishes of Broomhaugh, Riding Mill and Healey however parents should carefully read the admissions criteria as noted below

Parents interested in sending their children to our school are welcome to arrange a visit by telephoning for an appointment.

### **Admissions Policy 2018/19**

The governing body of Broomhaugh Voluntary Aided Church of England First School is the Admissions Authority for the school and they intend to admit up to 15 pupils to the reception year group in September 2017/18. This arrangement follows consultation between the governing body, the LEA, the Diocese, all other schools in the area and all other Admission Authorities in the area.

The admission process is carried out through Northumberland County Council's on- line admission procedure .The school welcomes applications for admission from the parents of all children. However, in the event of the number of applications exceeding the number of places available priority will be given to applications in the order of priority indicated below.

### **Over-subscription Criteria**

1. Children who have special educational or medical needs or other special circumstances, including those who are Looked After Children (in the care of the local authority).
2. Children with a brother or sister at the school at the time they would be admitted.
3. Children of parents worshipping regularly and frequently at the Parish Church of St. James, Riding Mill.
4. Children residing within the catchment area of the school and those on whose behalf firm evidence is presented that they will be resident in the catchment area by the appropriate admission date.

5. Children of parents worshipping in another Christian Church (that being a full member of Churches Together in Britain and Ireland) who wish their child to attend this school because of its Christian foundation.
6. Other children.

#### Tie Breaker

Where there are places available for some but not all applicants within a particular criterion, distance will be measured in a straight line by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, (using the Local Authority's computerised measuring system), with those living closer to the school receiving the higher priority.

#### Waiting List

Northumberland County Council maintain a waiting list of applicants. In the event of a place becoming available in the appropriate class during the year and there being more applicants on the waiting list than places available, the selection criteria and tie breaker indicated above will apply. However, all requests for admissions must be made through Northumberland County Council.

#### Notes

- If applicants are seeking admission under criterion 1 above they may be asked to provide appropriate evidence, e.g. a letter from a doctor or specialist. The governors must be satisfied that there is a specified medical reason which makes attendance at this school essential.
- If applicants are seeking admission under criterion 3 above they may be asked to provide evidence that they worship regularly and frequently, e.g. a letter from the incumbent.
- Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.
- If a place is offered on the basis of false information (e.g. address or Church attendance) or if parents do not respond within the stated timescale to the offer of a place the governing body reserves the right to withdraw their offer.

The school finds it very helpful to have an early indication of the number of children to be admitted to the reception class the following September. However, it must be stressed that formal applications for admission must be made on the on line form provided by the Local Education Authority and returned to the Authority by the stated date. Places will then be allocated by strict application of the above criteria. Parents will be notified as to whether or not their child has been allocated by the LEA.



## MEMBERS OF THE GOVERNING BODY

<b>Name</b>	<b>Appointed by</b>	<b>Appointment Expires</b>
Mr Dominic Aldred	Parent Governor	24.03.19
Mr Robert Archer	Foundation Governor	26.09.21
Mrs Val Barnes	Associate Member	
Revd Lesley Chapman	Ex Officio	
Mr Stan Chapman	Foundation Governor	06.01.21
Mr Karl Fairley	Foundation Governor	04.02.22
Mrs Anna Kershaw	Parent Governor	01.02.21
Ms Carole Smith	Local Authority Governor	30.05.21
Ms J Stephenson	Head Governor	
Mrs Janine Gray	Teaching Staff	
Vacancy	Foundation Governor	
Vacancy	Foundation Governor	

### **Chair of Governors**

Mr Dom Aldred & Mr Karl Fairley

### **Clerk to the Governors/School Support**

Linda Papaioannou  
Wellbeing & Community Health Services Group  
County Hall  
Morpeth NE61 2EF

## **DATA PROTECTION AND SCHOOL HEALTH SERVICE**

For many years schools and the School Health and Dental Services have worked together to ensure that all children in school are offered immunisation, health and dental surveillance, advice and support. To do this the School Health and Dental Services need population databases - an up-to-date list of all children attending school. These are used to provide programmes, including immunisation against tuberculosis (BCG) and meningitis C and dental, hearing and vision screening. In response to changes in the Data Protection Act we are required to ensure that parents know that the school gives your child's name, address and date of birth to the School Health and Dental Services for this purpose. **This information will be shared unless you advise the Headteacher, in writing, that you do not wish this to happen.** Information about the services offered by School Health and Dentist are detailed in the information leaflet that you will have received when your child started school. Further copies, if required, can be obtained from the school nurse. Please note that no immunisation or dental work is carried out without a signed consent form from the parent or guardian.

## **INFORMATION FOR PARENTS UNDER THE FREEDOM OF INFORMATION ACT 2000**

The Governing Body is responsible for the maintenance of the publication scheme of the Freedom of Information Act. Policies may be accessed from the office at a cost of 5p per page.

## **RATES OF ABSENCE - 2016/17**

The most up to date data that we have shows an overall absence in school of 3.26%

## SCHOOL MEALS

Since September 2013 we have been in charge of the school meals and not part of the Northumberland County Council service. We felt that this allows us to provide the children with a varied menu that is based more on what we know the children enjoy eating as well as allowing us to introduce them to new dishes. Our school cook Marrie has an excellent reputation and works hard to make sure that children enjoy lunch and feel that they are part of the menu decision making process.

- We will provide a varied and balanced two course meal for children everyday.
- Healthy eating is at the heart of school catering
- The National nutritional guidelines are set as a minimum standard, and all the menus are nutritionally analysed.
- **Medical** dietary requirements can be catered for please speak Marrie if you need to discuss individual requirements
- Menus may be viewed in school and will be on the school website
- We will use local suppliers whenever possible to ensure that all ingredients are of a high quality with no prohibited additives or GM foods.
- We are committed to training all of our staff to ensure that a first class service is delivered.
- Any queries please speak to Marrie who is available to help

