



# School Brochure 2022/2023



St Helen  
Auckland  
Community  
Primary School

“Smiles are the norm, lessons are  
fun and interesting”



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Dear Parent/Carers

On behalf of the staff and governors I welcome prospective pupils and new pupils and parents to the school.

We want children to be happy and enjoy their time at St Helen Auckland Community Primary School. We have dedicated, enthusiastic staff who are passionate about children's education.

The Governors are proud that excellent teachers, supported by knowledgeable and skilled support staff, teach all of our children. This was ratified by our last Ofsted inspection (October 2018) describing teachers as

*'...skilled with high levels of subject knowledge. They know their pupils well and use this knowledge to focus their teaching on the learning needs of individuals and groups of pupils'.*

Ofsted talked about Support Staff who *'support pupils effectively and remove barriers to their learning by keeping them on track and focused on the task in hand'*

Our children are educated in a stimulating and supportive environment. We aim for all our children leave us as well rounded, happy and confident individuals who are socially, academically and emotionally ready for the next phase of their learning and life as adults.



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*School Governors*

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Leanne Harris – Chair of Governors/ parent

Claire Bake – Vice Chair or Governors/ Co-opted

Heather Airey- Staff Governor

Melody Hockaday- Co-opted

Kerry Dodgson – Parent

Steven Wright – Co-opted

Linda Nicholls - Co-opted



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*Staff/ Responsibilities*

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Mrs J Elmes	Headteacher Designated Safeguarding Lead
Mrs H Airey	Nursery Teacher EYFS lead/ Art
Mrs S Thompson	Reception Teacher EYFS lead/ Geography/History
Mrs L Brown	Year 1 Teacher/ Deputy Headteacher Deputy Designated Safeguarding Maths, D and T / Data
Mrs P Spark-Davies	Year 2 Teacher Phonics / Music
Mrs N Treend	Year 3 Teacher SENDCo/Deputy Designated Safeguarding PHSCE/ RSE
Miss C Stott	Year 4 Teacher Assessment/ PE/ RE
Miss J Parker	Year 5/6 Teacher Deputy Designated Safeguarding Teaching and learning lead/ Curriculum lead/Computing
Mrs B McGeary	Year 5/6 Teacher English/ Science



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### *Support Staff*

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Mrs R Carroll	Parent Support Advisor
Mrs P Bayes	Learning mentor
Miss C Brown	Support staff
Miss M McGowan	Support Staff
Mrs K Gauchi	Support staff
Mrs J Cooper	Support staff
Mrs J Hardwick	Support staff
Miss G Sumpton	Support staff
Miss R Neil	Support staff
Mr S Brentnall	Support staff
Mrs V Brown	Support staff
Miss J Owen	Support staff
Mrs A Iveson	Support staff

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### *Office Staff*

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Mrs M Bostock	Office Manager
Mrs P Dockerty	Office assistant
Mrs L Nicholls	Business Manager

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### *Other roles in school*

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Caretaker	Mr P Wakefield
Cleaners	Mrs C Hopper, Mrs S
Lunchtime supervisors	Mrs D Clarke, Mrs P Graver, Miss D Turnbull



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### *General information*

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This brochure sets out information about St Helen Auckland Community Primary School. If you need further clarification or information about any information please do not hesitate to contact school. You can also visit our website - [www.sthenauckland.durham.sch.uk](http://www.sthenauckland.durham.sch.uk).

I hope this gives you the information you need to reassure you.

Our school caters for 2 yr. olds to 11 years in a single building. The front of the building is the existing school but the school now extended to cater for growing classes. We currently have one form entry and have 8 classes. We have a large playground and school field. We also have built 'a qube' on the field which is used for outdoor activities.

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### *The school day 2022-2023*

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**We open the gate at 8.50 and it is important that all children are in ready to start work for 9.00**

Breakfast club	8.00-8.50
Morning session	8.50- 12.00
LowerKS2	8.50- 12.20
Upper KS2	8.50-12.30
Afternoon session	12.50- 3.00
Lower KS 2	1.00-3.00
Upper KS2	1.10-3.00

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### *2-year-old provision and Nursery*

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Morning session	8.50-11.50
Afternoon session	2.00- .300
30 hours	8.50-3.00

We also provide breakfast club in nursery 8.00-8.50. We provide extra after school care 3.00-4.00



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## *School Aims*

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Everyone must follow our school rules;

We care for each other  
We care for our school  
We always do our best.

- Everyone has a duty to treat others with respect.
- Everyone has a duty to look after equipment and other people's property
- Everyone has a right to be safe in school
- Everyone has a right to broad and balanced curriculum.





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### *School curriculum*

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Schools are required to teach a curriculum which is broad and balanced, which includes the national curriculum and religious education. We adapt this curriculum to reflect the needs of our children and community, ethos, interests and aspirations.

We have

EYFS

2's, nursery, reception

KS1

Year 1 and year 2

Lower KS2

Year 3 and year 4

Upper KS2

Year 5 and year 6

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### *Educational visits*

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Education visits are a very important part of the curriculum. These are linked to work children are doing in the class and provide first hand experience which is invaluable to their learning. Educational visits provide more than these experiences, they also provide memorable experiences. We try to cover the costs for these trips within school. We try to ensure over their school life, pupils will have a range of experiences and memories.



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## *English*

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English in school is based on real life texts. Each half term a book is chosen to base this work on. Each class also has a class novel and teachers read to them daily.

Reading is very important to us at St Helen. Children are encouraged to read at home and are listened to in school at least 3 times a week. Phonics is taught in school using Little Windle's. Parents can access videos to support their children.

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## *Speaking and listening*

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We want to develop confident children who can express themselves with clarity. We encouraged pupils to adapt their vocabulary according to purpose, listeners and context. Part of this is also being a good listener.

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## *Personal, Social, Citizenship and Health Education*

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Heartmath is used in school as a means of calming down and preparing ourselves for the day. It helps us to concentrate and be ready for learning.

Children are listened to and their views are respected. We have a group of children who make up the school council and also the eco council.

Positive play is encouraged. Staff use a restorative approach to dealing with conflict.

Careers education is taught through the subjects in each class.

Explicit opportunities to promote pupils' development in SMSC are provided through the teaching of RE and PSHE as well as through the school's ethos, effective relationships and collective worship.

### Sex Education

RSHE is taught through our PSHE and science curriculum.



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### *Additional support*

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Some children will need additional support or adapted work to support their learning. This would be discussed with you and any support put in place. If your child is being seen by outside agencies we will receive copies of the reports to discuss with yourself.

We also have a learning mentor who works with lots of children in a range of ways. The learning mentor can offer support with children who have worries or maybe just needs to talk to someone.

The Learning mentor also runs social programmes and therapeutic work for individual children. Parents are encouraged to discuss any concerns with a member of staff if you think any of this work would benefit your child.



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## *Homework*

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We actively encourage all parents to be involved in the day to day operation of our homework policy. This starts in nursery and goes onto year 6. The role of parents and the range of activities obviously changes as you support your children through school.

It would help you child if you could:

Provide a suitable place for them to do their homework.

Show your child how important homework is and how it helps their work in school

Praise your child when they have finished a task

Be involved, especially with the activities of younger children, listen to them read, play games.

A homework grid is provided for child each half term. If you have any queries or difficulty please do not hesitate to contact us.

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## *Afterschool clubs*

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We have a number of after school clubs available. This changes on a half termly basis. Children are required to put their name down if they are interested in attending. The fee for this is paid through Parent pay. We try to cater for all children's' interests through our afterschool clubs.



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### *Useful information*

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#### **Money and valuables**

St Helen is now a cash free school. When your child joins our school, you will be given a log in for 'Parent Pay'. This is how you can pay for breakfast club, school lunches, after school clubs etc. We also use this to communicate via email.

Children are encouraged not to bring valuables into school. We cannot take responsibility for loss or damage to personal property.

#### **Drop off and collection**

Morning and afternoon drop off and collection are really busy times in school and outside the school gate. Please try to park sensibly and consider other parents and children. Remember a child's life could be at risk if care is not taken.

The gates will be opened at 8.50 until 9.00 and we request that you drop children off at the main gate. Any messages will be taken by staff on the gate and passed onto the relevant people.

The gates will be opened again at 3.00 until 3.10. We do operate a queueing system in school to collect your children to ensure they are safely passed over to the appropriate adult. Again, any messages should be given to staff on the gate as staff on the door are responsible for other children and cannot give you their full attention.



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### *School meals*

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School meals are cooked and served on the premises and are available to all children, reception to year 6. Children can choose from a 3-week rotating menu. Please check the current price of a school lunch with the office. Dinner money is paid via Parent pay. You will be asked to complete a FSM verification form and if your child is entitled to free school meals we will be informed.

All children in reception and KS1 will receive a free school meal. Please remember when your child goes into Year 3 you may be required to pay.

Children can also bring a packed lunch into school. A list of what can be included in this meal is available from the office. Please do not send hot drinks or glass bottles. Children are not allowed to bring sweets to school.

If children are changing from packed lunch to school meals or vice versa and we have at least one week notice in order for the kitchen staff to adjust food orders.

If your child has a special diet, please let us know and we will ensure you are contacted by Chartwells to ensure they have a menu suitable for them.



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## *Attendance*

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In order to comply with the 2006 Education Act, term time absence will not be authorised except in exceptional circumstances. See attendance policy.

If your child is absent from school, please inform the office before 9.05 by telephone. Schools must differentiate between authorised and unauthorised attendance must be reported. The Headteacher and Parents Support Worker regularly analyse attendance and if this gives cause for concern we will contact you to discuss this matter further. We would encourage all parents to try to take breaks during holidays to minimise disruption to your child's education.

Children are rewarded for high attendance, classes over 96% are acknowledged in the celebration assembly and the class with the highest attendance has top table for lunch, certificates and extra playtime. Each half term all children with over 96% are entered into a raffle to win a voucher.

The PSA keeps a close eye on attendance and will send out attendance information at the end of each term. This helps families understand their child's attendance.



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### *Medical*

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Parents are requested to inform school about any medical conditions your child may have. If your child becomes unwell while in school we will contact you. Can you ensure we always have up to date contact details? In the case of an accident first aid will be administered, if it is a facial injury or head bump, we will phone home to let you know, other wise for minor injuries a first aid slip will be sent home informing you of the incident.

If your child has been given a prescribed medicine our first aiders are able to administer this but parents must complete a form to give permission and medicine must be handed to an adult daily. If your child is asthmatic parents must sign a permission slip and an inhaler kept in school.

For children with more serious medical conditions we ask that you complete a health care form with medication, signs and symptoms and contact details.





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## *Behaviour*

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Our approach to behaviour at St Helen is one of fairness with a huge regard to what is right and wrong. All children are expected to show consideration, courtesy and respect to children and adults at all times. We encourage honesty and respect for possessions and property of other people and the school.

Behaviour is rewarded in school with:

- Celebration assemblies
- Positive encouragement by staff
- Well done stickers.
- Sunshine, raincloud displays
- Restorative approach

Sometimes this positive approach needs reinforcement. A message will be sent home to parents explaining the behaviour and actions taken. This may mean losing certain privileges in school. Hopefully the liaison between home and school will result in an improvement in behaviour.



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## *Policies*

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Our policies reflect legislation and local authority guidance. They have been agreed with governors. Copies of policies are available in school and a number of them are on the school website.

We will ask you to sign to say you have read some of the relevant policies.

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## *Complaint procedure*

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We believe parents have the right for any complaint to be dealt with quickly, fairly and with the minimum of stress. The vast majority of complaints can be dealt with quickly, usually by teachers. If the complaint is more serious than an appointment should be made with the Headteacher. If the matter still cannot be resolved you can speak initially to the Chair of Governors which will advise you if you need to take this further or can be dealt with by themselves. Our relationship with parents is important to us, we want children to be happy in school and do not want anything affecting this. Please help us to support you and your child by contacting us early if you have any worries or concerns.



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### *School uniform*

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We have a school uniform at St Helen which consists of red jumper or sweatshirt, white shirt or polo shirt, grey or black pinafore or grey/black trousers, skirt or leggings. In the Summer pupils can wear grey or black shorts or a red and white gingham dress. We also ask that children wear suitable clothing for PE, white polo shirt and black or grey shorts, leggings or jogging bottoms. Children come to school in PE kit on the days they have PE.

The wearing of jewellery is not allowed. This can be dangerous during PE or playing on the yard. If children wear jewellery this is limited to a watch or a small pair of stud earrings which must be removed for PE or studs covered with a plaster.