



School Brochure 2023-2024



Contact Details:

Ingleby Mill Primary School
Windmill Way
Ingleby Barwick
Stockton on Tees
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Email: office@inglebymill.org.uk
Website: www.inglebymill.org.uk

HEAD TEACHER - Mrs B Atkinson
DEPUTY HEAD TEACHER - Mrs K Coverdale
ASSISTANT HEAD TEACHER - Mrs A Dent

Term Dates & School Holidays 2023-2024

Autumn term 2023

PD Day (children not in school): Mon 4th September 2023
Term starts: Tues 5th September 2023
PD Day (children not in school) Friday 27th October 2023
Half-term runs from: Mon 30th October to Friday 3rd November 2023
Term ends: Tues 19th December 2023

Spring term 2024

PD Day (children not in school) Wed 3rd January 2024
Term starts: Thurs 4th January 2024
Half-term runs from: Mon 19th to Fri 23rd Feb 2024
Term ends: Thurs 28th March 2024

Summer term 2024

Term starts: Mon 15th April 2024
Bank holiday (school closed): Mon 6th May 2024
Half-term runs from: Mon 27th to Fri 31st May 2024
Term ends: Friday 19th July 2024
PD Days (children not in school): Mon & Tues 22nd and 23rd July 2024





Welcome to Ingleby Mill Primary School

Dear Parents and Carers,

I would like to wish all new parents, carers and children a very warm welcome to Ingleby Mill Primary School.

The purpose of this brochure is to give you information about our school; our aims and ethos, as well as general information which may be helpful to you in answering questions you may have about your child's education and the day to day running of the school.

We are extremely fortunate in having a dedicated staff team committed to meeting the needs of our children and a highly effective governing body whose members establish a strategic direction that supports good financial management, rigorous safeguarding, positive well-being and the best possible outcomes for our children.

Children, staff, parents and governors all work together to create a happy, caring, hard-working atmosphere in which pupils can thrive.

We are extremely proud of all of our children and we value working closely with you. If at any stage, now or in the future, there is any further information you require, please do not hesitate to ask myself or any member of staff.

Yours sincerely,

Beth Atkinson
Head Teacher





Aims and Ethos

This is what we **value**:

Happiness - when we enjoy what we are doing, we learn at our best

Confidence - when we have confidence, we will always 'have a go'

Creativity - when our creativity is developed, we can think and learn in imaginative ways

Challenge - when we are challenged, we are engaged

Perseverance - when we are encouraged to keep going, even when the going gets tough, we develop resilience, positive outlooks and self-belief

Respect - when we are respectful, we can see things through the eyes of others

We have a **School Motto** to support our values based around the initial letters of our school name:

**Imagine
Make a Difference
Persevere
Succeed**

This is what we aim to achieve - our **mission**:

A school:

- which values and respects the uniqueness and individuality of each child and adult involved here; where all people are supported, encouraged and affirmed to develop self-esteem and their full potential

- which provides a welcoming, happy, non-threatening, secure atmosphere where risks can be taken and mistakes made without fear of failure or rejection

- where all the participants (children, staff, other adults) "belong" to, and are involved in, a community where strengths can be shared and developed and where needs can be met
- where appropriate and acceptable behaviour is modelled, encouraged and expected as a mark of respect for ourselves and each other
- which shows consideration, respect and care in our relationships and interactions, even when we may differ in background, experience, ability, age and beliefs
- where mutual partnerships directly or indirectly benefit the children, where staff and parents listen to, value and acknowledge each others' contributions, role, experience and expertise
- where the staff's individual and collective contribution and commitment are acknowledged and valued by each other, their opinions heard through clear open channels of communication
- where adults are willing to be responsive to the changes and challenges which will be ever present at Ingleby Mill
- where there is strong leadership which firmly holds a clear vision for the school
- where we all want to be.



A curriculum:

- which is rich and varied and will encourage self-confidence and independence of learning, meeting the holistic needs of each child
- which is planned and differentiated for each individual and which also fulfils the legal requirements of the National Curriculum
- planned to build on prior learning so that children can make links to what they already know

- in an environment which fosters and recognises perseverance, effort and achievement, where high expectations lead to high standards
- with equality of opportunity and access embedded



Buildings, Grounds, Resources and Finance managed so that:

- our school environment is attractive, welcoming, safe, secure and conducive to learning.
- all areas of the school are kept clean and tidy and children and staff take pride in their surroundings
- children's work is celebrated in high quality displays which will illustrate the diversity of experiences which take place in school
- quality resources are purchased, organised, utilised and cared for, to provide maximum benefit for pupils
- a clear and consistent commitment to the continued development of the school is demonstrated

The School in the Wider Community

We are a school which recognises the value of and establishes links with

- local business and industry
- other schools, academies and colleges
- the local authority

We are a school which

- teaches and practises care for the environment outside the school
- recognises the importance of social issues and encourages positive responses to the needs of others, making children aware of their place in an interdependent community and wider world.

Admission Arrangements to Main School 2023-2024

Admissions are arranged through Stockton's Co-ordinated Admissions Arrangements. Parents/Carers wishing to apply for a place at Ingleby Mill should click the following link <https://stockton.gov.uk/school-admissions>

This will take you to the Stockton Admissions page where you will be able to access a range of useful information including:

- Applying for a nursery place
- Applying for a school place
- School transfers and in-year admissions
- Appealing a school place decision

Our admission limit to **Reception** is 60 children.

Stockton Council Admissions can be contacted on 01642 526605 or by emailing school.admissions@stockton.gov.uk



Admission to our Nursery For a place in our nursery please contact the school directly on 01642 761985 We have provision for morning, afternoon, flexible (two and a half days) or 30 hour places in our nursery for 4 and 3 year olds. Parents are invited to put their child's name on the waiting list. Priority is given to 4 year olds who are:

1. Resident within the admission zone of the school;
2. Not resident in the admission zone of the school and for whom it has not been possible/appropriate to allocate a place at their admission zone school and the school for which the parent is applying is deemed appropriate;
3. Not resident in the admission zone of the school but have a sibling attending the school at the time they take their place in nursery.

Where there are vacancies remaining, up to the set admission number of 39 full time equivalent places, places will be allocated in the following order of priorities for 3 year old children who are:

1. Resident in the admission zone of the school and are deemed to have exceptional circumstances. This includes special educational needs;
2. Not resident in the admission zone of the school and deemed to have exceptional circumstances. This includes special educational needs;
3. Resident in the admission zone and have a sibling attending the school at the time they take their nursery place;
4. Not resident in the admission zone and have a sibling attending the school at the time they take their nursery place;
5. Resident in the admission zone of the school;
6. Not resident in the admission zone of the school.

Please note that a place at our nursery does not guarantee a place in our school for reception

Times of the School Day

Nursery timings:

Morning drop off - **8.30am**

Morning collection - **11.30am**

Afternoon drop off - **12.15pm**

Afternoon collection - **any time between 3.05pm-3.15pm**



Main School timings:

Morning drop off - any time between **8.30am and 8.45am** with gates closing and school starting at 8.45am.

End of the day collection:

Reception - **3.05pm**

Years 1 & 2 - **3.10pm**

Years 3, 4, 5 & 6 - **3.15pm**

Gates open at 8.30am. Those arriving after 8.45am should enter by the front entrance and will be marked late.

Gates will be unlocked at 3.05pm at the end of the school day to allow parents access to the playground.

After School Clubs

Each term we offer a range of after school clubs and activities for every year group from reception - year 6. Parents sign up on a termly basis for after school clubs of interest to their child. Clubs are run by school staff or approved after school providers and sports coaches. There is a charge for these activities and places are allocated on a first come first served basis.



WINDMILL CLUB: OUT OF HOURS CHILDCARE PROVISION RUN BY PLUS FIVES

At Ingleby Mill, there is a private provider, "PLUS FIVES" who run a Child Care facility each school day from 7.30am to 8.45am, then after school from 3.15pm to 6.00pm as well as 'holiday club' provision during school holidays.

For more information about before and after school care or holiday club provision, please contact Plus Fives on 07974 855691.

School Uniform

We have a school uniform which we expect all children (reception - year 6) to adhere to. We want children to look neat and tidy and to take a pride in their appearance.

Our uniform is as follows:

- * navy sweatshirt/ cardigan
- * white polo shirt/ blouse/ shirt (see below for year 6)
- * grey trousers/ shorts or skirt/ pinafore (knee-length)
- * blue and white checked or striped dresses in summer

- * black shoes
- * Children in Year 6 wear a jade polo shirt



Footwear

We ask that all children wear 'proper' school shoes during the school day. **Trainers should not be worn, other than for outdoor P.E.**

Please note that denim jeans, drainpipe trousers, football tops and designer logos are not allowed.

We have a **PE uniform** as follows:

- indoor - plain white t-shirt and navy shorts
- outdoor - as above plus trainers and plain navy jogging bottoms and navy sweatshirt for colder weather

Swimming - Children in years 3 and 4 swim in 2 week blocks of one-hour-long sessions at Thornaby Swimming Pool. Parents are told in advance about sessions. Children will need a towel and one-piece swimming costume/trunks. Ear studs are not allowed under any circumstances for swimming.

All clothing and possessions should be clearly marked with your child's name.

Jewellery

For safety and security reasons we do not allow children to wear jewellery of any description for school (e.g. necklaces, rings, bracelets). Children who inadvertently wear jewellery, will be asked to remove it and give it to the teacher for safe keeping until the end of the day.

Children with pierced ears may wear 1 small ear stud in each ear (not ear-rings) which must be removed for P.E. and swimming by the child her/himself. Children who are not able to manage this should therefore not wear ear studs.

Children with newly pierced ears who have been advised not to remove their ear studs for a number of weeks, will need to place a small piece of micro pore over the ear stud prior to taking part in P.E. activities. Such children will not be allowed to take part in organised school swimming activities as the policy regarding the non-wearing of jewellery is strictly upheld by the teaching staff at the Thornaby Swimming Baths. We therefore ask parents who are considering having their child's ears pierced to do so at the start of the 6 weeks' summer holiday.

Watches may be worn by the older children in Y2 - Y6. Children will be personally responsible for their care and security.



Mobile Phones

For safety and security reasons we do not allow children to bring mobile phones to school. Children in Year 5 & 6 who have written permission from their parents/carers to walk to and from school alone can bring a phone, again with parental permission. The children sign an acceptable use contract and the phone must be stored each day in the teacher's cupboard. The phones are the responsibility of the child.

Extreme Hairstyles

We would ask that parents avoid allowing their child(ren) to have extreme hairstyles including hair dye and tram lines/etchings. Long hair should be tied back whenever possible.

Valuables

Children are requested not to bring valuable possessions or money to school unless specifically asked to do so by a member of staff. Such items remain, however, the responsibility of the child.

The school can take no responsibility for the loss or damage of clothing or belongings of the children in school. Therefore, such personal items brought into school e.g. coats,

pencil cases etc should be clearly labelled with the child's name and looked after by her/himself when in use.



Replacement/Repair of School Property

In the rare and unfortunate event of items of school property being deliberately damaged by a child, parents will be informed so that the matter can be fully discussed and the full cost of repair or replacement can be met.

Money

We offer parents/carers an online payment system for school trips and dinner money. www.schoolgateway.com and we would encourage all families to pay everything online.

Charging and Remissions Policy

Educational visits and specific activities are arranged during the school year and are linked to the programmes of study being undertaken/themes being studied. These are an exciting way to enhance and enrich children's learning and visits are always the events that children most remember about their school days. As they are part of the curriculum, we cannot charge for these activities. However, as School Fund cannot cover the entire costs of entrance fees etc., we do ask parents to make a VOLUNTARY contribution to help us pay for the activity. No child will be excluded from a visit because of inability or unwillingness to make a contribution. If, however, insufficient contributions are made, some visits may have to be cancelled. This policy is in line with that of the Local Authority. We want to assure parents that we plan these activities carefully, in terms of educational benefit, cost, safety and enjoyment. We do not make a charge for models made (clay, wood etc) or cooking ingredients. If more than one child per family is involved in a visit, the second and subsequent children will be charged "half price".

Communication

When your child starts school, you and he/she will be asked to sign a Home School Agreement. This document outlines the role the child, the parent/carers and the school has in ensuring a successful learning journey.

- Letters, including a monthly newsletter, are sent home via email through our Schoolcomms system as well as being uploaded to the school website.

- School messages are routinely conveyed by text message which means that it is vital to keep your details up to date: please inform us if mobile phone details or e mail addresses change.
- Good news messages about your child are sent via *Marvellous Me* - an app which parents/carers sign up to on admission
- School good news is reported on our school Facebook and Twitter sites
- On a termly basis, parents/carers will receive a letter outlining planned work and themes for the half term. As well as keeping parents informed, it also offers you the opportunity to directly support your child's learning- both in and out of the classroom.
- Homework and any required remote learning is accessed via *SeeSaw* - login/QR code allocated on admission
- Parents/carers are given their child's class teacher email for any class related queries and communication
- Information and data collection for your child is collated using *Admissions+* and you will be invited to periodically update your child's records using this system.



Sometimes, parents want to discuss specific issues about their child with the class teacher face to face and we are happy to make an appointment with you. The Deputy Head Teacher and Head Teacher are also available for parents/carers by appointment.

Likewise, staff may wish to discuss particular concerns with parents. We see our partnership with parents as crucial in the development of the children and their learning.

Parents are invited to join our Friday class assemblies when their child's class is presenting the theme. We want to celebrate our children's achievements and growth in confidence together. We provide an informal creche for babies and young children during these assemblies. Please inform school if you wish to book a place in our crèche.

In October and February, we hold 2 Consultation Evenings for parents and staff, each over 2 nights, giving an opportunity to discuss progress of and priorities for your child's development. In July we publish children's individual annual reports after which parents are offered the chance to come in to discuss the report with their child's class teacher should they wish to do so.

We hold parents in school events throughout school during the year, when parents are invited to work alongside their children in the classroom or come along to a workshop.



School Meals

School dinners are cooked daily in our kitchen by a team of Stockton Borough Council kitchen staff. At present, meals cost £2.20 a day (£11 per week).

All children in Reception classes and Y1 and Y2 classes are entitled to a free meal at lunchtime and we would encourage parents to take up this option.

For parents who receive income support, school meals are provided free to children in all year groups. To claim for Free School Meals and check your eligibility, please visit <https://www.cloudforedu.org.uk/ofsm/sims> If you don't have online access to complete this application, please contact our school office and our administration team will process an application for you.

We ask parents of children in Years 3 to 6 to pay for dinners online weekly by visiting www.schoolgateway.com and paying with debit or credit card or directly from your bank account.

Parents of older children may sometimes prefer their child to have a packed lunch. This should be in a rigid plastic container and clearly marked with the child's name. We request that **no glass bottles, cans, sweets, fizzy drinks or any items containing nuts are brought into school please**. We encourage all our children to eat healthily and snack food should be kept to a minimum.

For the small numbers of children in Reception, Year 1 and Year 2, whose parents choose to send in a packed lunch, we would ask that all small items of fruit/veg, such as grapes and cherry tomatoes, be chopped in half at home **before** they are brought into school.

We require 2 weeks notice in writing from you to the school office should your child change from school lunch to packed lunch please as our Cook orders provisions in advance.

Children in KS2 may bring a small piece of fruit for morning break. Under the "Fruit in Schools" Scheme, all children from Nursery to Y2 are offered free fruit each day.

We encourage our children to drink plenty of water during the school day and parents are asked to provide a labelled bottle of water (with "Sports" top) please, to be replenished at home each day. Please be aware that fruit juice is not permitted in drinking bottles.



Absence from school

For good progress it is important that children attend school regularly and punctually. If your child is absent, we ask you to make personal contact or a telephone call before 9.30am, to let us know the reason. Failure to notify school will be marked as UNAUTHORISED in the school register. You may be contacted by our school about the reasons for your child's absence. Our school works with the Local Authority's Attendance Officer who is designated to follow up significant absences or lateness. We also request advance notification if your child has to be taken out of school during school hours. S/he must be collected by a responsible adult. For Fire Procedures, we ask parents to sign out / sign in your child in the 'Appointments File' in the Entrance area. We ask parents not to make appointments in school time, if at all possible, as this disrupts your child's education.



Holidays in Term Time

We value your child's attendance at school, whenever they are fit to do so. Parents have a duty to ensure children attend school and we work closely with the Attendance Officers of the Local Authority to support this. In July 2013, the Department for Education stated that Headteachers may no longer authorise holidays in term time unless under exceptional circumstances.

At Ingleby Mill, we define exceptional circumstances as:

- Service personnel returning from a tour of duty abroad where evidence is provided that the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where it is company/organisational policy for an employee to take leave at a specified time in the year and there is no opportunity for a family holiday in school holidays. This must be supported by documentary evidence from the company or organisation.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue. Evidence should be provided.
- The death or terminal illness of a person close to the family.
- Attending a wedding or funeral of a person close to the family.

Under normal circumstances, the Headteacher may give permission for up to **5 days** to be authorised during the school year if we have evidence of exceptional circumstances. All unauthorised absence is reported to Stockton Council, Parents, Governors and the Department for Education.

We request that parents of children in Year 6 check with school about the dates for National Tests (SATs) before requesting leave of absence. **NO AUTHORISED ABSENCE WILL BE GIVEN FOR Y6 PUPILS** during this time.

Illness and Emergency

Should your child become ill or have an accident at school and we judge it necessary for her/him to go home, we will contact you as soon as we can.

We ask all parents to ensure that you regularly update your child's contact details and information at the beginning of the year detailing the Emergency Contact arrangements for your child. These can be updated on Admissions + or contact the school office.

We have limited provision for looking after children who are ill. If your child is not well enough to participate fully in the school day, s/he should remain at home. In some cases, children are well enough for school but have to complete a course of prescribed medicines. The administration of such medication during the school day is the responsibility of the parent or their representative.

Regular preventative medication.

If your child takes regular preventative medication, please contact the school office so that suitable arrangements can be made. This includes children with inhalers who must keep their "named" inhaler in school at all times. Parents are asked to complete a form from the office, giving details of dosage etc. Sometimes, an Early Help Assessment or Care Plan need to be completed to ensure that all parties understand their role.



Health Screening at school.

During your child's time at school, regular medical and dental inspections will be held. The school nurse assists in screening arrangements (usually for hearing, height and eyesight). She can be contacted for advice on 01642 606591.

We do rely on parents to inform us if headlice are discovered so that other parents can check their own child's and the family hair. Please note that medical evidence confirms that this condition is not related to standards of domestic hygiene.

Should your child have or develop a particular medical condition e.g. asthma, please inform the school immediately through the information forms available at the office.



Behaviour and Discipline

From the earliest years, we encourage children to take responsibility for their actions, recognising the consequences of their behaviour. We aim to develop in our children self-discipline, a care and respect for self and others and a respect for personal property and that of others. We therefore regularly praise positive actions and appropriate behaviour in our children whenever possible. Children in KS1 and KS2 collect stamps in their IMPS reward card as recognition of excellent behaviour and attitude to learning.

We love to share good news with parents and as a school we have signed up to 'Marvellous Me' - a fabulous online rewards communication system which allows teachers to send achievement notifications to parents via a free app. It is easy for parents to sign up for the app and if you want to, parents can even send a high-5 back.

Of course, there are times when a child may behave in an inappropriate manner and every effort is then made to make the child aware of the need to remedy the situation through their own actions. If, however, unacceptable behaviour persists, then sanctions will be used to encourage the child to further consider the implications of their behaviour. If the poor behaviour is considered serious, parents will be invited to come into school by the class teacher to discuss the child's difficulties and to work out a joint plan of action.

Serious or persistent inappropriate behaviour at lunchtime may result in a child having to go home for lunch.

Our Behaviour Management Policy works through a principle of "non-retaliation" i.e. if a child is hurt or upset, we discourage hitting/shouting back. We encourage our children to "tell an adult" who can then work on the solution and take appropriate action. As such, we also discourage physical contact games at playtimes.

We do not tolerate bullying behaviour at Ingleby Mill. We define bullying using the "STOP" approach (**S**everal **T**imes **O**n **P**urpose).

Our anti-bullying policy makes clear what we expect of our children. Please encourage your child always to tell an adult on the staff if they experience any form of bullying so that the matter can be dealt with quickly.

The Head Teacher has the power to exclude children who seriously disrupt life at school for children and staff at Ingleby Mill. This may be due to verbal or physical violence or assault or persistent refusal to comply with school expectations etc. Exclusion may be permanent or "fixed term" for up to 45 days per year. This is an extremely rare occurrence and school would exhaust all possibilities before considering this option, including working with other agencies to support children.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Special Educational Needs Co-Ordinators (SENDCO): Mrs Kay Coverdale

Mrs Coverdale is the key school contact for parents of children with special educational needs and disabilities (SEND). She plays a significant part in the implementation of the Code of Practice procedures with our staff and parents. She works alongside teaching and support staff during the course of the year as well as speaking directly to our parents and support agencies. Governors believe that this is a valuable contribution to the SEND work, taking place in the school. The local SENDCOs meet every term to discuss needs and developments and are supported by the SEND section of Stockton Authority. We are a fully inclusive school and work with parents and agencies as required to endeavour to meet the needs of all our pupils.

Facilities provided to assist children with disabilities in accessing Ingleby Mill Primary School

Every school in Stockton-on-Tees is required to produce a plan to improve access for children with disabilities. Our school building has been constructed with features which improve access and with many facilities to provide for children with disabilities. It fulfils many regulations outlined in the Disability Discrimination Act. For example, main entrances have automatic doors and allow access to children in wheelchairs. There is a loop system in the main hall as well as at the main reception. The school is single storey and wide corridors and toilets for the disabled also facilitate access in each wing. School aims to do whatever is practicable to support the inclusion of all children.



Child Protection

Designated Safeguarding Lead - Beth Atkinson (Head Teacher)

Deputy Designated Safeguarding Leads - Kay Coverdale (Deputy Head Teacher/SENCO)

- Andrae Dent (Assistant Head Teacher)

Parents and carers should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of all its pupils. In cases where school staff have cause to be concerned that a pupil may be subject to ill-treatment, neglect or other forms of abuse, staff will follow the Local Safeguarding Board Child Protection Procedures and inform Children's Social Care of their concern. The school's Child Protection and Safeguarding Policy can be found on the website.

Safety and Security on Site

We all have a heightened awareness of school security and safety and our school has been designed with that in mind. The governing body has a Buildings Committee to agree and review our practice and policy regarding school security, safety and well being on the school site and health and safety for both children and staff. For the six and a half hours of the day when your child is in our care, we shall endeavour to maintain these high standards.

Lunchtime and Playtime Supervision

We have a large team of Lunchtime Assistants, trained in first aid, who carefully supervise the children at lunchtime. At morning break, there are several staff, including teachers on duty outside, many of whom are trained in First Aid. Children are not allowed near the fences and we teach them the boundaries of where they may or may not go in order that our supervision is efficient and secure. We ask that parents and friends do not come to the school fence to talk to the children because we do not know all of you and therefore cannot be certain who is talking to our children.



No Smoking in School or in Our Grounds

In line with Government legislation, we have a policy of no-smoking in our school building at all times for the health and safety of our children, staff and visitors. This extends to ALL areas inside our perimeter at all times and includes e-cigarettes and Vaping.

Dogs on Site

For health and safety reasons, no dogs are allowed anywhere on site (with the exception of Guide dogs, accompanying visually-impaired people and Mr Carter's pet dog, who resides in the School Bungalow). Please do not leave dogs tied to the school fence, unattended when you drop off or collect your child from school.

Car Parking

The car park at the front of the building is for staff, Local Authority officers and contractors' vehicles ONLY. Parents of children with particular medical needs and/or mobility needs may also make special arrangements with the Head Teacher to arrange car parking in this area.

There are 60 council parking places available in the lay-by and the community car-park in Windmill Way. As with all schools, this limited space can quickly become congested. We ask parents to consider car-sharing or walking to school with their children.

We have an automatic barrier at the entrance to the school car park which is in use each morning and at the end of the school day to maintain site security and car park safety. We have improved pedestrian access to the site through the installation of a gate into the Reception playground via the Windmill Park.

Parents/carers must not park on the turning circle at the school gates, as access around it and into school is made very difficult. Our Community Police Officer and Traffic Enforcement Officers regularly monitor this situation. Please do not park over the pedestrian crossing areas or on the restricted parking areas, marked with yellow lines around the area. Stockton Borough Council Parking Enforcement officers are empowered to give penalty notices.

Thoughtless parking is dangerous to our children, creates hazards and frayed tempers. If you have any concerns re parking, please contact Parking Enforcement on 01642 527792.

Please help us to keep our children safe.



The Curriculum

At Ingleby Mill Primary School we offer a broad and balanced curriculum which is designed to cater for all pupils regardless of gender, race or level of intellectual ability. As well as being academically demanding, it is designed to promote the spiritual, moral, cultural, social, cognitive and physical development of each child.

Children in Foundation Stage (Nursery and Reception Classes) engage in a wide range of tasks and activities which are part of our planned school curriculum, based on the EYFS (Early Years Foundation Stage). Learning in EYFS focuses very much on play and is predominantly practical. The areas of learning are Personal, Social & Emotional Development, Communication & Language, Literacy, Mathematical Development, Creative Development, Physical Development and Understanding the World. These areas are taught through themes each half term which engage the children and offer exciting and stimulating contexts for their learning.

All children in Years 1 - 6 follow the National Curriculum.

The school curriculum includes those subjects specified within the National Curriculum (5 -11) for England. These are:

- English,
- Maths,
- Science,
- History,
- Geography,
- Design and Technology,
- Computing,
- Art and Design,
- Music and
- P.E.



A foreign language (French) is taught from Y3 onwards. Religious Education is also a Statutory Subject and we follow the Stockton Sacre agreed syllabus.

Our Life Lessons cover the curriculum for Social and Health Education (PSHE) and Relationships and Health Education (RHE)

Our school curriculum has been reviewed to ensure that we meet the statutory demands of the National Curriculum (2014) whilst keeping the curriculum relevant and personal to pupils at Ingleby Mill.

In all curriculum areas, continuity and progression have been carefully considered and children will follow a varied and stimulating curriculum which will allow them to learn new facts, skills and concepts and to consolidate their previous experience.

Full details about the curriculum in each subject and in each year group is available on our school website.

Relationships and Health Education Policy

The Curriculum Committee of the Governing Body has developed and agreed the policy for Relationships and Health Education (RHE). In line with national guidelines and law, Relationships and Health Education is a process which aims to support the personal and social development of all pupils, to develop self-esteem, a sense of responsibility and the ability to make and maintain positive relationships and to keep themselves safe from harm.



ASSESSMENT & REPORTING PROCEDURES

The assessment of individual children's performance within the National Curriculum will be regularly undertaken by class teachers during the course of the year. Assessment is intended to help staff recognise pupil achievement and progress, to establish what children know, understand and can do to identify strengths and weaknesses, so that a planned response can be made as to the next steps in their learning. Sometimes special educational needs become apparent and the teacher can then take appropriate action to support that child. Conversely, a child may excel in a particular area of the curriculum and additional challenge may be required.

Observing daily classroom activity, effective questioning and the marking of books offer key indicators of learning. These are in addition to more formal assessments which are undertaken each half term/term.

In accordance with the requirements of the National Curriculum, children who are at the end of some year groups (EYFS, Y1, Y2 and Y6) are formally assessed against national standards and parents, the Local Authority and the Department for Education are informed of results.

At the end of Foundation Stage, children are assessed against the Early Learning Goals and judged to be 'emerging' or 'expected' at these measures. A child who is achieving the Early Learning Goals in their Personal & Social Development, Literacy and Mathematical development is judged to have a "Good Level of Development" and is considered able to fully access the curriculum in Y1.

In Y1 children are assessed against a national phonics standard (how well they can blend letters to read words). In the teaching of phonics and early reading we follow a systematic, synthetic phonics scheme called Little Wandle.

In Y2, teacher assessments of children's understanding in maths, reading, writing and science are reported demonstrating how well a child is performing against age related expectations and national expectations.

In Y4, children complete National Multiplication Tests.

In Y6, formal assessment through National Curriculum Tests is undertaken during one week in May. Children are assessed in reading, spelling, grammar and punctuation and maths. Their writing in different subjects from across the year is also assessed by their teachers against strict criteria. These results will be reported to parents, the Local Authority and Department for Education by the end of the term and are passed on to receiving secondary schools.

Children across school are assessed against Age Related Expectations i.e. whether or not they are working at the expected standard for their age or at greater depth within the standard.

Parents are invited to two Consultation Evenings a year to provide the opportunity for discussion between teachers and parents, to share information and to review each child's progress. We have a wide range of information related to pupil progress and the "Value Added" by the school to the achievement of each child. In addition, towards the end of the Summer Term, parents will receive a written report indicating their child's progress in each subject and how well he/she is attaining in relation to age related expectations.



Collective Worship

At Ingleby Mill we value our collective worship and the opportunity to share our insights into our place in the world, our purpose of being, our responses to questions of "right and wrong". This is done in a secure atmosphere and in a variety of settings (including online via 'Microsoft Teams') i.e. whole school, key stage, year group or in classes. The law states that "collective worship must be wholly or mainly of a broadly Christian character, though not distinctive of any particular denomination". Our Friday worship often takes the form of a celebration of our children's achievements.

NOTE: Parents/carers have the right of withdrawal of their child from collective worship and the Head Teacher will be happy to arrange a meeting to discuss this. Supervision will be given to the child and appropriate work given.



SCHOOL COMPLIMENTS & COMPLAINTS PROCEDURE

The Governors, in line with DFE requirements, have a procedure in place for dealing with complaints. Initially, the matter should be discussed with the relevant member of staff. Secondly, if unresolved, the complaint will be heard by the Headteacher. Thirdly, the Chair of the Governing Body will hear the complaint, should the first two stages not satisfy the complainant. A copy of the Complaints Policy which has been adopted by the Governing Body can be found on the school's website.

We also appreciate the number of our parents who tell us when we get it right either verbally or in writing. This positive feedback helps when we are planning for the future, plus everyone likes a 'pat on the back' from time to time



Staff of Ingleby Mill School Primary 2023 - 2024

TEACHING STAFF

Head Teacher - Mrs B Atkinson
 Deputy Head Teacher - Mrs K Coverdale

Teachers

- Mrs P Outhwaite (Team Leader, Early Years)
- Mrs A Brown (Team Leader, KS1)
- Mrs G Wilson (Team Leader, LKS2)
- Mrs A Dent (Team Leader, UKS2 & Assistant Head Teacher)

- Miss C Mellor
- Mrs S Watson
- Miss E Hogarth
- Mrs J Bettley
- Mrs R Hamblett
- Mrs C Lewis
- Mr N Robinson
- Mr G Richardson

- Mrs M Lake
- Mr L Rix
- Mrs D Elwell
- Mr J Abbott
- Mr G Carter
- Mrs L Simmonds
- Miss E Thornton
- Mrs L Chambers

SCHOOL SUPPORT STAFF

School Business and Facilities Manager - Mrs J Measor

Admin Staff - Mrs S Black - Mrs C Atkinson

- Mrs C Young - Mrs Z Smith

Teaching - Mrs L Jones - Mrs R Dale

Assistants - Miss L Johnson - Mrs M Derbyshire

- Mrs H Rose - Mrs L Massa

- Mrs A Dutton - Mrs G Cullinan

- Mrs N Jones - Mrs B Walker

- Mrs L Harkin - Mrs C Hubbert

- Mrs H Green - Mrs A Heap

- Miss R Johnson - Mrs T Rouse

- Mrs L Allinson - Mrs J Metcalfe

- Mrs J Windebank - Mrs L Thomas

- Mrs L Short - Mrs S Ford

- Mrs J Povey - Mrs M Mughal

- Mrs A Carvalho - Mrs E Siddiq

Higher Level - Mrs K Saint - Mrs C Richardson
Teaching Assistant

Caretaker - Mr B Carter
Caretaker - Mr I Morgan
Cleaners - Mrs D Purcell - Mrs J Matthews
- Mrs A Shield - Mrs J Farmer
- Mrs H Stannett

LUNCHTIME ASSISTANTS

- Mrs Carter - Mrs Parkinson - Mrs Roach
- Miss Graham - Mrs Dean - Mrs Siddiq
- Mrs Kaur - Mrs Garbutt - Mrs Hubbert
- Mrs Povey - Mrs Heward - Mrs Kaur
- Mrs Kaur - Mrs Ford - Mrs Mughal
- Mrs Tweedy - Mrs Da Motta Carvalho - Miss Akinshinroju



Governing Body

Our full Governing Body meets termly, with several committees meeting on a regular basis. Parents who wish to make representation to the Governing Body may do so through the elected Parent Governors.

LOCAL AUTHORITY GOVERNOR:

1. Mr Steve Watson

PARENT GOVERNORS

1. Mrs Amy Lamb
2. Mr Ian Fryer
3. Mrs Lauren Rowling
4. Mrs Tracy McDonald

STAFF GOVERNOR

1. Mrs Andrae Dent

CO-OPTED GOVERNORS

1. Mrs Helen Nixon
2. Mrs Catherine Charlton
3. Mrs Caroline Thomas
4. Mr Jamie Stevenson
5. Mrs Karen Chohan
6. Mr Brian Wilson
7. Mrs Helen Malbon

ASSOCIATE MEMBERS

Mrs Kay Coverdale
Mrs Joanne Measor

HEAD TEACHER GOVERNOR

Mrs Beth Atkinson

CHAIR OF GOVERNORS

Mr S Watson

VICE CHAIR OF GOVERNORS

Mrs Caroline Thomas

CLERK TO THE GOVERNING BODY

Mrs J Ferreira Block B, Education Development Centre, Stockton Sixth Form
College, Bishopton Road West, Stockton-on-Tees, TS19 0QD

Minutes and reports of *Governors' Meetings* are available for inspection on request.

