

# Welcome to Chollerton First School



## New Starter Handbook

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## Admission Checklist

Below is a list of documents that need to be completed and returned to school for registration.

Please complete them and return them to the school office.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Admission Form (p4/5)</li> <li><input type="checkbox"/> GDPR Consent Form (p14)</li> <li><input type="checkbox"/> Home School Agreement (p17)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Off-site Activity Consent Letter(p18)</li> <li><input type="checkbox"/> Newsletter Sign Up (p19)</li> <li><input type="checkbox"/> Emergency Inhaler/AAI (p20)</li> </ul> |
|--|---|

Dear Parents and Guardians,

Welcome to Chollerton First School.

We pride ourselves on providing a happy and caring atmosphere where your child will feel valued as an individual and will thrive.

The purpose of this New Starter Handbook is to give you an overview of the many aspects of school life and includes important information you will need in the first few weeks.

Once at school, your child will receive half-termly topic letters and updates on their curriculum. There will also be newsletters to inform you of any events taking place and a weekly email to act as reminders.

If you are in any doubt about anything, please get in touch.

We look forward to welcoming your child to Chollerton First School.

Best wishes

Hazel Davey

***Chollerton C of E First School is compliant with the General Data Protection Regulation (GDPR). To learn more about how we collect, keep, and process your private information in compliance with GDPR, please view our privacy policy.***

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# Admission Form

***\*\*Please complete and return to school office\*\****

<b>Child's Surname:</b>		<b>Legal Surname:</b>	
<b>Child's Forename:</b>		<b>Middle name:</b>	
<b>Chosen name:</b>		<b>Gender:</b>	
<b>Date of Birth:</b>			
<b>Address:</b>			
<b>Post Code:</b>			
<b>Previous School:</b> (if applicable)			
<b>Nursery:</b> (incl. number of terms attended)			
<b>Pre-school:</b> (incl. number of terms attended)			

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Address/Phone/Mobile	Work Address/Phone/Email
		<b>Post Code:</b> <b>Tel:</b> <b>Mobile:</b>	<b>Post Code:</b> <b>Tel:</b> <b>Email:</b>
		<b>Post Code:</b> <b>Tel:</b> <b>Mobile:</b>	<b>Post Code:</b> <b>Tel:</b> <b>Email:</b>
		<b>Post Code:</b> <b>Tel:</b> <b>Mobile:</b>	<b>Post Code:</b> <b>Tel:</b> <b>Email:</b>
<b>Family Links</b> (Please give details of any siblings attending the school)			
<b>Name:</b>		<b>Date of Birth:</b>	<b>Year:</b>
<b>Name:</b>		<b>Date of Birth:</b>	<b>Year:</b>

<b>Travel Arrangements</b> Please tick the appropriate choice <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div><input type="checkbox"/> Bicycle</div> <div><input type="checkbox"/> Train</div> <div><input type="checkbox"/> Walks</div> <div><input type="checkbox"/> Car</div> <div><input type="checkbox"/> Taxi</div> <div><input type="checkbox"/> School Coach</div> <div><input type="checkbox"/> Public Transport</div> </div>			
<b>Dietary Needs</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">         Please tick the appropriate choice  <div style="display: flex; flex-direction: column; margin-top: 10px;"> <div><input type="checkbox"/> Artificial colouring Allergy</div> <div><input type="checkbox"/> No nuts of any type/quantity</div> <div><input type="checkbox"/> Other – (Please give details)</div> </div> </div> <div style="width: 50%;">         Please tick the appropriate choice  <div style="display: flex; flex-direction: column; margin-top: 10px;"> <div><input type="checkbox"/> Gluten-free</div> <div><input type="checkbox"/> No pork</div> <div><input type="checkbox"/> Ramadan</div> <div><input type="checkbox"/> Kosher foods only</div> <div><input type="checkbox"/> Seafood allergy</div> <div><input type="checkbox"/> No dairy produce</div> <div><input type="checkbox"/> Vegetarian</div> </div> </div> </div>			
<b>Meal Arrangement</b> Please tick the appropriate choice <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div><input type="checkbox"/> Free School Meal</div> <div><input type="checkbox"/> Paid School Meal</div> <div><input type="checkbox"/> Sandwiches</div> <div><input type="checkbox"/> Home</div> <div><input type="checkbox"/> Other</div> </div>			
<b>Doctor:</b>			
<b>Address:</b>			
<b>Telephone:</b>			
<b>Medical conditions</b> (Please list any medical conditions and medication)			
<b>Dentist:</b>			
<b>Address:</b>			
<b>Telephone:</b>			
<b>Country of Birth:</b>		<b>Nationality:</b>	
<b>Ethnicity :</b>			
<b>Home Language:</b>		<b>Religion:</b>	
<b>Data Protection Act 1998:</b> The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Education Authority and with the DfES.			
<b>Signature:</b>		<b>Date:</b>	

## **School Ethos**

Reflecting the Trust Deed, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at a parish and diocesan level.

The school will aim to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian and British values through the experience it offers all pupils.

It is the intention of Chollerton First School that all people involved in school are valued and feel valued. This is achieved by particular care in personal relationships between staff (teaching and non-teaching), pupils, parents, governors and visitors to the school.

Individual's concerns, points of view and feelings are given due consideration and it is intended that all individual's contributions to school life are noted and appreciated.

It is our objective that the school's environment is a safe and welcoming one, both inside and outside the classroom, and that the community feel a welcome part of school life. This is achieved by inviting members of the community (from pre-school to retired citizens) into our school for festivals and celebrations of all kinds and individuals from the community help in specific curriculum areas. Staff and governors operate an open, flexible yet effective line of communication at all levels.

## Our School Vision

*Be the best you can be through:  
challenge, nurture, inspiration, respect, happiness,  
inclusion, in a safe, loving, Christian family.*

These values were collated by all members of the school and the local community.

The Bible passage which is felt best fits our setting and the above values come from the parables Jesus used to teach people about God's love.

### The Lost Sheep

Matthew 18:12-14

*<sup>12</sup>“What do you think? If a man owns a hundred sheep, and one of them wanders away, will he not leave the ninety-nine on the hills and go to look for the one that wandered off? <sup>13</sup> And if he finds it, truly I tell you, he is happier about that one sheep than about the ninety-nine that did not wander off. <sup>14</sup> In the same way your Father in heaven is not willing that any of these little ones should perish.*

Through this passage, the children learn that each one of them is valued, respected, included, and safe.

The children know a great deal about farming and can associate with this passage and reflect that Jesus is the Good Shepherd who will inspire, challenge, nurture and keep us safe in a loving Christian family.



## **Mission Statement**

Chollerton Church of England Aided First School aims to be a school where:

1. Children, whatever their needs and abilities are inspired and challenged to achieve full potential in their academic, creative, personal, physical, moral and spiritual development.
2. Highly motivated staff make learning relevant, exciting and engaging through a rich and creative curriculum.
3. Children are nurtured and feel happy and safe to grow and develop in confidence.
4. Christian values are embedded in every activity and relationship.
5. Active participation in daily worship is encouraged and close links with our Church and the wider community is fostered.
6. Individuality and diversity are respected and celebrated.
7. In a caring place, children and adults feel they make a contribution and are valued as individuals.
8. Staff in partnership with parents, children, governors, the church and the community all play a part in realising our vision.

## **Governor Information**

Chairs: Rev. Sarah Lunn & Ummu Feeley

Vice Chairperson: Kirsten Coulson

Foundation Governors: Rosy Dickinson

Denise Jones

Anna English

Richard Hay

Parent Governors: Charlotte Hird

Louisa Stewart

Teacher Governor: Glenda Glenwright

Headteacher Governor: Hazel Davey

County Council Representative: Rev. Sarah Lunn & Ummu Feeley

## School Staff

Headteacher:	Mrs Hazel Davey
Class 1 Teacher:	Mrs Hazel Davey
Early Years HLTA:	Ms Georgina Ritson
SEN Teaching Assistant:	Ms. Ali Conley
SEN Teaching Assistant:	Ms. Robyn Smith
Class 2 Teacher:	Mrs Glenda Glenwright
Science Teacher	Ms. Nichols
HLTA	Mrs Sheena Murray
Teaching Assistant	Ms Fritha Valistar
Catering Manager	Mrs Liz Teasdale
Catering Assistant	Ms Sandra Gibson
School Administrator	Ms Tiffany Ferrol
Caretaker	Ms Caroline Coulson

### Regular Supply Teachers

Mrs Amanda Hewitt (*Early Years*)

## General Information

### School Hours

Morning Session:	8.45 am	-	12.00 noon
Morning Break:	10.30 am	-	10.45 am
Afternoon Session:	1.00 pm	-	3.15 pm

Parents must not come into school via the playground gates. If parents have a pre-arranged meeting with a member of staff, they should come into school via the school reception door only, and sign into and out of the building.

### Lunches

Children in Reception, Year 1 and Year 2 will receive a free school meal via the government's Universal Free School Meal scheme.

For years 3 & 4, pupils will pay £2.30 per meal via School Money.

Children can bring a packed lunch to school if they wish.

### Milk

Milk is free and available for children who are under 5 for the whole term. Other children will be charged approximately 25p per day. Reminders will be sent out and all payments for milk need to be completed by the deadline to be able to accurately order with our supplier. This is done at the end of each term, for the following term.

### Water bottles and snacks

We will provide your child with a water bottle and will fill it up each day. Children learn best when they are well hydrated! If their water bottle becomes empty we can easily fill it up in the classroom.

We provide a healthy snack each morning. We will ask for a small contribution each term to help with the cost of this.

### Reading Books

All the children will be bringing reading books home to share with you. They will have a home-school reading diary for you to record which books your child has read. If you have any comments you would like to make about your child's reading please use this book. Staff will hear your child read and change their reading book regularly.

Each week all the children will take part in a Guided Reading Session. During these sessions, the children will be taught basic book skills and taught how to decode unknown words.

We will also send home flashcards and letter-sound cards for you to practice with your child regularly.

### **Clothing**

We would like all children to wear our school sweatshirt which can be ordered from [School Trends](#). Cut off for ordering in time for the new school year is July – so please ensure that you order as soon as possible. We ask that all children wear grey or black trousers or a skirt, a white polo shirt and sensible shoes. A summer gingham dress is also acceptable in the warmer months.

Please make sure that all your children's clothing is clearly named. Their PE kits; shorts, t-shirts plimsolls should also be labeled. Your child's PE kit will be kept in their bag on their peg in the cloakroom and should be taken home on a half-termly basis for washing.

### **Swimming**

All the children will have weekly swimming lessons at the Wentworth Leisure Centre, for three half-terms a school year. This is from After the Spring half-term for the remainder of the academic year.

Children will need to bring in a swimming costume/trunks (no bikinis or baggy shorts), goggles and a towel in a bag in the morning. Long hair should be tied back for the lesson.

Lessons will cost £4.00 per week.

### **Absences**

Parents need to telephone before 8.55 a.m. or send an email to school when a child is absent as this helps in recording official absences.

Those using school transport need to contact the bus company if their child is going to be absent. Alterations in routine, e.g. children going home with friends, need to be made clear by email to the school. Please note, that casual use of the school taxi minibus is not allowed for insurance reasons by the contractor.

If you have prior notice for an absence, please complete a 'Leave of Absence' Form which can be found on our website [here](#).

### **Website**

The website is updated regularly with information such as term dates, curriculum information and school policies. <http://www.chollerton.northumberland.sch.uk/website>

**PTFA**

Our dynamic PTFA organises lots of things throughout the year, from events for the children to fundraising activities. Should you wish to be involved, please feel free to attend the meetings, which will be communicated via the school.

There is a Chollerton First School PTFA Facebook group, you are welcome to request access to this group. The page is used for general communication and sharing of school activities and useful information.

**Easyfundraising**

The Easyfundraising website is an excellent way for the PTFA to raise money just through people doing their normal shopping online. [Easyfundraising](#) allows you to shop direct with retailers online as you normally would, but by using the links from the easyfundraising website first, each purchase you make will generate a cashback donation to Chollerton First School PTFA.

**Medication**

We have a responsibility to maintain the health and safety of the pupils under our care during normal school hours or any other school event or activity. This may extend to administering medicine or taking other medical action in an emergency.

Should your child require medication, we ask that you complete an 'Administration of Medication to Pupil Form' which can be found on our website [here](#).

**Internet Safety**

We take every effort to ensure that the children are safe online. Access online is always supervised and our internet provider operates a filtering system that restricts and monitors all access to inappropriate material.

**School Transport**

All [school transport](#) needs to be arranged through Northumberland County Council.

# GDPR Consent Form

***\*\*Please complete and return to school office\*\****

**Please could you give parental permission for your child/children to take part in the following activities at school:**

Childs Name:

<b><i>Swimming</i></b>		
<ul style="list-style-type: none"> <li>I give permission for my child/children to go to weekly swimming lessons at the Wentworth Pool with Chollerton First School.</li> </ul>		
<b><i>Sun Cream</i></b>		
We would be grateful if you could sign the form below giving permission for your child/children to have sun cream put on and for a member of staff to apply it or to let us know if they are able to put it on themselves.		
<ul style="list-style-type: none"> <li>I am happy for my child/children to use school's sun cream.</li> </ul>		
<ul style="list-style-type: none"> <li>I would like a member of staff to help apply sun cream to my child/children.</li> </ul>		
<ul style="list-style-type: none"> <li>My child/children can apply sun cream themselves.</li> </ul>		
<b><i>Photo Permission</i></b>		
We would like permission to use your child's photo in various ways. Please complete the form below and return it to the school. <i>Please tick or cross each section.</i>		
	<b>Use of image</b>	<b>Comments</b>
In a print publication; i.e Hexham Courant		
In school materials aimed at the school community such as prospectus and newsletters		
On the school website		
In all other media coverage of the school		
A specific project involving the media		
In school photographs for display within the school		

*Children will never be named next to their photograph in any means. All photographs are securely disposed of after use.*

Signed:.....

Date:.....

## Benefits of registering for Free School Meals

Although your child will be entitled to receive Universal Free School Meals through a government-funded scheme where all infant-age pupils are entitled to a hot school meal free of charge regardless of individual financial circumstances. It is still essential that if you are entitled to income-related free school meals you apply as greater benefits will be received for your child, your child's school and yourself.

**The approval of a Free School Meals application would entitle a child to:-**

**Free milk** - in First, Primary or Special school milk at break-time will be free for the time the child is entitled to free school meals. The child's school will make the appropriate arrangements for the free milk.

**Help with curriculum-related residential trips or school visits** - The child's school will make the appropriate arrangements for this service.

**Help with music tuition and instruments** - Parents can claim a refund of £3.00 per session from the costs when 7 of the 10 classes have been attended by the student. The child's school will make the appropriate arrangements for this service.

**The above are not included in the government's universal free meals to children up to Year 2. To access these benefits families must be in receipt of a qualifying benefit and must have an approved Free School Meal claim with Northumberland County Council.**

As long as family circumstances don't change the claim will already be set up for children entering Year 3.

The school will receive extra funding, which will benefit all children

**If you are in receipt of the following benefits:**

- Universal Credit with household income less than £7,400 a year (after tax and not including any benefits you get)
- Child Tax Credit with NO Working Tax Credit (Income below £16,190)
- Income Support
- Income-Based Jobseekers Allowance
- Income-Related Employment and Support Allowance
- Guaranteed Element of Pension Credit
- The Immigration and Asylum Act 1999 supported by a letter from the Asylum team

**PLEASE APPLY, TO BENEFIT YOU, YOUR CHILD, AND YOUR CHILD'S SCHOOL**

For more information contact the Free School Meals Team at Northumberland County Council

Apply Online on the Northumberland County Council Website

Telephone: 01670 623592

Email: [FSM@northumberland.gov.uk](mailto:FSM@northumberland.gov.uk)





Dear Parents,

We are delighted to inform you that we have signed up to the online payment system **SchoolMoney**. This means that you will now have the facility to make payments for school expenses, such as trips, online with your debit or credit card.

This payment system will benefit both us as a school and you as a parent. Not only will you be able to pay for items from the comfort of your own home but you will also be able to access your account at any time to see if there is anything you need to pay for. **SchoolMoney** will enable us to experience a more streamlined, cost-effective and efficient payment system in a secure and safe environment.

We will be using the new system to pay for school dinners, milk, trips, fruit, swimming etc. There will also be an option for Class 2 to book onto Sports Club.

You won't need to sign up to this system as this is done automatically through the school and as long as you have provided us with up to date contact details we will send you a password within the next few weeks. This password will give you access to your **SchoolMoney** account where you can pay for any items we have requested from you.

To log into **SchoolMoney**, visit the website [www.eduspot.co.uk](http://www.eduspot.co.uk) and click on the sign-in button in the top right-hand corner. In the drop-down, select the **SchoolMoney Parent Login** option and this will send you through to a page where you need to enter your mobile number, email address, the password we have sent to you, and your child's first name.

If for any reason you are struggling to log in, it may be because you have not provided us with the correct contact details. Please let us know immediately if either your mobile number or email address changes.

We appreciate your cooperation in the early stages of rolling this system out to you.

### The Responsibilities of the School

At Chollerton First School, we will:

- Provide an inspiring, secure and safe learning environment.
- Provide a broad and balanced curriculum which challenges your child to reach their potential and fulfils the requirements of the National Curriculum.
- Negotiate with the children fair codes of conduct and school rules that develop friendship skills and respect for others and to abide by the school behaviour and uniform policy.
- Value and celebrate individual achievements.
- Keep you informed about your child's progress and behaviour, as well as their termly curriculum.
- Set appropriate homework for your child.
- Welcome parental input and respond to your questions or concerns as quickly as possible.
- Allow children safe and secure use of the Internet through a combination of site filtering, supervision and by fostering a responsible attitude in all pupils, in partnership with parents.
- Promote good attendance and punctuality.

*Signed on behalf of Chollerton First School*

.....  
Mrs Davey, Head Teacher

**The Responsibilities of the Parents/ Carers**

All parents/ carers will:

- Having chosen Chollerton First School for your child, accept the school's aims, values, policies and procedures, positively supporting the school.
- Ensure that your child attends school punctually every day during term time unless there is a good reason for absence (e.g. illness).
- Notify the school by letter or telephone in the event of absence.
- Support the school's policies and guidelines on learning, behaviour, attendance and uniform
- Attend parent/teacher meetings to discuss your child's progress.
- Support your child with homework that is set, including reading, ensuring that this is completed on time according to school arrangements.
- Keep us informed of where to contact you in case of an emergency.
- Promptly inform the school of any concerns or problems that may affect your child's learning, behaviour or happiness at school.
- Support school in the teaching of safe and secure Internet use at home.

*Signed [Parent/ Carer]*

.....  
**The Responsibility of the Child**

I agree to:

- Do all classwork and homework as well as I can, asking questions when I don't understand.
- Show that I am willing to work to the best of my ability.
- Be respectful towards others and behave safely and responsibly.
- Wear the school uniform with pride
- Use the Internet safely as I have been taught in class.
- Come to school on time.
- Talk to grown-ups if I have a problem.
- Follow the playground rules and my Code of Conduct.

Signed [Child]

.....

## Consent form for school trips and other off-site activities

Please sign and date the form below if you are happy for your child;

Name: \_\_\_\_\_

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

- The trips and activities covered by this consent include;
  - all visits (including residential trips) which take place during term-time only.
  - adventure activities
  - off-site sporting fixtures within the school day
  - all off-site activities
  - after-school clubs (in-school)
- The school will send you information about each trip or activity before it takes place either as individual activity information or in the newsletter.
- This letter of consent is valid throughout your child's time at Chollerton First School.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

### Medical information

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

.....  
 .....

**Signed**.....

**Date**.....

## Newsletter

We send out a weekly newsletter, with details about what the children have done that week, and also a half-termly newsletter detailing some of the planned activities and important information for that term.

All of these can be found on our [website](#), but if you would like to be emailed a copy, please share your email address below.

Please note, that grandparents and other relatives who may be interested in knowing details and dates in school are also welcome to also sign up to receive the newsletter.

Name:

Email Address:

Name:

Email Address:

Name:

Email Address:

*These details will not be shared with anyone else, but they may be used for emergency contact by the school office if needed. Additional email addresses can be added at any time. Once you have signed up to receive newsletters, you can unsubscribe from the emails by emailing the school office at [admin@chollerton.northumberland.sch.uk](mailto:admin@chollerton.northumberland.sch.uk) at any time.*

## Opt-out of Emergency Medication

Due to a change in the law (Sept 2014), we are pleased to inform you that schools are now permitted to hold emergency Salbutamol inhalers and adrenaline auto injectors (epi-pen).

We have reviewed our 'children with medical conditions' procedures and will have on site

- an emergency inhaler, for any child showing symptoms of asthma, and
- adrenaline auto injector, for any child showing symptoms of anaphylaxis.

This is a precautionary measure. You still need to provide your child with their own medication as prescribed.

We would like to notify you that if you have previously informed us that your child has asthma or anaphylaxis and has been prescribed medication, we will use the Schools Emergency medication in the unlikely event their regular medication fails to work or is missing.

If you **do not** wish for us to use the schools medication in an emergency please fill in the details below and return to school as soon as possible. Please can you ensure your child brings in a working in-date inhaler/ epi-pen for use in school that has their name and date of birth on it.

Child's Name:

Date:

- ☐ **I DO NOT consent to my child using the school's emergency inhaler or adrenaline auto injectors.**

Signed:

Full Name:

Emergency contact details:

Relationship to child:

- ☐ I confirm that my child has been diagnosed with an allergy which could cause anaphylaxis and has been prescribed an adrenaline auto-injector (epi-pen)
- ☐ I confirm that my child has been diagnosed with asthma and has been prescribed an inhaler.