



Greatham
CHURCH OF ENGLAND
+
Primary School

School Prospectus



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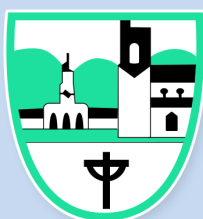
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Welcome

Greatham Church of England Primary School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome children of all faiths and none. We have a passion to include everyone equally and accept others for who they are and respect differences.

We support pupils to become independent, resilient and reflective learners through a creative, broad and balanced curriculum tailored to their needs. We are dedicated to making the school a loving and caring community where all children can interact, learn and pursue academic excellence together so that they may lead responsible and fulfilling lives.

Vision and Aims

Life and learning at Greatham School is firmly rooted in the message,

Love each other, just as I have loved you: (John 15:12)

Central to our school ethos is love and respect for God, each other and all of creation and we value the positive partnerships with the church, families, governors and the wider community.

We love each other because we believe that each person, from youngest to oldest, is unique and created in God's image and likeness (Genesis 1.26).

We support all our school family to live out the message Love each other, just as I have loved you: (John 15:12) through our core Christian values of love, hope, peace, forgiveness and trust which are deeply rooted in all aspects of school life.

Our Aims:

- To meet the needs of every child through a personalised learning experience with high expectations for all.
- To ensure all teaching and learning within school is engaging, motivating and inspires children to have a love of learning regardless of age, gender, ability, race or religion.
- To ensure each child reaches their full potential and achieves in all aspects of the curriculum.
- To ensure each child has the resilience and skills to prepare them for life after Greatham.
- To promote a sense of belonging, work within the wider school family and with St. John the Baptist Church so the community can thrive.

The Children's Aims:

- To have fun and love learning.
- To feel safe so we can make mistakes.
- To do our best and produce the best quality work.
- To be challenged in everything we do.
- To have friends and help each other.
- To set a good example.
- To achieve our goals no matter what.



Greatham Church of England Primary School

Headteacher: Mrs. N. Dunn

Egerton Terrace

Greatham

Hartlepool

TS25 2EU

Tel: (01429) 870254

(01429) 871573

Email: office@greathamprimary.org.uk

Web: <https://greathamprimary.org.uk>

Dear Parents and Carers,

On behalf of the Chair of Governors, the staff and myself, I would like to take this opportunity to welcome you and your child/ren to our school family and look forward to a happy and successful partnership over the coming years.

This is a warm, caring school where pupils feel secure to work in an atmosphere that encourages high standards of work and behaviour.

The information in this booklet is intended for guidance. If you have any questions, please do not hesitate to contact the school. We extend an invitation to you and your child/ren to visit the school. Please contact Miss Westmoreland in the office to make an appointment.

Confidence in a school comes from knowing and understanding what is happening in it. We hope you will extend your knowledge through contact and discussion with myself and members of staff and take advantage of the occasions for consultation. It is important that mutual understanding and trust should be the basis of our shared responsibility.

At Greatham School, we endeavour to work in partnership with you to see that your children develop educationally, emotionally, spiritually and socially.

Yours sincerely,

Mrs. N. Dunn



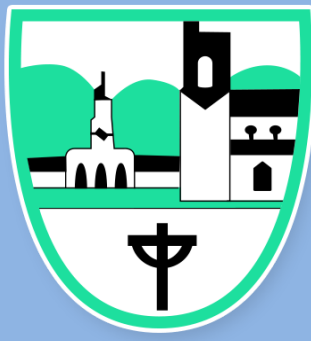
A Message of Welcome from Roger Ward, CEO

Welcome to Melrose Learning Trust. As a Trust, we are committed to providing all our pupils with opportunities to allow them to achieve highly, be confident and engage in a wide range of enrichment experiences.

Our Trust vision is 'growing together in life in all its fullness', and this drives the work we do to allow our schools, pupils and staff to flourish through the opportunities we provide. We are committed to providing children with high achievement, confidence and enrichment, which is developed through excellent teaching, stimulating curriculums and strong moral values.

Schools within our Trust have very similar values and share the belief that excellence in education is based upon a number of key principles:

- Ensuring all children are given the opportunities to maximise their potential.
- Our aim is to provide a curriculum that is flexible, engaging and enjoyable for all. Our belief is that learning is enhanced when teachers are invested/passionate in what they are teaching and progress is more likely to be accelerated when children enjoy the curriculum. We are committed to ensuring both indoor and outdoor learning are strong across the Trust.
- Staff feel valued, enjoy their working environment and are provided with bespoke professional development that is fundamental to continuing school development.
- Leadership is strong at all levels.
- Strong partnerships are the key to success. The Trust offers a comprehensive support and development package to all schools.



Our School

Core Christian Values



These are Greatham's Core Christian values, which are at the heart of our school.

At Greatham, we believe it is important to develop core values by which to live and which help to develop a moral and spiritual awareness.

We aim to explore the meanings of the core values and their significance through daily acts of worship in school. The gifts of **love**, **peace**, **forgiveness**, **trust**, and **hope** are the values we want our children to leave with and use throughout their life.



School Hours and Teaching Time

Key Stage 1

Morning: 8.45am - 11.55am
Afternoon: 1.10pm - 3.15pm

Key Stage 2

Morning: 8.45am - 12.10pm
Afternoon: 1.10pm - 3.15pm

School gates open at 8.40am and children must be in school by 8.45am. The school bell is rung for afternoon sessions which begin at 1.10pm. No child may leave the school premises in school time without permission from the Head Teacher. Requests by parents for children to leave the school premises in school time should be made in either; writing, telephone call or in person and the child collected by a parent/guardian, who must sign the child out and back in.

To protect the children who stay for dinner, they are not allowed to leave the school premises after the meal unless a parent/ guardian collects them.

Children can only be collected by a known adult, aged 16 and over.

If children are to be collected by a person who is not known to the school, parents must contact school and notify them of who will be collecting the child. The same policy applies if another parent will be picking up a child who is not their own.

Only children in year five and six are permitted to walk home without an adult providing written consent has been given.

Older siblings cannot be responsible for taking younger children home.

During dark evenings, it is necessary for children to be collected by an adult.

School Uniform

Item	Optional or required	Branding	How to acquire
Regular school uniform			
Navy sweatshirt or cardigan	Required	School logo on left-hand side (optional)	Branded sweatshirt and cardigan available from school supplier and second hand from school office. Navy sweatshirt or cardigan can be bought from regular retailers.
White or light blue polo shirt	Required	School logo on left-hand side (optional)	Available from school supplier, second hand from school office and available from regular retailers.
Navy school fleece/hoodie	Optional	School logo on left-hand side (optional)	Available from school supplier and second hand from school office.
Grey or black trousers or navy skirt	Required	No branding	Available from regular retailers.
Light blue gingham dress	Optional	No branding	Available from school supplier and available from regular retailers.
Sensible, plain black shoes	Required	No branding	Available from regular retailers.
PE kit			
White or navy t-shirt	Required	School logo on left-hand side (optional)	Available from school supplier and regular retailers.
Plain navy shorts	Required	No branding	Available from school supplier and regular retailers.
Plain navy tracksuit bottoms	Optional	Optional	Available from school supplier and regular retailers.
Accessories			
School book bag	Optional	School logo	Available from school supplier.
School PE bag	Optional	School logo	Available from school supplier.

Breakfast and After School Club

At Greatham, we offer fantastic full wrap around childcare for 3 to 11-year olds.

Children can attend breakfast club where they will receive a healthy breakfast (a perfect start to the day). The children also take part in a range of activities led by our excellent breakfast/after-school club team.

There is also an after-school club where children are collected from the classroom and then have a nutritious snack after school. After that, they are involved in a range of fun activities including; rounders, arts and crafts, pool, cookery, Harry Potter club, iPads, nature walks and much more!

Details of times and prices are listed below.

All sessions need to be pre-booked and paid for via Compass

From	To	Cost	Activity
7.45am	8.15am	£2	Breakfast Club
8.15am	8.45am	Free	
3.15pm	4.15pm	£4.00	After School Club
3.15pm	5.15pm	£6.50	After School Club



School Lunches

All Greatham pupils can have a school lunch or bring in a packed lunch from home. This part of the school day is an important and valuable social occasion where the children have the opportunity to share a meal with friends. Diagnosed dietary requirements can be catered for. Dinner money must be paid in advance on the online Compass app. Please notify the school office at the end of each half term if your child wishes to change their lunch preference.



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PEACE



LOVE

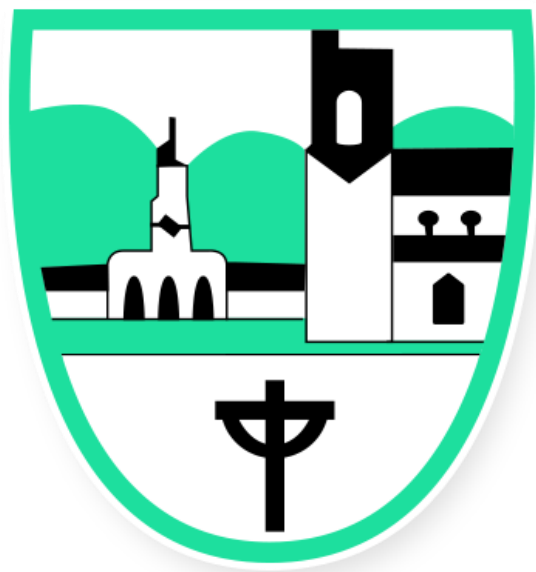
HOPE



TRUST



FORGIVENESS



Our Team

School Staff 2025/26

Mrs N Dunn	Headteacher
Miss J Finnigan	Deputy Headteacher

Class 1 (Nursery and Reception)

Miss C Inman	Teacher
Mrs A Warren	Teaching Assistant

Class 2 (Year 1 and Year 2)

Mrs D Brown	Teacher
Mrs R Morrison	Teaching Assistant

Class 3 (Year 3 and Year 4)

Miss J Finnigan	Teacher
Mrs T Scorer	Teaching Assistant

Class 4 (Year 5 and Year 6)

Mrs S Richardson	Teacher
Mrs Z Peers	Teaching Assistant

Class 5 (ARP Facility)

Miss A Robinson	Teacher
Mrs T Devonshire	Teaching Assistant
Mrs A Wilks	Teaching Assistant

School Office

Miss C Westmoreland	School Administrator
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Support Staff

Mr J Henderson	Site Supervisor
Mrs L Chapelhow	Lunchtime Supervisor

Breakfast & After School Club

Mrs G Minton	B& ASC Manager
Mrs S Jackson	B& ASC Assistant



School Governors

Chair of Governors

Mr P Bentham

Vice Chair of Governors

Mr B Price

Parent Governors

Mrs H Wright

Miss B Hutchinson

Co-Opted Governors

Mr K Wilkinson

Mrs C Brown

Staff Governors

Mrs N Dunn

Mrs S Richardson

Ex-Officio

Reverend Philip Bullock

The Governing body is responsible for the management and direction of the curriculum, conduct of the school and budget.

Governors are made up of individuals who are elected, nominated, and representative of parents, staff, Local Authority and the local community.

School Governors work with the Head Teacher and staff and are responsible for setting the strategic development of the school. Meetings are held once a term and committees meet in addition to this.

Pupil Voice

School Council

Greatham School Council members are elected by their classmates. They share the thoughts of their class. They meet weekly and innovate & improve school, contribute to the notice boards and gather and share children's ideas. They have represented our school across the North-East and tirelessly work to improve our school and the playground.

Good News Gang

The Good News Gang play a big part in Collective Worship. They plan and lead worship for the school and the wider community.

Playground Leaders

Playground leaders are children from KS2, who organise games and activities at playtimes and lunchtimes.

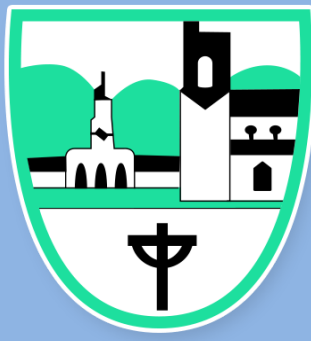
Librarians

Our librarians are responsible for development of the school library. They support all visitors, read stories, keep the space tidy and arrange the displays and shop front. They also promote new books and how children might enjoy them.

Playground Buddies

Buddies are appointed at the beginning of each year to support and enrich the playtime experience for all pupils. They wear tabards and support with socialising, playing or any little concerns the younger children may have.





Curriculum

Special Educational Needs

At Greatham we can offer Additionally Resourced Provision for children between the ages of 3 and 11 years with higher levels of complex Special Educational Needs & Disabilities. The Local Authority fund 20 planned places for pupils with Communication and Interaction needs, Cognition and learning needs, sensory and physical, medical needs and ASD. Most of our children have (or are in the process of obtaining) an Education Health Care Plan (EHC).

Places are assessed on an individual basis and are obtained through criteria set by the SEND team at Hartlepool Local Authority. The provision is funded, supported and reviewed by Hartlepool Local Authority, but is run and managed by Greatham Church of England Primary School staff. Our children who attend this provision are fully included in school life and are very much seen as integral, important and vital members of our school community.

Our provision offers teaching staff with additional knowledge, skills and expertise in SEND, specialist environments which support the learning needs of each pupil, systems to track small step progress and wider outcomes and strategies for achieving successful outcomes.

We will actively involve parents/carers and pupils in the review and delivery of the provision and help with their development. The aim of our curriculum offer is to ensure that each pupil can make good progress towards or achieve the objectives set out in his/her EHC plan, ensure readiness for their next phase of education and build on the independence and life skills to support their journey to adulthood. We want our pupils to be able to communicate effectively in a range of settings and be able to develop confidence and skills to enjoy social interaction.

Homework

Working at home can help develop a child's self-discipline and promote a motivating attitude towards study and learning. The tasks children will be set will be to consolidate learning that has taken place in school or to challenge them further. Homework will be sent in a variety of forms from research, writing and maths to more creative tasks involving art and design.

We ask parents to support their child by ensuring that he/she spends the required time to complete the tasks set.

Additionally, we ask children to read as much as possible at home and communicate this with the class teacher through their reading diary.

Following the Autumn term 'Welcome Meeting', parents will receive a termly curriculum newsletter containing homework guidelines. Teachers will keep a record of homework set and report on commitment to homework in end of year reviews to parents.



Early Years

Our Early Years curriculum is grounded in active learning. Through practical activities, purposeful play and talk, pupils develop an understanding of the world and the basic concepts they will need for their learning. The Early Years develops children's personal, social and emotional well-being; promotes positive attitudes and dispositions towards their learning; provides opportunities to develop social skills as well as developing language and communications, reading, writing, maths, knowledge and understanding of the world, physical and creative development.

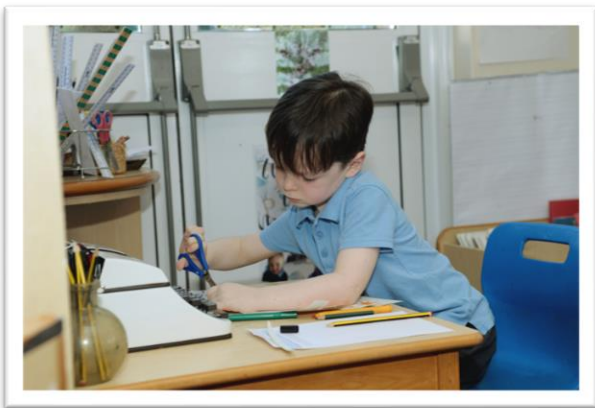
As the children move through school they are taught in mixed, mixed ability groups. Emphasis is placed on small numbers and all classes have dedicated support staff.

Topics

At Greatham, we have a creative exciting Curriculum. We use a cross-curricular approach so the children can become fully immersed and involved in their own learning.

Our children are taught in many ways, work is appropriately differentiated to match all ability levels and all children are challenged across the curriculum to ensure their learning is extended and moved on.

At the beginning of each term, you will receive a class newsletter with an outline of each topic for that term. This will enable you to follow what your child(ren) are learning about to support them at home.



Core Subjects

English

We use English to communicate in both written and spoken form. We use language to build our view and opinion of the world and our community. We continue to learn, develop and enhance our knowledge and understanding of English throughout our lives.

English is taught based on the National Curriculum (2014). It is taught daily with work appropriately differentiated to match all abilities both as a standalone subject and an integral part of our topic cycle

SPaG

As a school we embed the teaching of Spelling, Punctuation and Grammar (SPaG) in our daily literacy lessons and teach discrete skills lessons. We use many fun games and learning activities to help children gain a secure knowledge and understanding.

Maths

We aim to provide our children with a wide mathematical education taught in an enjoyable, relevant and creative way. We use 'real life' experiences so children begin to understand the importance of applying maths skills in order to solve problems and engage them for future learning.

Maths is taught daily based on the National Curriculum (2014). Pupils explore all four number operations and are encouraged to try different strategies that best suit their learning building on existing skills and developing their knowledge and understanding.

Pupils explore shape and space and develop their measuring skills in a range of contexts. They are given lots of opportunity to discuss their methods and encouraged to use the appropriate mathematical vocabulary.

We want our children to be fluent in mathematics, know and understand mathematical concepts, skills, facts, relationships and strategies and be able to apply and communicate these in a confident way.

Science

Every child has a natural curiosity about the way the world works. Science at Greatham allows your child to find out how they can get answers to questions such as 'What size wings make the best helicopter?' or 'Why does the sun seem to move across the sky?' or 'Can a bean seed grow upside down?'

Science is the systematic investigation of the physical, chemical and biological aspects of the world, which relies on first hand experiences and on other sources of information. It is also fun!

At Greatham we aim to develop pupils' enjoyment and interest in science and an appreciation of its contribution to all aspects of everyday life. We wish to build on pupils' curiosity and sense of awe of the natural world through the use of a planned range of investigations and practical activities. At the same time, the children will be able to develop their ability to plan fair tests, make predictions, record results using ICT, diagrams, graphs, tables and charts and to make generalisations about their learning. We also value the use of scientific vocabulary and model this with our children, encouraging them to use it to explain their scientific thinking.



Computing

Every day, modern technology is changing the way we live and work. Our children need to learn how to manage it all – to get hold of information, evaluate its suitability, store it, share it with others and tailor it to meet their own needs.

Children learn how to safely navigate the internet, use our learning platform and communicate through emails, develop digital photography skills, use sound and video recording equipment and access a wide variety of software.

As part of the National Curriculum, children are taught how to code their own programmes to create apps and programs for digital devices.

The latest interactive whiteboards are installed throughout school, along with, iPads, digital cameras and voice recorders, to name but a few resources to enhance the curriculum.



We aspire for our children to confidently and independently use and apply their computing skills to support and extend their learning. We hope to develop a culture where the use of ICT becomes second nature to our pupils, thus ensuring they are ready and able to embrace the technological advances in their futures. Our school is fully equipped with laptops, PCs and iPads.

Geography

We want the children at Greatham to develop their knowledge of people and places and to understand the physical, social and economic elements that affect our world and the people who live here. Our geographical studies cover local areas / issues and extend on to the wider world. The children learn to follow instructions, use maps to locate cities, countries, mountain ranges, rivers, seas and oceans. They use atlases, photos and the internet to explore the environment and economics of those countries. They then use the skills they have developed in literacy, numeracy and computing to report and record their findings.



History

History is not simply viewed as learning facts here at Greatham, but see it as a chance to become a detective and explore the past in an exciting way. History is taught mainly through a topic-based approach and gives the children a chance to explore a wide range of sources from which the past may come alive.

History allows our children to compare and contrast, to examine how and why things have changed, to learn about historical characters and expand their research skills.

We want our children to be open minded and enquiring thinkers understanding cause and effect. We want them to understand how people have lived in the past and begin to make links between the past and modern times. We encourage first-hand experience wherever possible and field work visits play an important role in all year groups.

Design Technology

Design Technology helps children to become problem solvers through practical tasks, using creativity and imagination.

Children take every day or familiar objects and investigate how they actually work and who they are really aimed at. Working with a variety of materials and through the new skills they learn, children get to design, make and evaluate a range of products from dragons to volcanoes to gladiator sandals.

Design Technology is a subject all children can enjoy individually or as part of a team and gives them the opportunity to become innovators.

Music

Music at Greatham is rich and varied. It is creative and exciting. All class music lessons give pupils the chance to explore and actively engage in performing, composing, listening and analysing. Singing is at the heart of our music making, both in class lessons and during whole school worship. Children have the opportunity to join our school choir. Other music lessons, including samba drumming, ukulele and recorders are taught whole class across the school and peripatetic lessons are available in KS2 at a small charge. We encourage our children to take part in local events outside of school and also invite professional singers and musicians from a variety of cultures to perform and work with the children.



Art

Art at Greatham gives children a lot to look forward to! Investigating lines, shapes, colours and textures helps our children with the basics and enables other work such as 3D and printing to happen. We try to inspire our children in art by using the skills and talents of professional artists to work alongside us.

Modern Foreign Languages

Learning a foreign language provides a valuable educational, social and cultural experience in preparation for future life. French is taught in every class at Greatham.

PE

A healthy lifestyle is vital for a child's well-being and keeping fit is an important part of this. In Physical Education, children learn about the need to warm up in preparation for, and cool down after, exercise. All children receive a range of PE and Games activities developing skills, techniques and rules for the following games: football, basketball, cricket, hockey, rounders, tag-rugby and athletics.

Our school is equipped for gymnastics, dance and movement and we also have after school clubs such as Zumba, athletics, combat, table tennis and football. The school offers a range of clubs for the children to join using both staff strengths and the skills of external sporting coaches.

As well as enjoying a wide range of activities in PE & Games in school, we participate in all inter-school competitions and tournaments outside of school and have enjoyed much success over the years.

Currently Children in Class 3 swim weekly.

Religious Education

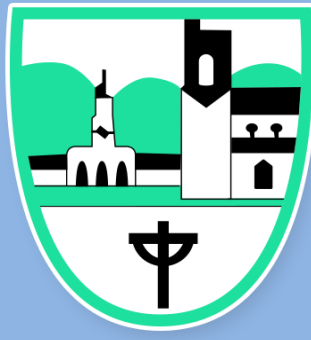
RE is taught, as required, from the Local Authority Agreed Syllabus. RE lessons offer a chance for children to explore beliefs and practices of 5 major world faiths. Visits to places of worship, handling artefacts and visits from practising members of different faiths enhance children's understanding of our multicultural society.

Children consider the influence of the teachings of different faiths on their followers as well as responding to the big questions of life from their individual viewpoint, thereby valuing beliefs of all children while developing their understanding, tolerance and respect for the beliefs of others.

Personal, Social, Health and Citizenship Education (PSHCE)

At Greatham, we aim to promote healthy, independent and responsible members of society. We encourage our pupils to play a positive role in contributing to school life and the wider community. Our children are given opportunities in PSHCE lessons to develop confidence, self-motivation and an understanding of their rights and responsibilities within our diverse society. The PSHCE curriculum is taught in a variety of ways: through other subjects such as literacy or history, as part of RE, through 'circle times', through science topics and through outdoor educational visits and activities.





Transition

Admission to Reception

Children are usually admitted to nursery at the beginning of the term after their third birthday if there is space and parents/guardians wish it. However, if the demand for places is high, children may have to wait one or two terms until a place becomes available. If the nursery is oversubscribed, places will be allocated in accordance with the Education Authority's admission criteria.

The nursery has thirteen places, which cannot be exceeded. Entry to nursery does not guarantee a place in the reception class at the school. Parents/guardians should contact the school directly to make enquiries about gaining a place in the nursery.

For admissions, Hartlepool Children Services Agency is responsible for co-ordinating the admissions to all primary schools in the town.

Admission to Reception

The LA admissions team will send the necessary forms and the online application systems open in November for Reception starters the following September.

Further details on the admissions process can be obtained by contacting the Admission Team on 01429 523768, 01429 523765 or e-mail: admissionsteam@hartlepool.gov.uk

Please refer to Hartlepool Borough Council Website for school admissions for further information.

Internal Transition

Moving to a new teacher and a new classroom is an exciting time and we begin transition in the final part of the summer term. In July, we have either a one or two-week transition where your child will meet their new class teacher and become familiar with their new school environment. We do all we can to ensure transition is smooth and effective.

We want all our new children to feel happy, safe and secure. The quicker they settle in, the more confident they become, helping them to develop independence and enjoy their learning.

Liaison between the sending/receiving teacher is a crucial factor, which enables us to get to know our new children – not just their academic abilities but also their learning styles, their successes and their talents. In this way the children will make the best possible start in September.

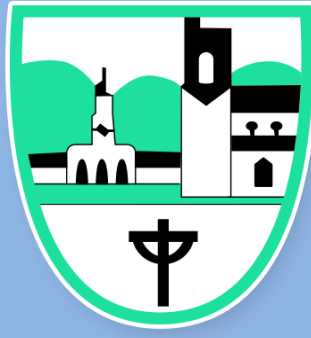
Transfer to Secondary Education

Close liaison with all our secondary schools ensures that the needs of our older children are met accordingly. Class 4 teaching staff share their knowledge about each child with their future schools and provide detailed information in response to secondary school request. We complete the Hartlepool Transition Tool which you will be contacted about by Mrs Richardson, Transition Lead.

Hartlepool Borough Council Admissions Team is responsible for co-ordinating the admissions to all secondary schools in the town. The purpose of co-ordinated admission schemes is to ensure that, as far as is reasonably practicable, every parent of a child living in the LA area who has applied for a school place in the normal admission round receives an offer of one, and only one, school place on the same day.

Shortly after your child commences Year 6, he or she will be given details on secondary school open evenings, which normally take place late September/early October. The LA Admissions Team distributes the preference packs to year 6 pupils during a visit to the school in October. The visit gives children the opportunity to ask questions about transferring to secondary school. The preference pack includes a booklet explaining the allocation process and a Common Application Form (CAF1). This form allows you to rank in order of priority which school(s) you would prefer your child to attend, even if the school is not in the Borough of Hartlepool. Failure to return your CAF1 from by the deadline stipulated would result in the Local Authority allocating a secondary school place for your child after all other applications have been dealt with. This is highly likely not to be the school you would prefer for your child.

Further details on the admissions process can be obtained by contacting the Admission Team on 01429 523768, 01429 523765 or e-mail: admissionsteam@hartlepool.gov.uk.



Clubs and Extra-curricular Activities

After School Clubs

We provide a wide range of exciting activities that our children can participate in after-school. Children who attend after-school clubs need to obtain written permission from parents by completing a club letter from school.

Many of our clubs are led by staff within school including:

- Eco
- Games
- Cookery
- Story Telling
- Football
- Art
- Year 6 Booster
- Sports Club
- Cricket

Professional sports coaches also further extend our community provision, providing football, basketball and other sporting activities.

Outdoor education and Residential visits

The outdoor environment can be used to bring learning alive for many children and we aim where possible to use our spacious grounds to inspire and stimulate our children. We also aim to use the local surrounding community and try to link local churches, businesses and residents to enhance the curriculum.

Residential visits are a great way of building self- confidence and increasing independence as well as allowing children to develop teamwork skills and friendships.

Every two years, our Year 5 and 6 children have an opportunity to spend three days and two nights at Robinwood Activity Centre in Alston, Cumbria or Carlton Outdoor Centre in Middlesbrough. Activities on residential trips are all designed to build personal confidence and teamwork. We offer a range of activities including canoeing, mountain biking, archery, rock climbing and problem solving.



Educational Day Visits

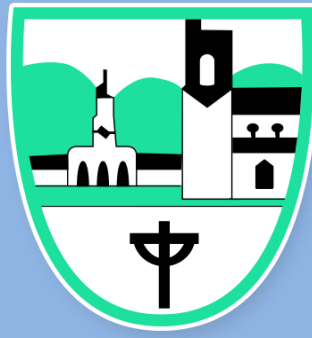
First-hand experience and real-life scenarios are also hugely beneficial to creating exciting, quality learning and we value the role they play in school life. We have visited many different places including:

Captain Cook Birthplace Museum
Beamish
Summerhill
STEMFest
Shildon Railway Museum
Whitby
Hartlepool Power Station
Carlton Outdoor Residential Centre
Heugh Battery
Swim Safe
Baydale Farm

We also invite a variety of visitors into school to help enhance our curriculum. Visitors bring with them a passion for what they do, which can be used positively to support our children's learning. Visitors have included:

Living Eggs
The Mean Green Smoothie Machine
The Victorian and Saxon Lady
Zoo Lab
Pets at Home
Local Industry





General Information

Holidays

Parents Annual Holiday

The Department for Education makes it clear that Head Teachers should not grant any leave of absence during term-time unless there are 'exceptional circumstances' as pupils need to attend school regularly to benefit from their Education.

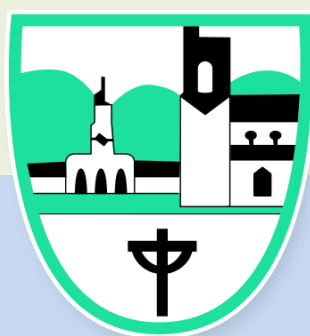
The government have introduced a single national threshold for when a penalty notice must be considered by all schools in England. This threshold is 10 sessions (equivalent to 5 school days) within a rolling 10 school week period. These sessions do not have to be consecutive and can be made up of any type of unauthorised absence and can span different terms or school years.

Holiday forms are available from the school office and must be completed and returned to school at least **two weeks in advance** of the holiday. Requests that are received later than this may be rejected due to insufficient notice. As Y2 and Y6 children take national tests during May, it is essential that children in these year groups are not on holiday during May or in the weeks prior to May when much revision is done.

School will not authorise holidays at the beginning of this school year, or at the end of the school year.

School Holidays 2025-2026

	Last day in school	Return to school
Summer	Friday 18 th July 2025	Tuesday 2 nd September 2025
Autumn Half Term	Friday 24 th October 2025	Monday 3 rd November 2025
Christmas	Friday 19 th December 2025	Monday 5 th January 2026
Spring Half Term	Friday 20 th February 2026	Monday 2 nd March 2026
Easter	Wednesday 1 st April 2026	Monday 20 th April 2026
May Day	Friday 1 st May 2026	Tuesday 5 th May 2026
Whitsun Half Term	Friday 22 nd May 2026	Monday 1 st June 2026
Summer	Tuesday 21 st July 2026	TBC



Access to Documents

The following documents are available from school:

- **CSA Curriculum Policy Statement.**
- **Statutory Instruments and Circulars.**
- **Any published OFSTED reports of the school.**
- **Schemes of work currently in use.**
- **Copy of the Complaints Procedure.**
- **Agreed Syllabus of Religious Education.**
- **Governing Body papers and policy statements.**
- **Inspection Reports and Trust Deeds.**
- **School Attendance Policy.**

Complaints Procedure

The Head Teacher and Governors have a direct responsibility for many activities. In the event of any concerns or complaints please contact the Head Teacher first.

If you are unhappy about the response you get, you may wish to take your complaint to the Governors.

Melrose Learning Trust has established a procedure for considering complaints from parents relating to; the school curriculum, charging and remissions policy of schools, Religious Education and collective worship. It is hoped that parents would raise any concern they may have with the Head Teacher in the first instance. However, if parents wish to make a complaint, details of the procedure can be obtained from the Head Teacher or CSA.

Child Protection

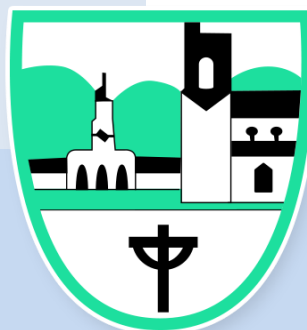
Parents and carers should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of its pupils.

In cases where school staff has cause for concern that a pupil may be subject to ill-treatment, neglect or other forms of abuse, staff must follow the LA Child Protection Procedures and inform the Social Services of their concern. This may involve a visit to the home by a Social Worker. The school's Child Protection Policy is available to parents/carers on request. Everybody working or visiting children in school is DBS checked.

Charging Policy – School Educational Visits

Our school trips are organised to enhance and support school work. Costs are kept to a minimum. However, owing to the 1988 Education Act it is necessary to ask for voluntary contributions if this type of activity is to take place during school time. There is no obligation to contribute and no pupil will be omitted from the visits but it is necessary to have substantial voluntary parental contributions in order that the activity takes place.

However, if the activity takes place outside school hours or if it includes accommodation and/or food, then charges apply.



School Admissions Arrangements for 2025/2026

The admissions policy for entry to community and voluntary controlled primary schools is as follows:

Parents/carers are invited to express preferences for up to 3 primary schools in priority order and give reasons for their preferences.

- In the first instance, places will be awarded to those pupils with a statement of special educational needs or Educational, Health and Care (One) Plan where the school is named as the most appropriate educational setting for the child.
- The remaining places will be awarded in the following priority order:

- 1) Those children who are looked after children and previously looked after children (*previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order*);
- 2) Those children who have brothers or sisters who will be attending the school in September;
- 3) Those children who live in the school's admission zone;
- 4) Those children who are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;
- 5) Those children who live closest to the school as determined by a 'straight line' distance measurement; from the (ordnance survey) address point for the child's home to the (ordnance survey) address point of the school.

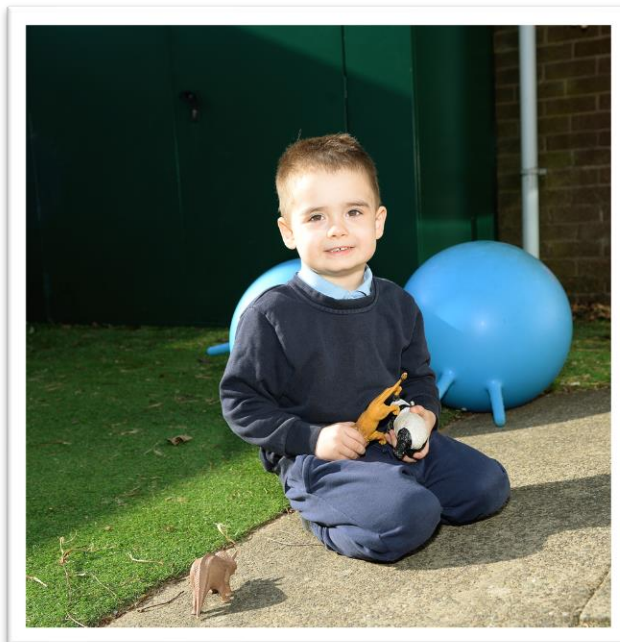
Tiebreaker:

If more children qualify under a particular criterion than there are places available, priority will be given to those children who live closest to the school (as described under criteria 5).

For more information about school admissions including:

- Nursery Admissions
- Primary School Admissions
- Secondary Admissions
- In-year Transfers

Please see the information and links on the school website or alternatively, contact the school office.





Greatham
CHURCH OF ENGLAND
+
Primary School

Love each other as I have loved you.

John 15:12