

Our Prospectus

Your introduction to Archibald First School

Getting In Touch

Archibald Street
Gosforth
Newcastle upon Tyne
NE3 1EB

0191 285 1957
admin@archibald.newcastle.sch.uk
www.archibaldfirstschool.org.uk

Head Teacher **Mrs. J. Bayes**



Dear Parents,

Thank you for considering Archibald First School for your child.

This prospectus will provide you with some information about our school, with regard to our aims, organisation and policies.

We provide a happy and caring atmosphere in which your child can learn and develop to their full potential. To achieve this we provide a safe and welcoming school. A place where we can establish a relationship between home and school, based on trust, shared knowledge and mutual respect.

We hope you find the information in this prospectus clear and useful.

If there is anything you would like to discuss with me at any time, you only have to ask or arrange an appointment.

I look forward to working with you and your child in the years ahead.

Yours sincerely,

A handwritten signature in blue ink that reads 'Julia M. Bayes'.

Julia Bayes
Head Teacher

Schools Admission Procedure

For up to date information on our admission procedure and registration please visit the school website.

Normally children remain at this school until the end of the Summer Term of the year in which they are nine, or before the 31st August, when they transfer to the Middle School of your choice.



Our Vision & Staff



**Having fun,
achieving excellence.**

At Archibald First School, by being;

Successful Learners Who...

- Are equipped with good basic skills in literacy and numeracy
- Are able to ask, enquire, process, reason and evaluate
- Know about events that shape our world (past and present)
- Are motivated learners who work to their potential
- Are able to evaluate performance and set own goals
- Are able to think for themselves and can make good choices and decisions
- Are independent life long learners
- Want to learn and have a 'thirst' for knowledge

Confident Individuals Who...

- Are able to think
- Have self-confidence and high self-esteem
- Can contribute to their own well-being and the well-being of others
- Take responsibility for their own actions and understand consequences of their behaviours
- Are willing to try new ideas

Responsible Citizens Who...

- Know how to lead and adopt a healthy, safe lifestyle
- Demonstrate empathy and respect
- Show an understanding and tolerance of different groups in society
- Know how to care for the environment
- Are well prepared for life

Teaching Staff

Mrs. J. Bayes	Head Teacher
Mrs. R. Turner	Deputy Head Teacher
Mrs. K. Nelson	TLR Early Years
Mrs. K. Mullick	Year 3 TLR Key Stage 1
Mrs. S. Graham	Year 4 TLR Key Stage 2
Mrs. A. Ward	Early Years & SENDCo
Mrs. C. Jones	Early Years
Mrs. A. Watson	Early Years
Miss. K. Pearson	Year 1
Miss. R. White	Year 1
Mr. S. Morrow	Year 2
Mrs. R. Sinclair	Year 2
Mrs. K. Mullick	Year 3
Mrs. H. Nisbet	Year 3
Miss. E. Crowe	Year 4

Mrs. J. Marshall	PPA cover
Senorá J. Linfoot	Modern Foreign Languages

TLR - Teaching and Learning Responsibility
SENDCo - Special Educational Needs and Disabilities Co-ordinator

Non-Teaching Staff

Mrs. K. Storey	HLTA Early Years
Mrs. P. Patrick	HLTA Key Stage 1
Mrs. V. Watson	HLTA Key Stage 2
Mrs. J. Bell	Teaching Assistant Early Years
Mrs. L. Wallace	Nursery Nurse Early Years
Mrs. J. Hewitt	Nursery Nurse Early Years
Mrs. S. Yule	Nursery Nurse Early Years
Mrs. J. Corrigan	Teaching Assistant Key Stage 1
Mrs. S. Johnson	Teaching Assistant Key Stage 1
Mrs. K. Harrison	SEN Teaching Assistant Early Years
Mrs. S. Tadbeer	SEN Teaching Assistant Key Stage 1
Ms. L. Gowland	SEN Teaching Assistant Key Stage 2
Mrs. D. West	Family Support Advisor
Mrs. R. Carr	PA / Office Manager
Mrs. S. Shaw	Finance Officer
Ms. H. Barnes	School Support
Mr. R. Bell	Site Manager

Mid-Day Supervisor

Mrs. V. Fisher

Mid-Day Supervisory Assistants

Mrs. L. Handa	Ms. L. Mostyn
Mrs. J. Anderson	Ms. S. Manu
Ms. K. Kettle	Mrs. M. Trick
	Miss. C. Riley



Governing Body

& Further Information

Governors - who are they?

The Governing Body consists of parents, members of the local community, teaching and non-teaching members of staff and representatives of the Local Authority.

What do they do?

They meet regularly to discuss school business and they help with all aspects of the running of the school including interviewing and selecting staff, discipline procedures and finance. Their role is as a critical friend for the school.

Can I become a Governor? Yes.

Parents elect Parent Governors who serve on the Governing Body for a period of four years. If you are interested in becoming a Parent Governor please contact the Head Teacher for details.

Listed below are the current members of the Governing Body:

Chair of Governing Body	Dr. M. Moss (co-opted)
Vice Chair(s)	Mr. P. Crabtree (Local Authority) Mr. J. Hulme
Staff Governors	Mrs. J. Bayes (Head Teacher) Mrs. R. Turner (Deputy Head Teacher)
Parent Governors	Mr. A. Dunlop Mr. S. Mckenna Dr. J. Wallace Mrs. A. Steer
Foundation Trust Governor	Mr. T. Albassam
Co-opted Governors	Mrs. K. Mullick Mrs. A. Ward Mr. M. Ingleson

Gosforth Schools' Trust



Archibald First School is one of eleven schools in Gosforth that have joined together to form a Foundation Schools' Trust. The aim of our trust is to work corroboratively to provide effective and supportive quality education for every child in our schools.

As a group of schools we have always worked closely together and look upon creating the Gosforth Schools' Trust as an opportunity to formalise our arrangements whilst maintaining our individual identity. Further information about the Gosforth Schools' Trust can be found on our website.

Further Information

The following documents are available on request:-

- The LA's Curriculum Policy Statements
- Statutory instruments, circulars and memoranda sent to the school by the DFE
- Ofsted reports on the school
- The school's policies and schemes of work, including RE and sex education
- The LA's arrangements for complaints about the school's curriculum

We think it is important to keep you informed about the curriculum and how your child is being taught. Therefore we hold regular parent meetings which include formal Parent Evenings and informal afternoons.

In addition, our Family Support Advisor arranges a variety of workshops; please attend as many of these as possible.

Charging Policy

Pupils take part in a variety of outings/activities which support the curriculum. Parents are asked to contribute towards the expenses and in many cases trips and visits are subsidised by the school. Parents of pupils eligible for free school meals or pupil premium funding are not asked to make a financial contribution.

Letters regarding any visits outline clearly how contributions are used.

We ask parents for written permission for all school visits with the exception of short excursions within walking distance of the school e.g. the library, local churches, our local Middle schools and Gosforth Academy.

PTFA

All parents are automatically members of Archibald's PTFA and there are plenty of opportunities for involvement in fundraising, social activities and events.

All new pupils receive a welcome gift book bag from the PTFA.



Attendance

& School Clothing



School Hours

School Doors Open:	8.45am
Morning Session:	8.55am – 12.15pm
Break Time:	11.00am – 11.15am
Afternoon Session:	1.10pm – 3.15pm
Assembly:	2.50pm

Children in Key Stage 1 have a short break in the afternoon.

Attendance

Good attendance is essential. We will always ask parents for an explanation for all absences. Leave of absence may be authorised in exceptional circumstances.

Authorised absences include:

Illness
Medical/dental appointments
Family bereavement

Unauthorised absences include:

Birthdays
Term-time holidays
Unnecessary visits/shopping

Pupils' with attendance below the school target of 95% will be monitored by the school Welfare and Attendance Panel.

The percentage of pupils with authorised and unauthorised absences can be requested from the school office.

Term-Time Holiday Requests

Parents are reminded that they must request permission from the school to take their children out of school during term time. Forms are available from the school office. Holidays in term time will not be authorised.

Please ring or call the school office to make an appointment with Mrs. J. Bayes to discuss any holiday or associated issues.

School Clothing

The school has a uniform of red sweatshirts, plain navy trousers, pinafores or skirts with white polo shirts. Red and white summer school dresses may be worn in the warmer months. Jeans, striped tracksuit bottoms or combat trousers are not allowed.

School shoes should be plain and dark in colour, appropriate to the age of the children and provide adequate protection for your child's feet. Trainers, multicoloured trainers and football shoes are not allowed.

Sweatshirts and fleeces with the school logo can be purchased from Tots to Teams at Kingston Park.

Only the wearing of stud earrings and a watch is acceptable in school. Earrings must be removed on PE days and for swimming. The hair styles of both boys and girls should not cause distraction. Dyed colours, shaved swirls or Mohican type styles are not permitted.

The Governing Body will accept no responsibility for injury caused by a child wearing any jewellery. Staff cannot be responsible for the removal and replacement of earrings etc. The school will not be held responsible for the loss of any jewellery on school premises. Please note that children with long hair should make sure it is tied back for health and safety reasons during PE lessons.

Absences From School

Please let us know as soon as possible by telephone if your child is absent. Failure to notify the school of absence is recorded as an unauthorised absence and a truancy record can soon build up.

A list of school holidays is sent to parents at least once a year, and can be found on the school website.

Although we realise that parents try to make appointments outside of school hours, if you do need to collect your child during school hours, please let us know in advance and collect your child in person.



Curriculum

& Activities



The Curriculum

We have developed our curriculum to meet all of the objectives of the Primary Curriculum 2014 and the needs of all learners through engaging and inspiring topics.

Reception Baseline assessments take place throughout September, Primary Curriculum tests are administered at the end of Key Stage 1 in Year 2, and the Phonics Screening Check for all Year 1 pupils is carried out in the summer term. A range of other assessments are carried out throughout the year for all classes, in order to secure progress in learning by your child.

Our curriculum is enriched by visits and other opportunities which ensure your children receive a broad and balanced curriculum which prepares them well for lifelong learning. We include the teaching of a modern foreign language, Spanish, from Early Years to Year 4.

Extra Curricular Activities

We hold a variety of clubs offering a range of enrichment activities including cross country, newspaper, blogging, football, multi-skills, violin, dance, 'Let's Get Cooking', and taekwondo to name but a few.

We have an Eco Group Green Team that meet regularly to ensure awareness of our local and global environment.

The school council meet on a fortnightly basis giving the children a voice and involving them with the decisions made in school.

Our Family Support Advisor provides a range of courses aimed at adults or families. Information is displayed around school and in children's book bags.

Religious & Sex Education

Religious Education is taught from Newcastle Local Authority's agreed syllabus which is broadly Christian. Parents are entitled to withdraw their children from RE and collective worship if they wish. Arrangements can be made with the Headteacher.

Sex Education is taught through the Science, PHSCE curriculum and School Health Advisor visits (Year 4) in our Summer Term.

Sporting Aims & Provisions

Physical Education provision is appropriate to the age of the child. Sporting activities include football, cricket, multi-skills, dance, gymnastics and swimming. Our aim is to encourage children to enjoy taking part and developing team spirit, not simply winning at all costs.

We work closely with the Newcastle PE and School Sport Service who provide professional development for our staff and challenges for our talented pupils. Part of their remit is to teach PE and help our children participate in a wide range of sporting events which promote a healthy lifestyle and opportunities for competition.



Welfare

of our pupils

Safeguarding

Our school recognises our moral and statutory responsibility to safeguard and promote the welfare of pupils. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and will follow our procedures to ensure that the children receive effective support, protection and justice.

Mrs. J. Bayes is the named contact for all safeguarding concerns.

If your child is to be collected by another adult please fill out a yellow slip at the main office.

More Able & Talented

We recognise that we have children with particular talents and offer opportunities for gifted or talented children to work alongside peers from other schools. In the past this has included enhanced learning in IT, sport, drama, science and art, some offered in specialist venues in and around Newcastle.

Medicines

We need to know of any medical problems that children have. Any parent who wishes a child to attend school and be given medication during the school day must make an appointment to come into school and complete a Health Care Plan. All medicines, including inhalers and spacers MUST be in their original containers with the patient's name, dosage and frequency, date prescribed and the date of expiry.

Emergency & Accidents

We require two telephone numbers or addresses at which you can be contacted in the event of an emergency or if your child is unwell. If this information alters, please inform school at once. Contact is regularly made via Teachers 2 Parents (text messaging system).

Special Educational Needs and Disability

Children with Special Educational Needs and Disability will be identified as soon as possible and offered appropriate support.

This will be organised by Mrs. A. Ward, our Special Educational Needs and Disability Co-ordinator and your child's class teacher. They will discuss your child's needs with you. Information relating to the school and Local Authority SEND offer can be found on our website.

If your child is not making the expected progress for any reason, we may involve outside agencies including the Educational Psychologist for further advice.

At all stages there will be full consultation with you.

The school follows the Special Needs and Disability Code of Practice Special Educational Needs and Disability (SEND 2015), which may be viewed on request. Up to date information can be found on our website.

Health & Welfare

The School Health Service regularly reviews your child's health and progress.

Our School Health Advisor visits the school regularly and keeps a record of the children's health. School health can be contacted via the main school office.

Your child will be tested for sight and hearing and you will be given the appropriate advice.

Speech therapists work closely with teachers and doctors to help children who may have speech difficulties.

School Meals

Children who stay for dinner may either have a school meal or bring a packed lunch. Dinner money must be paid in advance through Parent Pay, either half termly, termly, or weekly. Details are available from the school office. If you wish to change from school dinner to packed lunch or vice-versa two weeks notice must be given to the office. There is a rolling programme for lunch in the dining hall from 11.30am. The weekly menu is displayed at the main reception office. A drink of water is provided for all children. Milk is offered to children in Early years and Key Stage 1. As the school has gained the Healthy School Award, we encourage parents to consider this when preparing a healthy packed lunch. Please make sure that no glass bottles or fizzy drinks are used for packed lunches, and that they are brought to school in a clearly named lunch box. Packed lunches are stored in the cloakroom until lunchtime.

From Year 2 onwards, children select their own meal at morning registration from menus that are posted in the classrooms. This ensures that each child receives their first choice of lunch.

We expect all children to be well behaved when they are under the supervision of the lunchtime staff.

Parents are entitled to claim free meals for their children if they receive some benefits. The Administrative Officer will provide application forms and these can be returned to school or the Civic Centre. They must be accompanied by proof of benefit. We will inform you when entitlement to free meals is due to expire.

Universal Infant Free School Meals

From September 2014, as a result of a Government initiative, all pupils in Reception and Years 1 and 2 will be eligible to receive a hot free school meal.

It is crucial that you register for your free school meal as the information is also used to assess whether your child will be eligible for additional funding, known as Pupil Premium Funding. For each child registered and found to be eligible, Archibald First School could receive an additional £1,300 from Central Government, which would then be used to fund valuable support for pupils, such as extra tuition, additional teaching assistants, enrichment activities during the school day, sporting activities and after school clubs. Even if you do not wish to take up the offer of a free school meal it is essential that you complete and return the relevant form which is available from the school office.

All information provided is confidential and will be used only to assess eligibility for additional funding.

We hope you find the information within this prospectus helpful.

Please feel free to contact us with any further questions. Contact details can be found on the introductory page.

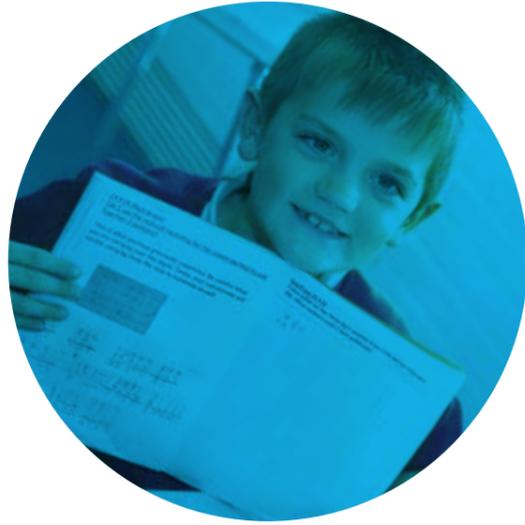




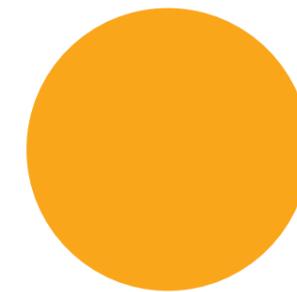
Archibald First School



Having fun, achieving excellence.



Early Years



Activities

& Further Information

Specific Areas of Learning

These are all underpinned by the characteristics of learning

Literacy

Your child will enter an environment which is full of print, stories, poems and rhymes. We aim to intrigue children with a wide variety of fiction and non-fiction books as well as things that particularly interest your child. Children will have daily phonic sessions which may include listening to sounds in the environment, learning new sounds and blending these sounds to read words. Children are encouraged to be writers both inside and out with most areas having writing equipment attractively placed in them.

Mathematics

Children's knowledge of number will be deepened through real life experiences and things that children understand e.g. trips to the shops. They will develop a sound knowledge of shape, space and measure through shape walks, weighing and measuring real things and through many interactive games on the smart boards.

Understanding of the World

Your child will develop a greater knowledge of the world in which they live through trips out, links to other countries and will truly understand their place within the community in which they live. They will learn about other cultures and gain a greater respect for their own and other people's beliefs. Your child will have a deepened knowledge of ICT equipment such as talking tins, cameras and programmable toys and understand how to use computer programmes to help support their learning in a fun and enjoyable way.

Expressive Arts and Design

We aim to encourage your child to develop their imagination to its full potential. We want them to discover their own abilities in creativity and use a variety of media in innovative ways. In creating an environment which allows them to independently explore a range of media it allows every child to express themselves in a way that is fun and exciting to them.

Characteristics of Effective Learning

Playing and exploring - engagement

Finding out and exploring
Playing with what they know
Being willing to 'have a go'

Active learning - motivation

Being involved and concentrating
Keeping trying
Enjoying achieving what they set out to do

Creating and thinking critically - thinking

Having their own ideas
Making links
Choosing ways to do things

Security

We take security issues very seriously and welcome your support. Doors and gates are secure to ensure children are safe. If you need access to school after sessions start please use the Main Entrance.

Your child's Key Worker will ensure that your child is handed over to you or the child's carer at the end of the session. If your child is to be collected by another adult please inform your child's Key Worker and fill in the yellow slip at the school office.

The outdoor space is an extension of the indoor environment. It is used by all the children and activities are often set out before and after sessions. We ask that children are not allowed to play on this equipment before sessions begin as we can take no responsibility for any injuries sustained as a result of children playing on school equipment out of school hours.

Daily Activities

All children are offered a wide range of activities during their time in our Early Years Unit. These include, painting, model making, sand and water play, role play, computer time, stories and a range of outdoor activities, which are differentiated by ability. We endeavour to offer challenge and support to all individuals.

The children have access to the full unit which comprises 4 indoor rooms and 2 outdoor spaces. They take part in group teaching sessions, focussed small groups and opportunities to choose and develop their own activities.

Fruit snacks and water are available throughout the day in a designated area. Unfortunately we cannot provide juice for individual children.

Milk is provided free for children under the age of 5.

Early Years Uniform

The Early Years Unit has a uniform of plain navy trousers, pinafore or skirt with a polo shirt. Nursery children wear a blue sweatshirt and blue polo shirt, Reception children wear a red sweatshirt with a white polo shirt.

Sweatshirts, polo shirts and fleeces with the school logo can be purchased from Tots to Teams at Kingston Park.

School shoes should be plain and dark in colour, provide adequate support for your child's feet and have Velcro or buckle fasteners. Trainers, multicoloured trainers and football shoes are not allowed.

Only the wearing of stud earrings and a watch is acceptable in school. Earrings must be removed on PE days. The hair styles of both boys and girls should not cause distraction. Dyed colours, shaved swirls or Mohican type styles are not permitted.

The Governing Body will accept no responsibility for injury caused by a child wearing any jewellery. Staff can not be responsible for the removal and replacement of earrings etc. The school will not be held responsible for the loss of any jewellery on school premises.

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The Early Years Curriculum

Area of Learning and Development

Aspect

Prime Areas

Personal, Social and Emotional Development

Making relationships
Self-confidence and self-awareness
Managing feelings and behaviour

Physical Development

Moving and handling
Health and self-care

Communication and Language

Listening and attention
Understanding
Speaking

Specific Areas of Learning

Literacy

Reading
Writing

Mathematics

Numbers
Shape, space and measure

Understanding of the World

People and communities
The world
Technology

Expressive Arts and Design

Exploring and using media and materials
Being imaginative

The Early Years Curriculum

The Early Years Foundation Stage Curriculum is broken down into 7 areas of learning. The Prime Areas are the fundamental parts of development which children need in order to develop fully in all of the other Specific Areas of learning.

Prime Areas

Personal, Social and Emotional Development

We support your child and give them the tools they need to manage their own feelings, make relationships and develop self confidence and self awareness. We aim to enable your child to understand their feelings and ensure that they become independent learners in a nurturing environment which helps them feel safe and secure.

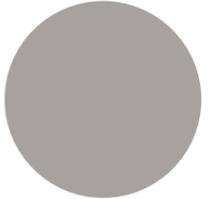
Physical Development

Your child will develop many skills such as climbing, sliding, crawling, riding a bike and being able to judge their own and others space. They will develop skills in handling tools and equipment such as pencils, clay tools, knives and forks and brushes. We aim to encourage every child to understand the need to be healthy and what we need to do to stay healthy.

Communication and Language

We aim first to enable your child to become a good listener and provide the tools for every child to become a great communicator. Through lots of speaking and listening games and activities we can ensure that your child plays in a language rich environment where they are constantly encouraged to talk about what they see, what they do and begin to use their own developing knowledge to make new connections and links.





Your Involvement

Settling In

We hold a Parents' Evening towards the end of the Summer Term prior to admission. At this evening you will meet staff and hear about our Early Years Unit.

Nursery and Reception children have the opportunity to come and visit the Unit with parents/carers in July and September respectively.

Nursery children are offered the opportunity of a home visit in September by the Key Workers in the Early Years Unit. This gives children the opportunity to meet staff in familiar surroundings.

Admission for Reception begins during the first week in September and is staggered over two weeks. In Reception we begin with the oldest children, followed by the youngest, then children with birthdays during the Spring Term. This helps each child settle into routines easily and happily. The first few weeks are a very important time.

There are lots of new experiences to enjoy and this phased introduction gives the staff more time with individual children. Details of visits and starting dates are given at the Parents' Evening.

All new starters to Reception receive a book bag as a welcome gift from the PTFA.

Parental Involvement

Our aim is to develop a partnership between home and school, sharing information about your child's interests, progress and development throughout the year. We ask parents to complete an 'All About Me' booklet, which will help us to get to know your child before they begin in September.

There are many opportunities during the year to discuss your child's progress. We keep a learning journey folder/report in school to show their progress and development through the Early Years. This will be presented to your child at the end of the school year. We value the huge role you have in your child's development and would love you to contribute to their learning journey through Wow stars, Little Star certificates and observations which are always available at entrances to Nursery and Reception.

There are also many opportunities for you to come in to school, to stay to play and during Sharing Week.

Reception Baseline Assessment

A Reception Baseline assessment is carried out for all children in Reception during your child's first few weeks at school.

This is completed through observation and working with each child within the Early Years environment.





Getting In Touch

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Gosforth
Newcastle upon Tyne
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0191 285 1957
admin@archibald.newcastle.sch.uk
www.archibaldfirstschool.org.uk

Head Teacher **Mrs. J. Bayes**



Our Early Years Team

The Early Years Unit is staffed by a team of teaching and support staff. All of these members of staff are Key Workers and will be responsible for your children when they are in school. We work closely together to ensure all children are happy, safe and secure and plan activities which allow for consistency and continuity across all ages and abilities.

The size of our Early Years Unit

Our Early Years Unit provides 52 part time Nursery places and 60 full time Reception places.

Nursery

Option 1	Monday	8.45am – 3.15pm
	Tuesday	8.45am – 3.15pm
	Wednesday	8.45am – 11.30am

Option 2	Wednesday	12.30pm – 3.15pm
	Thursday	8.45am – 3.15pm
	Friday	8.45am – 3.15pm

When attending a full day, Nursery children will have the option of a cooked meal or to bring in a healthy packed lunch. Dinner money must be paid in advance through Parent Pay either termly, half-termly or weekly. Details are available from the school Office.

Reception

8.45am - 11.30am
12.30pm - 3.15pm





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