

PRESTON PRIMARY SCHOOL



“Mighty oaks from tiny acorns grow”

# PRESTON PRIMARY

## PROSPECTUS 2025-2026



Proud to be a part of Lingfield Education Trust





## PRESTON PRIMARY

Dear Parent,

**Welcome to our school. If your child is about to join us and you are experiencing our school for the first time, we welcome you warmly as parents and look forward to a happy and successful partnership over the coming years. If you already have a child at our school, we are pleased to renew the link.**

**We hope you find the information in this brochure both helpful and informative. However, no document or brochure can fully describe every aspect of our school, so if there is anything you are unsure about please don't hesitate to ask either myself or one of the staff, and we will do our best to help you.**

**Preston Primary School is a relatively small school. As teachers, we view this as one of the great strengths of our school because we know every child and are able to cater for their needs, both in and out of the classroom. We endeavour to make time to listen and offer advice and help to both children and parents alike. We view the happiness and security of a child as of paramount importance to their long term intellectual and social development. We encourage a happy, relaxed yet purposeful atmosphere within school, based on mutual respect, care and thought for each individual within our "school family". We teach children about the world in which they live and celebrate diversity, we expect you as families to work alongside us to do this too.**

**Confidence in a good school comes from knowing and understanding what is happening within it. We hope that by regular contact with school through educational and social functions, parent/teacher consultation meetings, regular newsletters, open days and by visiting, that you will soon come to know all the members of the school team.**

**If you require further information, please visit our website at [www.prestonprimary.co.uk](http://www.prestonprimary.co.uk)**

**Preston Primary School is an "open school" where you, as parents, are encouraged to support us, as professionals in what we do, and help us to make the school a happy and successful place for your child to flourish. As teachers, we fundamentally believe that a supportive partnership between home and school will ensure the best rewards for your child's future, both academically and socially, in an atmosphere of shared responsibility.**

**We look forward to your child joining our school in the knowledge that they will be cared for and offered opportunities to develop their skills in a friendly, happy and educationally challenging atmosphere.**

**Yours sincerely,**

**Sue Richardson. On behalf of the whole school team**



# PRESTON PRIMARY

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## *Comments from our most recent Ofsted Report—March 2024*

'Pupils belong to a caring and inclusive school.'

'The school has built trusting relationships with parents and carers. This is a school with a true community spirit'

'The school has high expectations for what the pupils can achieve.'

'The school is expert at meeting pupils' individual needs.'

'Pupils' behaviour is exemplary.'

'Pupils quickly become confident and fluent readers'

'Teachers are adept at securing pupils' knowledge and understanding.'

'Pupils produce work of a high quality across the curriculum'

'This is a highly effective school.'

'The school provides pupils with a comprehensive and age- appropriate personal development programme.'



## PRESTON PRIMARY

### *Overall Aims and Objectives*

At Preston Primary School we aim to provide a safe, happy and ordered environment, where the children are at the centre of our planning and concern. We aim to develop self discipline and behaviour patterns which respect the needs of others. We organise and develop our teaching strategies around the National Curriculum using a variety of approaches including whole class, individual and group teaching. Independent learning skills are developed and nurtured. We encourage positive attitudes, encourage a willingness to question, listen, observe and concentrate on the task in hand, whether working as an individual or as part of a group. We aim to prepare our children for the future by giving them a broad, balanced curriculum which has relevance to their learning. In addition we deliver a 'Preston Curriculum' which develops skills for life including resilience, creative thinking, independence and critical thinking.



#### **Educational Aims of the School**

- To encourage pupils to develop their abilities to the full
- To give children equality of opportunities
- To develop fundamental skills in Reading, Writing and Mathematics
- To deliver the National Curriculum in an appropriate and effective way
- To help pupils to develop personal moral values, understanding of Christian beliefs and awareness of other races, religions and ways of life
- To participate fully in the community and to contribute responsibly to it
- To help pupils to understand the world in which they live, the need to care for our planet and the interdependence of individuals, groups and nations
- To participate in shared activities within school and with other schools.



## PRESTON PRIMARY

### *School Organisation*

School Hours		
<b>Nursery</b>	8.45am to 11.45am	Morning session
<b>Main School</b>	8.45am to 3.15pm	School Day

#### **Staffing**

Our staffing allocation for 2024 / 2025 is: Executive Head Teacher, Head of School, two Assistant Heads, seven full-time teachers, three part-time teachers and 10 teaching assistants. In addition to the above, we have visiting teachers for learning support and other music tuition. In addition have opened a 20 place unit for visually or hearing impaired children.

#### **Organisation for 2025/2026**

The way our school is organised this year can be seen in the information table below. We have had single year group classes since September 2015. We strive to achieve a balance in class numbers based on the teaching resources we have available.

Year Group	Staff	Maximum Class Size
Nursery	Mrs Stoves	39 (am)
Reception	Miss O'Keeffe	29
Year 1	Miss Richardson	29
Year 2	Miss Cleasby	29
Year 3	Miss Reilley	29
Year 4	Mrs Dalzell	29
Year 5	Miss Akram	29
Year 6	Mr Armstrong	29
Acorns	Mrs Pitt	16



## PRESTON PRIMARY

### *Preston Primary School Team*

#### **School Based**

Executive Head Teacher: Mrs Sue Richardson

Head of School : *Mr Paul Sanderson*

*Assistant Heads: Mr Armstrong*

*Mrs Sarah Robb*

Teaching Staff:

*Mrs Clare King  
Mrs Holly Stoves  
Miss Corinne Reilley  
Mrs Jessica Dalzell  
Miss Robyna Akram  
Mr James Armstrong  
Miss Mia Cleasby  
Miss Rosie Atkinson  
Mrs Anna Pitt  
Miss Amy Richardson  
Miss Emily Nicolls  
Mrs Faye Foster  
Mrs Hannah Gray*

Teaching Assistants:

*Mrs Mel Barker  
Mrs Jenny Nattrass  
Mrs Eva Yates  
Mrs Sarah Lawrenson  
Mrs Rachel Murray  
Miss Tilly McClone  
Miss Natalie Bellas  
Mrs Sally McKean  
Mrs Angela Wilson  
Miss Lucy Stansmore  
Miss Ellie Devine  
Miss Kayleigh Cattermole  
Mrs Shelley Hartley  
Miss Jessica Legg  
Miss Katie Easby*

*Family Link Officer*

*Mrs C King*

School

Administrator: *Mrs Tracy Richardson*

Caretaker: *Mr Brian Hayes*

School

Administrator: *Mrs Julie Brown*

Cleaners:

*Miss Ruby Gardiner  
Mr Kai Chinaka  
Mrs Sharon Young*

*Miss Niamh Sanderson*

Mid-day Supervisors:

*Mrs Sharon Young*

Kitchen Staff:

*Mrs Claire Fleming (Cook)  
Mrs Julie Loade (Assistant Cook)  
Mrs Sian Davies (Assistant Cook)*

Support staff from different Stockton agencies can be called upon to offer specialist advise to staff, parents and pupils.



## PRESTON PRIMARY

### *Preston Primary School Governors*

#### Chair:

Mrs Kerry Stockley

Mr Duncan Clift

#### Vice Chair:

Mrs Claire Allred

#### MAT Representatives:

#### Parent Governors:

Vacancies

#### Co-opted Governors

Mr Paul Holtby

Mr Duncan Clift

Mrs Claire Allred

Mrs Kerry Stockley

#### Staff Governors:

Mrs Sue Richardson (Executive Headteacher)

Mr Paul Sanderson

Mrs Sarah Robb



## PRESTON PRIMARY

### *Admission to our School*

#### **Nursery :**

Depending on the number of places available, children may be admitted to the nursery after their third birthday.

The priority order is as follows:

1. Pupils who are in the care of the Local Authority
2. Pupils who need specialist provision due to their complex needs, who have been discussed at the Moderating or Statements Panel and have been identified as needing a 'named' mainstream school that can offer relevant support and resources. (This also applies to pupils who do not have a statement but have been identified through the Review Process)
3. \* Children aged 4+ whose permanent address lies within the admission zone for Preston Primary School.
4. \*\* Children aged 4+ who live outside the admission zone but who have a brother or sister attending the school at the time the nursery child will be admitted.
5. \*Children aged 3+ whose permanent address lies within the admission zone for Preston Primary School.
6. \*\*Children aged 3+ who live outside the admission zone but who have an elder brother or sister attending the school at the time the nursery child is to be admitted.
7. Other children aged 4+
8. Other children aged 3+



NB: Admission to the Nursery at Preston Primary School does not guarantee a place in the school's Reception class; this is dictated by Stockton Local Authority's admissions policy (follow the links/contacts below).

**e-mail:** [school.admissions@stockton.gov.uk](mailto:school.admissions@stockton.gov.uk)

**web:** [www.stockton.gov.uk/schooladmissionsandtransfers](http://www.stockton.gov.uk/schooladmissionsandtransfers)

**tel:** 01642 526605

Places will be allocated by the beginning of each term for children whose birthdays fall within that following term or who are already 3.

\*Please note that it is now school policy to ask parents/carers to provide at least one of the following documents to establish proof that the child does live at the address stated on the application form: Council Tax bill and utility bill. A copy of these documents will need to be submitted at the same time as the Nursery application form.

#### **30 hour childcare**

School also provides 30 hour childcare for those parents who qualify. However the 15 hour morning hours are not flexible. This is available on site from 8am through to 4.30pm and is managed and led by school staff.



## PRESTON PRIMARY

### *Admission to our School*

#### **Reception**

Children may be admitted to full time education (Reception Class) from 1<sup>st</sup> September of the academic year in which they will be 5 years old.

Although we endeavour to find everyone a place, Preston is a very popular school and can become over-subscribed. Admission from Nursery, therefore, is not guaranteed. The Local Authority policy for admission priority are prioritised as follows:

- Looked After Children (LAC)
- Children with Special Educational Needs (SEN)
- Children with siblings already in the school
- Children from within the school's zone
- Children from outside the school's zone

Please refer to the school's Admissions Policy on the school website ([prestonprimary.co.uk](http://prestonprimary.co.uk)). Parents are provided with an LA Admission's Application Pack during the Autumn term prior to the academic year in which your child will commence full-time education. Parents who are considering sending their children to Preston Primary School are advised to contact the Headteacher or Administrative Officer well in advance. They are warmly invited to visit the school to meet the staff and pupils. Appointments maybe may be made with the Headteacher, either before moving to the area, or on arrival. A New Starters parents meeting is held in May or June each year. It is an opportunity to receive information regarding your child's education at Preston Primary, to meet the staff and for us to answer any questions you may have.

NB: Admission to the Nursery at Preston Primary School does not guarantee a place in the school's Reception class; this is dictated by Stockton Local Authority's admissions policy (follow the links/contacts below).

**web: [www.stockton.gov.uk/schooladmissionsandtransfers](http://www.stockton.gov.uk/schooladmissionsandtransfers)**



## PRESTON PRIMARY

### *Curriculum*

#### The 'Core' Subjects

##### English

Language is the main means by which children interpret the world around them and communicate with others and as such it is central to all areas of the curriculum.

Children receive a daily English lesson which involves children in spelling, listening, reading, writing and speaking activities .

We make use of a number of reading schemes in school to ensure that children are able to evolve fully as readers, whilst at the same time developing a love of books. A number of methods are employed by the staff to ensure that the children become confident, fluent readers. Extending vocabulary, comprehension and writing skills, as well as those of research and reading for pleasure, are nurtured. We have a wonderful library facility which is well used by the children. Confidence built by encouraging the pupils to talk, discuss and listen to other people's points of view. Please see the website for further information on our reading and phonics strategies.



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##### Mathematics

Children receive a daily Mathematics lesson. Throughout the school there are defined periods devoted to whole class teaching of mathematical concepts and group work with differentiated tasks to suit individual children's needs and abilities.

A key focus is the development of strategies for mental arithmetic. Our aim is that children will be able to develop their mathematical agility which in turn, enables them to apply their mathematical knowledge to every day experiences and other areas of the curriculum.



## PRESTON PRIMARY

### Science

Our children are taught to understand aspects of scientific processes through engaging topics including: living things, the environment, forces, energy, materials, the world around us and space and ourselves. Learning is geared to the children's interests and matched to their understanding. Work gives the children the opportunity to acquire practical skills as well as learning to work co-operatively in the planning, preparing and carrying out of tasks. Work is prepared for the children which aims to develop scientific, investigative skills and problem solving in an exciting and interesting way.

### Computing

Preston uses a mobile ICT suite that has 30 laptops and 140 iPads that are integral to everyday teaching.

This enables us to deliver a creative curriculum incorporating many aspects of computing. Computing is taught as a subject in its own right as well as being used to support the teaching of subjects across the curriculum. We have full access to broadband and each class from Nursery to Year 6 is equipped with an interactive whiteboard.



### Religious Education

At Preston Primary School we adhere to The Education Reform Act 1998, which states that "the curriculum of each maintained school should be balanced and broadly based and should promote the spiritual, moral, mental and physical development of pupils at the school and in society; and prepare pupils for the opportunities, responsibilities and experiences of adult life".

Religious Education is part of the basic curriculum and is a non-denominational subject in its own right. It reflects the fact that religious traditions in the country are broadly Christian, while taking into account the teachings and practices of the other principle religions represented in Great Britain. In school, the main religions studied are Christianity, Islam, Judaism, Hinduism and Buddhism.

At Preston Primary School we have close links with All Saints' Church. We also invite representatives of other religious communities into school as well as visiting places of worship.



## PRESTON PRIMARY

### **Our Preston Curriculum**

At Preston we firmly believe in developing children holistically. To this end we teach our bespoke 'Preston Curriculum.' This curriculum focuses on key life skills and allows children to develop the skills required when they are faced with new experiences, challenges or tough choices. Our themes for this curriculum are resilience, independence, teamwork, critical thinking, creative thinking, enterprise and philosophy for children. These skills permeate through all we do at our school.

### **The "Foundation" Subjects**

#### **History and Geography**

A theme-based, creative approach for teaching subjects such as History and Geography is implemented throughout the school. Art and Design may also be incorporated into the themes. Teachers aim to ensure that each theme is taught in a meaningful and stimulating way. Opportunities are taken wherever possible to relate work to first hand experiences and by local study of our immediate environment. In addition, visits to sites of historical/geographical interest are planned.

#### **Music**

Music plays an important role in school life. Children are encouraged to learn to play musical instruments and all are given the opportunity to take part in creative musical activities and dance. We employ specialist music teachers who teach music to most classes in the school. Brass and String lessons are taught by specialist teachers. There is a cost to parents to cover the hire of the instruments and instruction. Groups are no more than four in size and each child will receive at least 10 half hour sessions per term (during school hours). All children are able to play an instrument if they wish.





## PRESTON PRIMARY

### Physical Education

Our school hall provides excellent indoor sports facilities for our children, whilst outdoor skills are practised using our own playing field, grassed area and large playgrounds. Children have the opportunity to take part in a wide range of activities including football, cricket, athletics, rounders, gymnastics and orienteering. During their time at school pupils attend swimming lessons until they have achieved their award. Information and can be found on our website. Physical Education is taught in conjunction with Middlesbrough Football Club.

### Art and Design

The children have the opportunity of working with a variety of media including paints, inks, pastels, collage, clay, wood, papier mâché and fabrics. The children enjoy the widest possible range of creative/artistic experiences including making use of artists in residence.

We also include the study of art from different cultures and this forms part of a number of activities which we plan throughout the year.

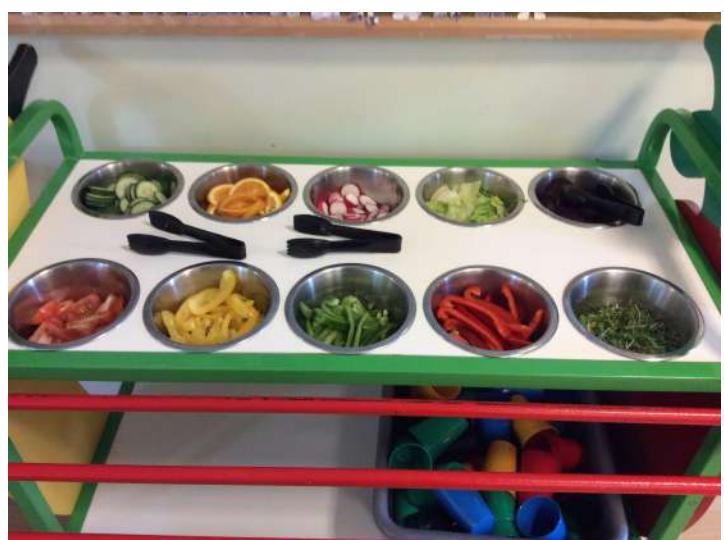
### Collective Worship

Children take part in a daily act of worship, which is broadly Christian. Parents have the right to withdraw their children from acts of collective Worship but we hope that they would take the opportunity to discuss this with the head teacher, before making a decision.

### PSHE / PRESTON CURRICULUM

This area of the curriculum is often taught in other subjects as well as a stand alone subject. We provide children with the basic knowledge and understanding of health matters relating to themselves and others, to enable them to make informed choices about healthy living. We also teach the children about safe and healthy relationships, e-safety, the diverse world around us and celebrating the world that we live in.

We are part of the National Fruit Scheme whereby all children, throughout the school, are encouraged to enjoy a piece of fruit each day. In addition we encourage children to participate in a wide range of healthy activities throughout the year and hold an annual 'healthy lifestyles week' in school





## PRESTON PRIMARY

### Sex & Relationship Education

As part of PSHE we teach aspects of human development. These are addressed naturally or incidentally as issues arise throughout the school but formally in Year 5 and Year 6. Parents are informed of this in advance. We place full emphasis on moral considerations and emphasise the value of family life and loving relationships.

### Assessment & Record Keeping

Assessment procedures are implemented throughout your child's school life, starting with a Foundation Stage profile developed through Nursery and Reception Class. Records are kept on the progress made by pupils, reports are sent home annually and consultation evenings are held each term to discuss your child's progress. Teachers are always willing to discuss progress either informally, or by making an appointment. Statutory assessments at the end of Year 2 and Year 6 will be fully reported to parents.



### Complaints / Concerns

At Preston Primary School, we are always available to talk to parents to try to resolve any problems, however small they may be. In the event of any parent having a complaint against the school which cannot be resolved in the first instance through discussion with the head teacher, a formal complaints policy exists in school and a booklet outlining details of procedures is available on the school's website. Additionally, a copy is available from reception. This policy is Lingfield Education Trusts policy



## PRESTON PRIMARY

### *Parent/Teacher Consultation*

Consultation evenings are held once a term to enable parents to talk with the class teacher and discuss their child's progress. If a parent has any cause for concern they should not hesitate to contact school. Parents may arrange appointments to visit school to discuss their child's progress at any time.

Annual reports, which outline your child's progress, are issued towards the end of the academic year. You will have the opportunity to discuss these with the class teacher at consultation evenings. The children's reports build into a portfolio which they retain when they leave primary school.

Parents of Nursery age children are actively encouraged to discuss their child's development with the Nursery staff on a regular basis and the Nursery start and finish times allow for this to take place, as well as the Nursery contact book which provides a means of passing information between parents and staff where it might not be possible or necessary to speak directly to each other.

It cannot be emphasised too strongly that there is no such thing as a trivial worry as far as we are concerned. All the staff believe in the concept of the Home/School Partnership and we are always more than willing to discuss anything that is causing you anxiety or concern. If at any time you feel worried, no matter how minor it may appear to be, do not wait until the worry becomes a deep anxiety - contact the school as soon as possible to make an appointment with a member of staff.

We always have the welfare of the children at heart and we try to ensure that your child's time at Preston Primary School will be both happy and rewarding.

### ***National Curriculum Assessment***

We aim to meet the needs of all children. From the moment your child enters full-time education until they leave Year 6, they are assessed and their progress is monitored. The education we provide is tailored to each child's individual needs; this ranges from children with special needs to the very able. We make use of a number of intervention programmes which address areas of difficulty and also projects which challenge very able children.





## PRESTON PRIMARY

We pride ourselves on achieving high standards.

Year 6 results over the past 5 years have generally been consistently above both Local Authority and national figures at the expected standard and at the higher standard.

We do acknowledge that within each year group our results may vary considerably. This is due to a number of factors:

- small year groups where each child carries a high percentage (e.g. 25 children = 4% each, 18 children = 5.5%)
- the inclusive nature of our school

These factors reflect Preston Primary School and create the ethos that we find in school. It is therefore important to us that we focus on the development and progress of individuals rather than the particular year group.

Unfortunately, due to COVID no formal external assessments took place in 2021, therefore although these results look outdated they are the most up to date for the school

Whilst these results may seem outdated, we have had no statutory returns due to covid and are in the process of the 2022 exams.



Key Stage 2 Test Results	2024		2025	
	2024	2025	2024	2025
Spelling, grammar & punctuation (SP&G)				
% of pupils achieving the 100 standard	86%	86%		
% of pupils achieving greater depth	34%	62%		
% of pupils disapplied in SP&G	4%	0%		
Reading (SAT's Results)				
% of pupils achieving the 100 standard	91%	90%		
% Pupils achieving greater depth	30%	45%		
% of pupils disapplied	4%	0%		
Writing (Teacher assessment Results)				
% of pupils achieving the 100 standard	91%	86%		
% of pupils achieving greater depth	34%	34%		
% of pupils absent or disapplied	4%	0%		
Maths (SATs' results)				
% of pupils achieving the 100 standard	100%	90%		
% of pupils achieving greater depth	34%	26%		
% of pupils absent or disapplied	4%	0%		



## PRESTON PRIMARY

### *Inclusion*

Preston Primary School provides a safe, happy and ordered environment for its pupils. We welcome all children and celebrate our diversity. We aim to provide the best possible support to enable every child within the school to reach his / her potential, whatever their ability.

We work closely with other agencies to ensure transition into Preston Primary is as smooth as we can possibly make it.

The inclusive nature of our school was praised by Ofsted as were the staff.

The new SEND Code of Practice sets out guidance policies and proceedings aimed at enabling pupils with special educational needs to reach their full potential, to be included fully in their school community and make a successful transition to adulthood. Access to specific learning programmes, support by staff and clubs ensures children are fully involved in both the academic and social life of the school including residential visits. In accordance with the SEN Code of Practice, children who are encountering learning or behavioural difficulties may be placed on our special needs register with their parent's consent.

The special needs co-ordinator (SENDCo) reports regularly to the governors' School Improvement Committee. The Governors are responsible for monitoring the implementation of the Code of Practice and our Special Needs Policy to ensure that the curriculum is fully accessible to all children.

In accordance with the Disability Discrimination Act, we have a Disability Equality Scheme in place which was drawn up in consultation with parents, pupils and staff. It includes an action plan which outlines how we intend to make our school even more accessible to anyone with a disability. An Accessibility Plan also details improvements which have already taken place and proposed improvements for the next three years.

The school is fully accessible with ramped entrances, disabled toilets, on-site disabled parking, audio loop system, accessible play area, a library which houses a wide variety of inclusive books, Individual children's needs are met through a wide range of specialist equipment in school.





## PRESTON PRIMARY

### *Inclusion (cont.)*

We continue to implement a number of programmes aimed at gifted and talented children. Liaising with Egglescliffe Secondary School, a mathematics workshop is held during the spring and summer terms to challenge our most able pupils and give them the opportunity to work with pupils of similar ability from other local primary schools. Extension programmes also take place in school to further develop the skills of these children.

Able Year 5 and 6 children work closely with Egglescliffe School designing a robot using Lego Mindstorms – the children, along with a number of other primary and secondary school children, take up the challenge to create environmentally friendly vehicles. We involve gifted and talented pupils in Local Authority projects and regional events run by the North East Regional Partnership for Gifted and Talented Pupils which promote problem solving activities for able children.

At Preston Primary School we promote race equality. Our policy builds on the school's core values and ethos. Our School Covenant, Mission Statement and General Aims all promote race equality. In line with the Race Relations Act (2000) we communicate results of monitoring and assessment including any records of 'racist' incidents to parents and the governing body. Information relating to this is available in school for any parent wishing to see it.

At Preston Primary School, we acknowledge the critical role parents play in their child's education. There are strong reasons for working in partnership. If parents are actively involved in their child's learning then the work of the school and other professionals will be more effective. Our aim at Preston Primary School is to ensure that all pupils have equality of access to the curriculum and all school activities and facilities.

### **Enhanced Mainstream Provision**

From September 2017 we have been a designated enhanced mainstream provision for children with hearing or visual impairments. The school has a specially equipped classroom, two therapy rooms and a SEND office base. In addition we have 20 members of staff who have completed BSL level 1 and 2 training and receive support from STARS.

As a school we also provide outreach to schools in Stockton to help them adapt the curriculum to meet the needs of children with hearing or visual impairments. This unit is now closed to admissions but school have 4 legacy pupils on role.

### **Acorns**

As of September 2024, we are excited to be working with Stockton local Authority to open a new specialist provision unit for children with a primary SEND need of Communication and Interaction. The school will have its own place in the Preston family and is situated on site. At Preston we believe in all children being able to reach their potential, and our holistic approach to teaching and learning has equipped us with the skills to be able to work with the LA to offer this exciting development for children in our borough. Our Acorns unit staff are passionate about making a difference and have a wealth of SEND experience between them. There is strict admissions criteria for Acorns and this is controlled by Stockton Borough Council.





## PRESTON PRIMARY

### *Transition to Secondary School*

At the end of their final year the majority of our children transfer to a variety of schools. Our children visit the school as part of their induction programme, enabling them to become accustomed to secondary education.

In October information evenings for parents are held at the local secondary schools, followed soon after by an open evening when pupils can look around the school with their parents.

Admissions for Secondary school are controlled by Stockton Borough Council and online applications open in September of the year that your child is in Year 6. We would advise looking around your choices. You **MUST** fill in all of the choices otherwise you can be just given a school that has spaces.





## PRESTON PRIMARY

### Medical

All children are seen by the School Nurse during their Reception Year. Parents are informed of these visits in advance and are invited to be present. Weight and height checks are also carried out, but as these are routine in nature, parents are not usually informed in advance. If any follow up is necessary, their parents/carers will be informed.



### Illness

If a child is ill and cannot attend school, parents are asked to inform school as soon as possible, preferably before 8.55am but no later than 9.30am. If you have not contacted us by this time, we will initiate our first day response.

If a child becomes ill, or has an accident at school, we will make every effort to contact the parents. If a child requires hospital treatment we will ensure that the child is taken to the Accident & Emergency Department to be treated as soon as possible, whilst still attempting to inform parents.

When a child returns to school after an illness, please send a note to inform the class teacher of the nature of the illness. If any child requires medicine or tablets to be taken in school time, it must be prescribed by a doctor and parents must complete a Medical Administration Form – available from the office or our website - but this must be brought in and signed by the parent/carer.

If the medicine is on-going, parents are asked to complete a new medical administration form at the beginning of each term.

If your child has a medical appointment during school time, please send a note to school informing us of this. Children leaving school for such appointments must always be collected and where possible returned to school following their appointment .



## PRESTON PRIMARY

### *School Meals*

We encourage children to have a school lunch which is cooked on the premises. We are in the fortunate position of being able to offer wonderful, nutritious school meals which are cooked on the premises by our experienced school cook, Mrs Fleming.

We operate a 'family meals service' where children sit at mixed age tables of eight and are served their meal by a Year 6 monitor. It is a pleasant, social occasion and children are encouraged to talk about their morning in school and other interests. Menus can be viewed on our website. For those pupils who prefer to bring a packed lunch, provision is made for them to eat this in the Dining Hall.

You can help considerably by:

- Paying for the full week on Mondays, we cannot give meals to children who have accrued more than one weeks worth of debt.
- You do not need to keep the meal pattern the same, but please do not order a dinner and then send a packed lunch as a meal will be prepared.

The price of a school lunch is £2.50p er day, £12.50 per week.

#### **Free School Meals**

Application forms for free meals can be made through a portal that the school subscribes to. If you need any help with this please speak to Mrs Brown in the school office. There is a form within the 'New Starters' pack which outlines eligibility criteria and the process involved in registering for Free School Meals. We would ask that you still complete this form if you are eligible even if your child is in receipt of a government meal as part of the universal offer of meals for Key Stage One children

#### **Pastoral Care**

A family atmosphere is fostered throughout school and all staff are fully aware of each individual child's needs. We place great emphasis on providing a secure and happy environment where everyone is valued. We have a family link officer—Mrs King who is available daily for parents to speak to.

#### **Safeguarding**

We take the safety of our children very seriously and the Governors' Safeguarding Team continually review policies and procedures to ensure children are provided with a safe and secure environment . Safeguarding is everyone's business and if you need help or support please contact school

#### **Homework**

Our homework is all sent out via an online portal, seesaw. This gives parents real time access and insight into what your child has been doing in school. If you have any issues or do not have access to a device please contact us and we will arrange loan of a device so that you can engage in this process.



## PRESTON PRIMARY

### School Rules

These are few and are explained to the parents and children on admission to the school. The Home-School Agreement is discussed with children in lesson time and then a copy is brought home. Parents are asked to sign and return one copy whilst keeping the other. **Through choosing a place at our school it is an expectation that you will support our whole school behaviour policy, including rewards and sanctions.**

### Discipline

Our children are expected to have a caring, helpful attitude towards each other. It is hoped that this creates a positive environment. We have jointly developed (staff, governors, parents, outside agencies and children) a code of conduct called the Assertive Discipline Policy. This gives clear guidelines to both children and adults alike. We feel this enables everyone connected with Preston Primary School to understand and follow a consistent, sensible approach towards behaviour.

### Extra-Curricular Activities

We offer a wide range of experiences to our pupils in the form of extra-curricular activities. During this academic year we have offered football, guitar, story dance, mini tennis, Lego League, street dance and kick boxing clubs. It must be emphasised that some of these are seasonal and involve commitments by teaching staff and invited coaches. These activities rely on the goodwill of parents and staff and commitment by pupils to enable them to succeed.



### Sport

We have a variety of teams in school that play in various competitions. Children benefit from the expertise of qualified sports coaches, covering a variety of sports. Pupils from our school take part each year in the local Inter Schools Athletics and cross-country tournaments and often do very well. Seasonal inter-sports such as tag rugby, kwik cricket and hockey take place at different times of the school year.

### Instrument Tuition

This is provided by external agencies. Teachers come to school each week to give instrumental tuition to small groups of children as well as to full classes. Children also have the opportunity to become members of the school choir and Stockton Schools' Choir in addition to other music ensembles. There is a charge for instrumental hire.

### Charging Policy

We may, on occasions, need to request a voluntary contribution to assist with the cost of educational visits, theatre groups, which broaden the children's' experiences. These activities are often subsidised by our PTA. This enables us to keep the contributions we request from parents as low as possible.



## PRESTON PRIMARY

### Links with the Community

Our school has 'adopted' Preston Hall Museum, as part of the Stockton Borough Council Links with schools scheme. We were the first school to enter this Stockton initiative. The school runs an allotment at Quarry Road to which children, parents, grandparents and members of the local community contribute their time and expertise. The seasonal vegetables grown are used in our school kitchen and regularly enjoyed by the children. We continue to support charities such as the NSPCC and the Macmillan Cancer Fund, Children's Society, Butterwick Hospice and one other charity each year.

We have very close links with All Saints' Church who are regular visitors to our school leading a weekly collective worship service. We hold an annual Christingle service at the Church and children also entertain the local community at Christmas.

The governors keep the community informed through their termly newsletter regarding school events and projects.

### School Council

Each year the children in school elect two representatives from each year group to form the School Council. They provide a valuable role within the school addressing environmental issues and bringing about changes through 'Pupil Voice.' The positions are coveted by all the children.

### Leave of absence

School operate from the guidance from working together to improve attendance from the government. The Headteacher will not be authorising any leave of absence (including holidays) during term time, unless the reason(s) for the absence (as outlined by parents/carers on the 'Request for Leave of Absence' form) are deemed by the school's attendance team as 'exceptional'. If the reason(s) are not deemed 'exceptional' and the absence still goes ahead, it will be recorded as unauthorised and this may, in turn, induce a penalty fine (given by the Local Authority).

School holidays are usually published at least one year in advance and we would ask that, wherever possible, holidays are taken outside term time to avoid unnecessary disruption to your child's education. No holidays will be authorised during May, which is the main assessment period in school.



## PRESTON PRIMARY

### Responsibility of Parents/Carers:

At Preston, we strongly believe in the importance of working in partnership with parents/carers and believe that doing so has a very beneficial impact on children's attitudes and behaviour.

As a school, we feel mutual respect between staff, Governors, parents and pupils should be at the heart of our work.

Accordingly, it is important to share with you the 'key' responsibilities which we feel parents have in promoting and supporting good behaviour.

Key parental responsibilities:

- to maintain constructive dialogue with school (just as school has the responsibility to maintain constructive dialogue with parents/carers);
- to show respect and courtesy to staff, other parents and pupils (just as parents/carers have right to be treated with respect and courtesy by others);
- to be a good role model for children by demonstrating a positive attitude to, and interest in, their children's learning – including support with homework and attendance at Parent Consultation Evenings
- to work in partnership with the school to support (and, if required, improve) their child's behaviour;
- to support the school if it has had to use reasonable action (in line with school policy) to sanction a child;
- to inform the school if you have concerns over how your child has been treated – initially informing the class teacher where appropriate;
- to ensure pupils are punctual (8.55am at the latest) - lateness disrupts a pupil's start to the day and can have an unsettling affect;
- to ensure pupils are equipped with appropriate PE kit (as outlined in the school's PE Policy and Prospectus);
- to support school in not allowing pupils to wear jewellery – for health & safety reasons; this includes any type of earrings
- to sign and support the Home-School Agreement (sent out in September);
- to ensure contact and medical records are kept up to date;
- to support school in the implementation of this policy.

NB: Action will be taken against persons who are physically or verbally abusive, present in a threatening manner and/or make derogatory or suggestive comments about staff or pupils of Preston Primary in person or on any social media / networking sites.



## PRESTON PRIMARY

### Safeguarding Children in School

Our school community has a duty to safeguard and promote the welfare of children. Accordingly, we have a number of Safeguarding related policies in place (including a Child Protection Policy). All staff, including our volunteers and supply staff, are made aware of our procedures.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will always ensure that our concerns about our pupils are discussed with their parents/carers first unless we have reason to believe that this is not in the child's best interests.

Our Designated Safeguarding Officer for 2024-2025 is Mr Paul Sanderson and our Deputy Officers are Mrs Sue Richardson and Mrs Clare King. If you have any concerns, please do contact any one of us.

Our designated Safeguarding Governor is Mr Duncan Clift.

Remember Safeguarding is everybody's duty and things could happen here.



## PRESTON PRIMARY

### Useful Addresses

LA (Local Authority), the school nurse (medical queries), the Ed. Social Worker

Stockton Education Department  
P.O. Box 228  
Municipal Buildings,  
Church Road,  
Stockton-on-Tees  
TS18 1XE  
Tel: (01642) 393939

The School Nursing Team  
Ragworth Neighbourhood Centre  
St. John's Way,  
Ragworth,  
Stockton-on-Tees  
TS19 0FS  
Tel: (01642) 606591

Attendance Officer  
Mrs Hilary Robinson  
Room 107  
Kingsway House  
Stockton-on-Tees  
Tel: (01642) 527134



## PRESTON PRIMARY

### School Uniform

We have a school uniform which all children need to wear. It is smart, serviceable and reasonably priced. Any child can choose to wear the uniform items that they are most comfortable in. Please note that we DO NOT allow branded items in school as we work in line with poverty proofing our school day.

The uniform consists of:

- navy blue sweatshirt
- white polo shirt
- grey trousers
- grey / navy skirt/culottes
- navy pinafore, and if you choose for summer, blue/white check dress or shorts.

The sweatshirts and polo shirts are embroidered with the school logo and can also bear the initials of your child. They can be ordered from school or purchased from any store as it does not need to carry the school logo.



As a school we operate a uniform recycling scene. If you need any uniform please email confidentially enquire at [enquiries@preston.lingfieldtrust.org.uk](mailto:enquiries@preston.lingfieldtrust.org.uk) and we will happily supply

All clothing should be clearly marked with the child's name. In addition, parents are asked to provide:

1. A P.E. kit consisting of navy blue shorts, white T-shirt and plimsolls or trainers in a suitably named bag. The school P.E. kit may also be ordered from the school office.
2. A swimming costume, cap and two towels on swimming days.

The wearing of jewellery is not allowed for safety reasons. If your child is within the 6 week period after getting their ears pierced they will need to have their earrings taped over and will not be able to do PE or participate in the physical aspects of playtime, to keep them safe. We ask that parents DO NOT get ears pierced throughout the school year. This is in line with Egglecliffe School. We ask for your co-operation in these matters. We feel that jeans are unsuitable for school wear.