

# 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

Headteacher **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 will 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,

Julia Bayes  
Headteacher

### Schools Admission Procedure

For up to date information on admission procedure and registration please check the Local Authority 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
- 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 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	Headteacher
Mrs. R. Turner	Deputy Headteacher
Mrs. S. Graham	Yr 4 TLR KS2
Mrs. K. Brown	Yr 2 TLR KS1 TLR Early Years TBC
Miss C. Bradley	Yr 1
Miss. R. Holmes	Yr 1
Mrs. K. Tagger	Yr 2
Mrs. S. Dawson	Yr 3
Mrs. C. McBride	Yr 3 (job share)
Mrs. H. Nisbet	Yr 3 (job share)
Miss. K. Scott	Yr 4
Miss. L Fowler	Yr 4
Mrs. A. Leake	Early Years
Mrs. C. Rowley	Early Years (job share)
Ms. R. Littlefair	Early Years (job share)
Ms. P. Harrison	Early Years (job share)
Mrs. A. Ward	Early Years (job share)
Mrs. L. Vine	PPA Cover

### Mid-Day Supervisor

Mr. E. Clifford

### Non-Teaching Staff

Miss. S. Lee	HLTA Key Stage 2
Mrs. V. Watson	HLTA Key Stage 1
Mrs. K. Storey	HLTA Early Years
Mrs J. Corrigan	SEN Teaching Assistant KS1
Mrs. J. Macleod	Teaching Assistant KS2
Mrs. J. Bell	Teaching Assistant KS1
Mrs. L. Wallace	Nursery Nurse Early Years
Mrs. J. Hewitt	Nursery Nurse Early Years (job share)
Mrs. S. Yule	Nursery Nurse Early Years (job share)
Mrs. D. West	Family Support Advisor
Mrs. C. Smith	Admin Officer
Mrs. S. Shaw	Admin Assistant
Mrs. S. Watson	School Support
Mr. T. Nolan	Site Manager

### Mid-Day Supervisory Assistants

Mrs. C. Peart  
Mrs. R. Fisher  
Mrs. L. Greenbeck  
Mrs. L. Handa  
Mrs. B. French  
Mrs. J. Anderson

# 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.

### 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 Headteacher for details.

#### Listed below are the current members of the Governing Body;

Chair of Governing Body	Dr. J. Davison (Parent)
Vice Chair(s)	Mr. P. Crabtree (LA) Ms. A. Cornish (Community)
Staff Governors	Mrs J. Bayes (Headteacher) Mrs. R. Turner (Deputy Headteacher) Mrs. S. Graham (Teaching staff) Miss. S. Lee (Non-teaching staff)
Parent Governors	Mrs. A. Ward Mr. R. Johnston Mrs. V. Jefferson Mr. J. Hulme
Associate Governor	Mr. M. Moss

### 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.

### Further Information About Our School

The following documents are available on request from the Headteacher:-

- 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 Coffee Afternoons.

In addition our Family Support staff arrange a variety of workshops; we would be delighted if you could 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.

Letters regarding any visits will outline clearly how contributions are being 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 and High school.

### 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 starters to school receive a book bag as a welcome gift from the PTFA.



# Attendance

## & School Clothing



### School Hours

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

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.

*Authorised absences include:*  
Illness  
Medical/dental appointments

*Unauthorised absences include:*  
Birthdays  
Term-time holidays  
Unnecessary visits/shopping

Children who achieve full attendance in a term are presented with a certificate. Children who obtain 100% attendance for the year are presented with a trophy at the end of the Summer Term.

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 on holiday during term time. Forms are available from the school office. Holidays in term time will only be authorised under exceptional circumstances. Details can be found on the Holiday Absence leaflet.

Please ring or call the school office to make an appointment with Mrs. 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.

Footwear should be plain and dark in colour, appropriate to the age of the children and provide adequate protection for your child's feet. 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.

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. 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

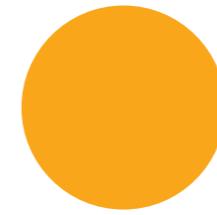
Please let us know as soon as possible by telephone if your child is absent. Failure to notify the school of absence is recorded as an unauthorised absence and a truancy record can soon build up.

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 the objectives of the National Curriculum and the needs of all learners through engaging and inspiring topics.

National 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 from Early Years to Year 4.

## Extra Curricular Activities

We hold a variety of after school clubs offering a range of activities including cross country, newspaper, football, multi-skills, violin, dance, 'Let's Get Cooking', Film Club and fencing 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.

Family learning provides a variety of adult learning courses including Literacy, Numeracy, and basic ICT. The courses are delivered in schools for parents to support their children's learning. If you are interested in any of the above courses please contact Mrs. West, our Family Support Advisor, through the school office.

## Religious & Sex Education

Religious Education is taught from Newcastle LA'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 and PHSCE curriculum.

## 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.



# 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 Bayes is the named contact for all safeguarding concerns.

### Emergency & Accidents

We must have 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 Primary Contact (text messaging system).

### 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.

### 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.

### Special Educational Needs

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

This will be organised by Mrs. Leake, the school's Special Educational Needs Co-ordinator. She will discuss your child's needs with you and the class teacher.

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 is full consultation with you.

The school follows the Special Needs Code of Practice, which may be viewed on request.

### Gifted & 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. This has included enhanced learning in IT, sport, drama, science and art, some offered in specialist venues in and around Newcastle.

### School Meals

Children who stay for dinner may either have a school meal or bring a packed lunch. Dinner money must be brought in on a Monday for the whole week in an envelope clearly marked with the child's name and class. It is also possible to pay half termly or termly either by cheque or cash. If you wish to change from school dinner to packed lunch or vice-versa two weeks notice must be given. There is a rolling programme for lunch in the dining hall from 12.00 p.m. The weekly menu is displayed at the main reception office and copies of the menus are sent home termly. A drink of water is provided. 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 unbreakable containers and no glass bottles 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.

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 Income Support. 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 income support. We will inform you when entitlement to free meals is due to expire.

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





## 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

## Area of Learning and Development

### Aspect

#### Prime Areas

<b>Personal, Social and Emotional Development</b>	Making relationships Self-confidence and self-awareness
<b>Physical Development</b>	Moving and handling Health and self-care
<b>Communication and Language</b>	Listening and attention Understanding Speaking
<b>Specific Areas of Learning</b>	
<b>Literacy</b>	Reading Writing
<b>Mathematics</b>	Numbers Shape, space and measure
<b>Understanding of the World</b>	People and communities The world Technology
<b>Expressive Arts and Design</b>	Exploring and using media and materials Being imaginative

## 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.

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.

All children are provided with a fruit snack and water is available in designated

areas throughout the day. Nursery age children are also provided with drink of

milk during their session. Unfortunately we cannot provide juice for individual

children. All children take part in group teaching sessions as well as times when

they can choose their own activities. All children take part in 'tidy up' time at the

end of sessions.

## Early Years Uniform

The Early Years Unit has a uniform of plain navy trousers, pinafore or skirt with a polo shirt. Nursery children wear 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.

Footwear should be plain and dark in colour, provide adequate support for your

child's feet and have Velcro or buckle fasteners. Multicoloured trainers and football

shoes are not allowed.

Only the wearing of stud earrings and a watch is acceptable in school.

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

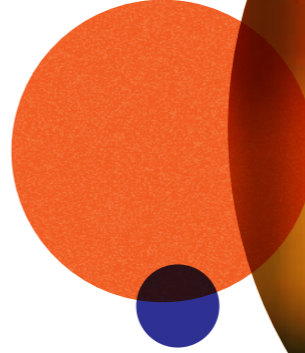
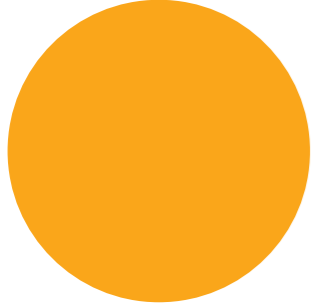
any jewellery on school premises.

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.

# Activities & Further Information



# The Early Years Curriculum

## The Early Years Curriculum

The New 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.

## Specific Areas 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 phonics 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

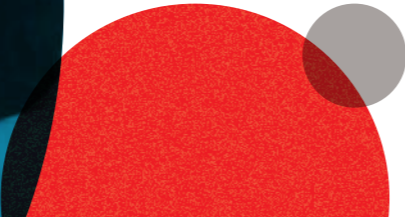
Children's knowledge of number will be deepened through real life experiences and things that children understand e.g. trips to the shops. They will develop a sound knowledge of shape, space and measure through shape walks, weighing and measuring real things and through many interactive games on the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

### Understanding of the World

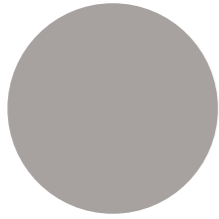
Your child will develop a greater knowledge of the world in which they live through trips out, links to other countries and will truly understand their place within the community in which they live. They will learn about other cultures and gain a greater respect for their own and other people's beliefs. Your child will have a deepened knowledge of ICT equipment such as talking 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.



# Your Involvement



## 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 in school which we would love you to contribute to. This will be presented to your child at the end of the school year. We also provide opportunities for you to engage in your child's learning through their 'You and Me' book.

We issue contact forms at the beginning of the school year. It is important that these details are kept up to date so that we can contact someone in case of an emergency. Details of medical conditions should also be included.

All parents are automatically members of Archibald's PTA. There are opportunities for involvement in fundraising and social activities and events.

## Setting 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 children and children new to our Reception classes are all offered the opportunity of a home visit by the Key Workers in the Early Years Unit. This gives children the opportunity to meet staff in familiar surroundings.

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

Admission begins during the first week in September and is staggered over two weeks. 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.

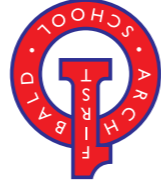
All new starters to Reception receive a book bag as a welcome gift from the PTA.



# Getting In Touch

Headteacher Mrs J Bayes

Archibald Street  
Gosforth  
Newcastle upon Tyne  
NE3 1EB  
0191 285 1957  
admin@archibald.newcastle.sch.uk  
www.archibaldfirstschool.org.uk



## The size of our Early Years Unit

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

### Nursery

Morning session 8.45am - 11.45am  
Afternoon session 12.15pm - 3.15pm

### Reception

Morning session 8.45am - 12.00pm  
Lunchtime 12.00pm - 1.00pm  
Afternoon session 1.00pm - 3.15pm

## Our Early Years Team

The Early Years Unit is staffed by three teachers and four 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.



Your introduction to  
Archibald First School Early Years Unit

# Our Prospectus

