

Our Prospectus

Your introduction to Archibald First School

Getting In Touch

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Head Teacher **Mrs. R. Turner**



Dear Parents,

Welcome to Archibald First School where we provide a happy and caring atmosphere in which our children learn and develop to their full potential as individuals.

To achieve this, we provide a safe and welcoming school in which pupils, their families, staff and visitors feel valued and involved. A place where we establish a relationship between home and school, based on trust, shared knowledge and mutual respect.

At Archibald, our team of enthusiastic, experienced and dedicated staff work collaboratively to ensure that we provide the best possible education we can offer. Together we strive to make learning fun for everyone, delivering an enriched curriculum, and to support each child's journey as a young person as well as academically.

It is our vision that all our children leave Archibald as successful learners, confident individuals and responsible citizens ready for the next phase of their lives and to explore their world further.

This prospectus will provide you with some information about our school, and we hope that you find it 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 – everyone is welcome.

We look forward to working with you and your family in the years ahead.

Yours sincerely,

Rebecca Turner
Head Teacher

Admission Procedure

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

Children remain at our school until the end of the Summer Term of the school year in which they turn nine. They then transfer to the Middle School of your choice.

Our Vision & Staff



Having fun, achieving excellence.

At Archibald First School, we are;

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

Our School Rules

Our school rules adhere to the vision and values of Archibald First School. These are:

- We are ready
- We are responsible
- We are respectful
- We are safe

Each rule applies to every member of our school community and promotes the positive behaviours we expect.

Staffing

Archibald has a dedicated team of teachers, support staff, administrative officers, mid-day supervisors, a family support advisor and premises staff. The staff work collaboratively together to ensure that we provide the best possible education we can offer for every child.

To find out who we are, please visit the school website.

School Leadership Team

Together the Head Teacher, Deputy Head Teacher, Early Years, Key Stage 1 and Key Stage 2 Leaders and our Special Educational Needs and Disabilities (SEND) Leader make up the School Leadership Team.

Teaching Staff

Every class in school has a main class teacher. The children will work with both members of teaching staff in the year group.

Support Staff

Our team of highly skilled support staff work throughout the school. They have a main year group in which they work. In addition they may support children on a 1-1 basis and deliver high quality interventions.

Administrative Officers

Our office staff are often the first to be able to help with any questions and queries.

Family Support Advisor

Our Family Support Advisor is here for the children and families of Archibald.

Contact details are on our school website.





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?

Their role is as a critical friend for the school. 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.

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.

Archibald First School's Governing Body

Information about the members of our Governing Body, and their roles, can be found on our school website.

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 collaboratively 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.

Visits and Experiences

To enhance our curriculum, pupils take part in a variety of visits and experiences. On joining Archibald, we ask parents for written permission for all school visits and experiences.

A letter providing information about these visits or educational experiences is always sent electronically.

Charging Policy

Parents are asked to contribute towards the expenses for visits and experiences, and in many cases, school subsidises the cost.

Unfortunately, without these contributions, visits and activities cannot go ahead.

Parents of children eligible for free school meals (FSM) are not asked to make a financial contribution.

Please note that eligibility for free school meals is related to income and is different to Universal Infant Free Schools Meals.

Within the letters regarding the visits or experiences, we outline how the contributions are used.

PTFA

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

As a welcome to Archibald, all new pupils receive a school book bag from the PTFA.

Mutual Respect

We welcome our families and visitors into our school. At all times, we will act to ensure Archibald remains a safe place for our children, our staff, our families and our local community.

The staff and children at Archibald are committed to treating everyone with mutual respect, to being polite and to using good manners.

Our families and visitors are asked to do this as well. Please speak politely to all members of school staff at all times.

The safety and security of pupils, staff and visitors is our highest priority.

We will not tolerate violent or abusive behaviour or language. Visitors behaving in this way are likely to be removed from the premises and further action will be taken which may include prosecution.

We request that adults do not use mobile phones when they are on the school premises.

Further Information

Our website contains a vast amount of information about our school including our key school policies.

A paper copy of all policies can be requested via the school office.



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.

Punctuality

Arriving for school on time is important and all children, including those in Nursery, must be in school by 8.55am.

Lateness is carefully monitored by the school as every minute counts.

Did you know that being late by 5 minutes a day results in 3 whole school days being missed?

It is also very unsettling for the children arriving after their friends and by missing the start of the school day they often miss vital teaching input.

Attendance

Good attendance is essential and children should be in school every day that they possibly can.

School monitors all attendance on a weekly basis.

Children with attendance of below 97% will be monitored.

On a termly basis, the Attendance and Welfare Panel also oversees attendance.

Parents of children who are persistent absentees will be invited to agree upon a Parenting Contract. In instances where the Parenting Contract has not been honoured Legal Monitoring, through the Local Authority, will be put in place.

Term-Time Holiday Requests

Parents must request permission from the school to take their children out of school during term time.

Forms are available from the school office and must be submitted in advance.

Holidays in term time will not be authorised.

Please contact the office to make an appointment to discuss any term time holiday requests with the Head Teacher.

Absences From School

Please let us know as soon as possible if your child is absent. It is important to contact us via telephone and give the reason for your child's absence.

Failure to notify the school of absence is recorded as an unauthorised absence and a truancy record can soon build up.

Authorised absences include:

- Genuine illness
- Hospital and Dental Hospital appointments (The original letter must be presented to the school office)
- Family bereavement

Unauthorised absences include:

- Birthdays
- Term time holidays
- Unnecessary visits and shopping

Routine medical and dental appointments will not be authorised as these should be made within the school holidays or for after the end of the school day.

A list of school holidays is sent to parents at least once a year and is available on the website.

Leave of Absence may be authorised in exceptional circumstances at the discretion of the Head Teacher.

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. Football shoes and trainers, irrespective of the colour or type, 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.



Curriculum

& Activities

The Curriculum

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

Reception Baseline assessments take place throughout September, the Phonics Screening Check for all Year 1 pupils is carried out in the Summer Term, and the Primary Curriculum tests are administered at the end of Key Stage 1 in Year 2.

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, art, coding, 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 regular 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 sent electronically.

Relationship and Sex Education

Effective, age appropriate, Relationship and Sex Education (RSE) is essential if our pupils, as they grow, are able to make responsible and well-informed positive decisions about their lives.

We teach RSE as part of the Personal, Social, Health and Economic Education (PSHE) element of the curriculum. Elements will also be covered through Science, Religious Education and Digital Literacy sessions.

This enables us to present RSE as part of a child's full and rounded development. Within Early Years, RSE would feature within Personal, Social and Emotional Development.

Relationship Education focuses on teaching the fundamental building blocks and characteristics of positive relationships including:

- Families and people who care for me
- Caring friendships
- Respectful relationships
- Online relationships
- Being safe

More information is available on the Key Policies page of the school website.

Religious Education

Religious Education is taught from the Newcastle Local Authority's agreed syllabus.

Through the teaching of Religious Education we develop children's awareness and knowledge of the different religions, cultures and beliefs.

This supports our children in being responsible citizens who are understanding, tolerant and accepting.

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 and wellbeing of all of our children.

We endeavour to provide a happy, safe and welcoming environment in which every individual is respected and valued.

At Archibald we strongly believe that safeguarding is everybody's business and fully acknowledge that it can happen within our community.

We have clear procedures in place which are followed by each member of staff to ensure that children receive effective support, protection and justice.

The Head Teacher is the named contact for all safeguarding concerns. There are also two Deputy Designated Safeguarding Leaders in school.

Talents and Achievements

We recognise that we have children with particular talents. Within school we aim to challenge all children to reach their full potential and celebrate their individual talents and achievements.

Medicines

We need to know of any medical conditions 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 at which you can be contacted in the event of an emergency or if your child is unwell.

If this information changes, please inform the school office at once.

End of the School Day

The school day ends at 3.15pm. Children should be collected on time.

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

For safeguarding, if we have not been informed we will keep your child safely with us until you can be contacted.

Children should also be collected by a responsible adult.

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 our Special Educational Needs and Disabilities Leader 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 may have either a school meal or bring a balanced packed lunch.

Dinner money must be paid in advance through Parent Pay, either weekly, half termly or termly. If arrears occur we will contact you to let you know that a packed lunch will need to be provided.

At meal times a drink of water is provided for all children. Children in Early Years and Key Stage 1 are offered milk.

The school meal or packed lunch pattern is for the whole school week. If you wish to change, two weeks notice must be given to the school office.

As we are a Healthy School, we strongly encourage parents to consider this when preparing a healthy packed lunch: sweets, fizzy drinks, glass bottles, chocolate spread and peanut butter are not permitted in packed lunches.

We also strongly advocate environmentally friendly choices such as reusable water bottles, fruit and sandwich containers and metal cutlery.

From Year 2 onwards, children select their own meal at morning registration which ensures each child receives the lunch of their choice.

The best table manners, including using cutlery correctly, are expected of all the children.

Our high expectations of behaviour continue throughout the lunchtime.

Universal Infant Free School Meals (UIFSM)

As part of a Government initiative all pupils in Reception and Years 1 and 2 are eligible to receive a hot free school meal.

Free School Meals (FSM)

Free Schools Meals and Universal Infant Free School Meals are different. Parents are entitled to claim free meals for their children if they receive specific benefits. Please speak to the school office or contact the Local Authority through their website.

It is therefore very important that you do register for free school meals as this information is also used to assess whether your child is eligible for additional funding known as Pupil Premium Funding.

For each child registered, school receives the additional funding which is used to fund valuable support for those children, such as additional support staff, extra tuition, enrichment activities, school visits or clubs.

Even if you wish your child to have a packed lunch, please register via school or Newcastle Local Authority.

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.





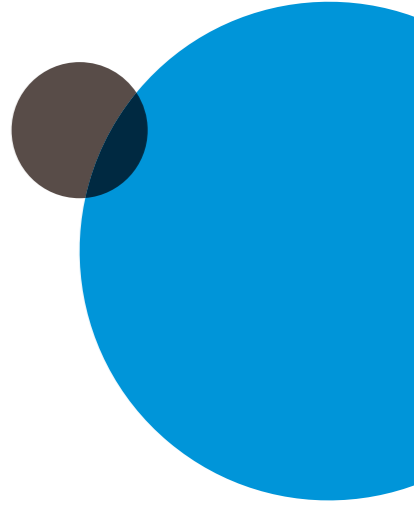
Archibald First School



Having fun, achieving excellence.



Early Years



Activities

& Further Information

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. We endeavour to offer challenge and support to all individuals.

The Early Years children's day is split into two parts. During the morning, Nursery and Reception work separately in their 'home zones' and on an afternoon they 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 are available throughout the day in a designated area. Each day, all children need to bring in a reusable bottle filled with still plain water. Unfortunately we cannot provide juice for individual children.

Milk is provided free for children until the day before their 5th birthday. Please register at Cool Milk, prior to your child's 5th birthday, if you wish your child to continue to receive milk at school.

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.

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.

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.

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

Equipment and Safety

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.

Phonics

At Archibald First School, we deliver phonics through the Letters and Sounds phonic framework. To do this, we use the Phonics Play programme which supports this.

The acquisition of sounds starts as soon as children join school, with our youngest children in Nursery working through Phase 1 of Letters and Sounds. Daily phonics is taught in Reception.

Reading

At Archibald, we consider reading to be the start of everything we do. We aim to support all children to achieve their reading potential.

The children are taught through stories. They also take part in individual and guided reading weekly. We host a Reading Meeting, for parents of Reception children, in the Autumn Term.

Outdoor Learning

Whatever the weather, we access the Early Years outdoor areas daily. Please ensure children are dressed appropriately for school.

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 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.

Expressive Arts and Design

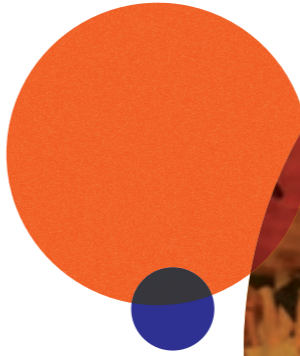
We aim to encourage your child to develop their imagination to its full potential. We want them to discover their own abilities in creativity and use a variety of media in innovative ways. In creating an environment which allows them to independently explore a range of media it allows every child to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

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 Computing 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.

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.



The Early Years Curriculum

Area of Learning and Development

- Personal, Social and Emotional Development
 - Physical Development
 - Communication and Language
 - Literacy
 - Mathematics
 - Understanding of the World
 - Expressive Arts and Design
- In addition an important focus on
- Phonics
 - Reading

The Early Years Curriculum

The Early Years Foundation Stage Curriculum is split down into 7 areas of learning.

At the end of Reception, the children are assessed against 17 Early Learning Goals (ELGs).

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

Communication and Language

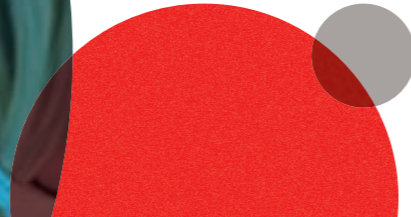
We aim first to enable your child to become a good listener and provide the tools for every child to become a great communicator. Through lots of speaking and listening games and activities we can ensure that your child plays in a language rich environment where they are constantly encouraged to talk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

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 other's space. They will develop skills in handling tools and equipment correctly 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.



Your Involvement

Reception Baseline Assessment

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

Attendance and Punctuality

At Archibald, we monitor the children's attendance and punctuality as it is important to establish good school routines from the very start.

We expect all children, including our Nursery children, to be in school every day that they possibly can be. This supports the children to develop positive relationships with the staff and their friends and maximises their learning and development time.

All families should arrive on time by 8.55am. This ensures that the children arrive settled, with their peers and make a positive start to the school day.

Setting In

We hold a Parents' Evening during 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.

Nursery children are offered the opportunity of a home visit by the Nursery staff. This gives children the opportunity to meet the staff in familiar surroundings. Following this they are then offered a phased start with visits and staying for lunch before their first full day.

Admission for Reception begins during the first week in September and is staggered over 3 days. These processes support the children to 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

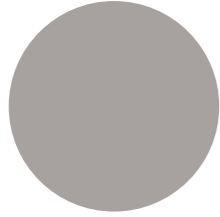
Our aim is to develop a partnership between home and school, sharing information about your child's interests, progress and development throughout the year.

There are many opportunities during the year to discuss your child's progress.

We use an online Learning Journey which you can set up at home to receive regular observations of your child's progress and development at school. In addition, there are many opportunities during the year to discuss your child's progress including parents' evenings and informal sessions.

We value the huge role you have in your child's development and would love you to contribute through the online Learning Journey as well as WOW stars which are available at the entrances to Nursery and Reception.

There are also lots of opportunities for you to come in and see what we get up to through 'Stay and Play' events, themed weeks, Christmas Crafts and days such as World Book Day.



Getting In Touch

Head Teacher Mrs. R. Turner

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www.archbaldfirstschool.org.uk



Our Early Years Team

The Early Years Unit is staffed by a team of teaching and support staff. 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
Option 3	Depending on the applications received, we are also able to offer some 30 hours places.
Reception	
	8.45am - 11.30am 12.30pm - 3.15pm



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Our Prospectus

