



Ponteland Primary School
Excellence For All



Information for Parents

2025/2026



Contents

Welcome

Our School Values

Curriculum

Reporting to Parents

Behaviour

Awards & Achievements

Admissions

Organisation of the School Day

Attendance

Medication in School

School Meals/Packed Lunches/Snacks

School Uniform

Extra-Curricular Activities

Wraparound Care

Collective Worship

Special Educational Needs/English as a second language

Equal Opportunities/PTA

Home/School Partnership

Health & Safety

Child Protection

GDPR / School Health

The Academy Committee

General Information

Welcome to Ponteland Primary School

'Excellence for all'



Ponteland Primary School is proud to have been based in The Crescent on Callerton Lane since November 2020. This is a state of the art, multi-use site incorporating our Primary School, Ponteland High School, Ponteland Library and the Ponteland Leisure Centre. We are pleased to be at the heart of the village and hope that our children will have a lifelong association with this complex to access education, health and leisure pursuits.

We hope that this booklet will give you an insight into our school and that it will help promote a close relationship between home and school, which is so vital to your child's educational progress and happiness.

Our fundamental aim is to provide a secure, happy and hardworking environment in which children of all abilities can learn with confidence. We encourage our whole school community to respect and care for one another and we strive for excellence in everything we do. We value the positive relationships we have built between children, staff, parents, governors and the wider community.

We hope that you enjoy finding out more about our school. If there is anything you would like to discuss, please do not hesitate to contact us.

Mrs C Johnson
Head Teacher

Values

At Ponteland Primary School our values underpin all that we do. We believe that positive, respectful and nurturing relationships are the context within which great learning occurs.

Our values are promoted in the everyday life of the school and are instilled in the children to equip them to be a positive force in the world and to see themselves as agents of change. The values are reflected upon in our assemblies as well as through each year group's curriculum from Nursery to Year 6. Each month we focus on a different value.

Month	Value we are focusing on
September	Respect
October	Kindness
November	Empathy
December	Collaboration
January	Effort
February	Responsibility
March	Curiosity
April	Creativity
May	Integrity
June	Resilience
July	Gratitude

The Curriculum

Our curriculum intent:

As citizens of the 21st century we live in times of rapid change and complexity.

“Children must be prepared to become both productive contributors of future economies, and responsible and active citizens in future societies.... Children must have the skills to navigate this new context, maintain social cohesion, promote sustainability and be agents of positive change.” World Economic Forum – Schools of the Future 2020.

We want to equip our children to thrive in times of change and to be able to grasp all opportunities presented to them.

"A good school achieves a careful balance. Time is limited. Therefore, choices need to be made about what to do when, how much depth to pursue... Most importantly, these decisions must be rooted in a solid consensus about what education should deliver for each pupil. What is the body of knowledge that a child needs so that they will flourish in the future and not be left behind?" Amanda Spielman 2018.

We want our pupils to be confident, resilient, independent and inquisitive learners who develop an understanding of the world - past, present and future and see themselves as being active agents of its evolution.

Our curriculum is knowledge rich, taking our children beyond their own contexts and supporting our commitment for all children to have a deep understanding of the world around them. The curriculum introduces them to new concepts, contexts and experiences so that they develop a rich cultural capital and become socially aware, confident and reflective young citizens of the world. Knowledge for its own sake is not the goal. We want our pupils to acquire knowledge and be empowered to take action.

At Ponteland Primary School we are values driven and our curriculum is built upon those values which;

- Promote personal development
- Support skills of collaboration and teamwork
- Support equality of opportunity
- Develop spiritual, moral, social, intellectual and physical growth
- Celebrate the contribution of a diverse range of people, cultures and heritages
- Develop an understanding of our relationship with the environment

Through engagement with our curriculum we also aim for children to see themselves as confident, successful and resilient, with a thirst for knowledge.

Curriculum implementation:

Our curriculum offer goes beyond the National Curriculum and incorporates the United Nations 17 Sustainable Development Goals. (SDGs)



Our curriculum is underpinned by education for global citizenship and we follow the Oxfam Education for Global Citizenship approach.

Seven global learning themes underpin our curriculum and each theme is broken down into knowledge and understanding, skills and values and attitudes. In order to achieve depth of thinking we plan for pupils to focus on three of these themes per year.

Across each year a number of high quality core texts are used to bring the themes to life and to ensure pupils build up sustained relationships with texts over time. Reading across the curriculum is planned for and texts are selected to deepen understanding around key concepts and knowledge.

Themes include:

Knowledge and Understanding	Skills	Attitudes	Values
Social justice and equity (Creating a fair society)	Critical and creative thinking	Commitment to social justice and equity	Respect
Identity and diversity (Belonging)	Empathy	Sense of identity and self esteem	Kindness Empathy
Globalisation and interdependence (Working together and supporting each other across the world)	Self- awareness and reflection	Respect for people and human rights	Collaboration Effort
Sustainable development (Looking after the world and everything in it)	Communication	Concern for the environment and commitment to sustainable development	Responsibility Curiosity
Peace and conflict (Getting on and falling out)	Cooperation and conflict resolution	Value diversity	Creativity
Human rights (Everyone is treated fairly)	Ability to manage complexity and uncertainty	Commitment to participation and inclusion	Integrity Resilience
Power and governance (Leadership and rules)	Informed and reflective action	Belief that people can bring about change	Gratitude

The learning environment is designed purposefully to support a culture of high expectations in all that we do and to promote learning as a creative, engaging and well supported endeavour.

Curriculum Impact:

- We use regular and robust triangulated monitoring to gauge the impact of our curriculum design. Leaders review learning, talk to pupils and provide feedback to move practice forward.
- We ensure that our pupils' attainment and progress are in line with or exceeding their potential.
- Our curriculum ensures that we develop well rounded citizens with a clear understanding of values such as respect, kindness, responsibility and resilience. Our curriculum addresses negative stereotyping through investigating similarities and differences and promoting acceptance, diversity, citizenship and human rights.
- Learning dispositions are developed which lead to success both now and in the future. Pupils show greater levels of resilience, motivation and a growth mind set when faced with a challenge. They develop attitudes and dispositions to make a positive contribution to the world.

Reporting to Parents

We want to keep parents informed about how well their child is doing in school. Alongside the many informal opportunities for you to talk to staff and the times when you might specifically want to discuss something with teachers, we organise the following:

- In the Autumn Term and Spring Term parents of children in Year 1 to Year 6 are offered individual appointments to discuss their child's progress. For Nursery we offer 'open weeks' in the Autumn and Spring term and for Reception we offer an 'open week' in the Autumn term and consultations in the Spring term. However, parents are always welcomed in school to discuss problems and an appointment can easily be arranged with the class teacher, Head Teacher or Deputy Head.
- All parents receive a very comprehensive written report in the Summer Term and have the option to discuss the report with the teachers if required.
- Other informal opportunities such as class assemblies, Class Dojo (Years 1 - 6), Tapestry for our Early Years and our Friday Flyer also enable parents to become fully involved in their child's education.

Behaviour

We are committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same. Our behaviour policy guides staff to teach self-discipline and self-respect and develop in children the ability to make positive choices. Our behaviour policy, like all aspects of our school life, is underpinned by our whole school values, with a strong emphasis on respectful behaviour, and these values are used to frame all our discussions around behaviour. The policy is hinged on the importance we place on the relationships we build and we believe this relational, restorative approach builds self-esteem in each child and an understanding that they are responsible for their behaviour. In pursuing this, we believe we have developed a school community with respect and empathy at its heart.

We have a strong anti-bullying policy and are opposed to any form of injustice, including racist or sexist behaviour. We encourage all children to help by telling an adult if they are a victim or witness of any such incident. We have a full behaviour policy online.

Children are given every opportunity to gain skills in personal relationships and to become more aware of their own important contributions to the school and wider community and as a result of these skills being fostered the number of incidents within the school are few and isolated.

Awards and Achievements

"Ponteland Primary is a truly inclusive school where pupils, parents and carers and staff all feel a sense of belonging."

Ofsted May 2023

- Basic Skills Agency Quality mark 1, 2 and 3 - We pride ourselves on the high standards we set for all children in reading, writing and number work. Our results in the Key Stage 1 and 2 statutory assessments show this.
- Enhanced Healthy Schools Award
- Health & Wellbeing Certification for promoting personal development, behaviour and welfare
- IQM Award – Inclusion Quality Mark Centre Of Excellence
- Active Mark Gold awarded for exceptional delivery within PE and sport
- Commitments to the Arts Award – Arts Mark Silver
- Music Mark – advocating and supporting music education for all children
- ICT Mark - school showing commitment to continued improvement through ICT
- ECO School – Green Flag Award renewed in 2020
- Primary Science Quality Mark – Silver Award 2017-2020
- Shakespeare - Gold Award 2024
- Fairtrade School – gaining The Fairaware and Fairactive awards

"There is no doubt that the principles of the Investors in People Standard are subscribed to by the Head and colleagues. Their intention is to value staff, celebrate achievement, involve everyone in the development of the school and ultimately be a nice place to learn and work." IIP.

"Leaders go 'above and beyond' to provide high quality pastoral support"

Ofsted February 2023



Admissions Criteria

Ponteland Primary School follows the Pele Trust Admissions Policy. Admissions are administered by Northumberland County Council on behalf of The Pele Trust

Under normal circumstances, parents and pupils will be invited to visit the school to make arrangements for their child's entry into school in the term before their child is due to start. We aim to make the transition from home to school as smooth as possible. Parental choice means that you do not need to live in the catchment area of the school to request a place here. Our standard admission number is 60 for each year group.

Nursery Admissions

A full copy of the Admissions Policy for Nursery is available from the school office or our website. Places are allocated in accordance with the criteria outlined in the policy.

Provision

Ponteland Primary School nursery has 40 part-time places and operates two sessions. These will either be Monday, Tuesday and half day Wednesday morning or half day Wednesday afternoon, Thursday and Friday. They also have a number of 30 hour places, Monday to Friday which will be available to eligible parents.

Forest School

Forest School allows children to achieve, develop confidence, independence, self-esteem and resilience and creativity through hands-on learning in a natural woodland environment. At Ponteland Primary we are very lucky to have our own large woodland which Nursery and Reception classes can access on a weekly basis, whilst other year groups gain access throughout the year.

Outdoor learning has shown to increase attainment and attendance levels in children. It has also shown to increase confidence and communication skills. Forest School in particular helps children understand the importance of nature and the environment and to be inquisitive about the world around them. The responsibility in turn leads to children gaining a greater sense of worth, self-confidence, self-esteem and leadership.

Transfer

Children from Ponteland Primary School normally transfer at the age of 11 (end of Year 6) to Ponteland High School. It is necessary to apply for a place at the High School. As a Pele Trust primary school, our out of catchment children will have preference over out of catchment children who do not attend a Pele Trust primary school.

Organisation of the School Day

All classes are mixed ability with children taught the majority of subjects by their class teacher, with some interchange of teachers for certain activities

8.40 - 8.55 8.55	Gates open, children enter their classes Register taken in class
10.15 - 10.30 10.30 - 10.45 10.45 - 11.00	Morning Break – Years 1 and 2 Morning Break – Years 3 & 4 Morning Break – Years 5 & 6
11.30 - 12.30 11.40 - 12.40 12.00 - 1.00 12.30 - 13.30	Lunch Break – Nursery Lunch Break - Reception Lunch Break – Years 1, 2, 3, 4 Lunch Break – Years 5 & 6
Wednesdays only 11.30 12.30	Nursery Caterpillar class leave (M/T/W) Nursery Butterfly class arrive (W/T/F)
12.30 12.40 13.00 13.30	Afternoon session begins Nursery Afternoon session begins for Reception Afternoon session begins Years 1 - 4 Afternoon session begins Years 5 - 6
15.10 15.15	Early Year session ends (Nursery & Reception) Afternoon session ends and gate is opened for all year groups

Beginning and End of the School Day

Children are welcomed into their classroom when they arrive between 8.40 and 8.55am. Mrs Johnson (Head Teacher) will be available at the entrance gate along with Miss Dinning (Deputy Head Teacher). Mrs Wright (Behaviour and Parent Support Worker) is also available in school at this time.

At 8.55am the gates are locked. Any children arriving at school after this time must enter school through the main reception and will be marked as late.

Parents and carers are asked to wait outside the correct classroom leaving enough room for the children to exit safely. With parental permission, Y5 and Y6 may leave the site unaccompanied. At 3.25pm the gate will be locked. Any children still waiting to be collected at this point will be taken to the main reception where their teacher will contact their responsible adult. We ask that parents are prompt when meeting their children as young children often become distressed if parents are late.

Parents are asked not to collect other children unless this has been arranged with the parents concerned and the class teacher informed.

Late arrival at school

Children who arrive after the gate has closed must go to the main reception and their late attendance will be recorded.

Attendance and Absence from school

Good attendance is essential for all children and therefore attendance data is recorded carefully and monitored. If your child is ill, please call the office **before 9.20am** (01661 822103). If you know in advance that your child is going to be absent due to medical appointments or other personal circumstances, please send the office a note in order that absences may be correctly recorded. You can usually speak to someone in the office from 7.45am or alternatively you can email admin@ppschoo.uk All absences must be authorised by the school. All unexplained absences or those not considered appropriate will be registered as unauthorised absences. If we have not heard from you by 10.00am the office will contact you by telephone.

Children who are ill should stay at home until they are completely recovered and have finished any medication. Gastric upsets **must be clear for 48 hours** before returning to school.

In September 2013 amendments were made to Government legislation. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 make clear that **head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

In order to grant a family's case for an absence, please fill in a leave of absence form, which can be picked up from school, emailed to you or downloaded from the website and returned back to the office. An absence may be granted by the head teacher if the circumstances are deemed to be exceptional. No absence request will be granted in the period of and leading up to statutory assessment and external examinations.

If your child is unwell at school

If your child is unwell at school, we will attempt to contact parents so that a child can be collected. It is essential that we have an up to date emergency contact number and address for you at all times. If, however, you change address or telephone number within this time please inform the school office.

If your child has an accident or becomes very unwell at school, we will seek medical help. We will always attempt to find parents before any treatment is given but a child, in an emergency, will be taken to hospital.

Medication in school

In order to ensure the safety of all children, we do not store or administer medicine in school, unless there is a direct and specific request by the doctor to do so (Prescription Medicine). Most medicines can be given by parents, before and after school and at bedtimes. In those rare circumstances when medicine must be administered in school it should be in its original container and clearly labelled with the child's name and correct dosage. It should be given to the Head Teacher or main office who will ask the parent to complete a request form. Children should **NEVER** keep medicines, inhalers or 'cough sweets' in their bags.

Asthma and Allergies and Dietary Requirements

You will be asked to inform school if your child suffers from asthma, however mild the condition. We keep a register of all sufferers and need to know what treatment your child currently has. Inhalers are kept within easy access of the children in their classrooms. Parents will be asked to complete a request for a child to carry and self-administer an inhaler. Parents are asked to check their child's inhaler regularly.

Children with diabetes, allergies or food intolerance, will be carefully monitored whilst a pupil at Ponteland Primary School. The school has secure medical points to keep spare injector pens should an emergency arise, again parents will be asked to complete a form to authorise the administration of an Epi-pen. Mr Bell who is our Unit Manager in the kitchen is more than happy to discuss dietary requirements with parents.

Milk

This is available for purchase and is drunk at morning break. It is supplied by Coolmilk. You can go online and register your child for school milk at www.coolmilk.com. The price is around £18 per term. Children are entitled to free milk until the term in which they turn 5.

Drinks

In line with our Healthy School Policy and government guidelines, we encourage children to drink plenty of water throughout the day. To aid this, we ask all children to bring to a named water bottle which they can access independently. **These bottles must only contain water.** In addition, a filtered water dispenser is available at the entrance to the school yard and upstairs near the KS2 classrooms.

Jewellery

We ask that children do not wear any jewellery in school as serious injury can occur, particularly during practical activities. If you wish to have your child's ears pierced please do so at the start of the summer holidays. We make an exception for small stud earrings as we understand that children's ears may close after being pierced if earrings are not worn, however earrings will need to be removed for PE. While it is fine for children to wear watches, please do not send children into school wearing smartwatches which connect to the Internet, can take calls or can take photographs. If a child is wearing a smartwatch, we will look after it in the front office and it can be collected by an adult at the end of the day.

Lost Property

Children should not bring expensive items of property into school. We cannot accept responsibility for lost or stolen items. Please put names in all items of clothing and on packed lunch bags and water bottles. Misplaced items of clothing are put in a lost property basket. Parents are welcome to look when the need arises. Lost property is cleared at the end of every half term. Our PTA has an arrangement with the name label company 'My Nametags' where the school receives 24% of the value of your orders. Please follow this link - <https://www.mynametags.com>

School Meals

Children of Primary school age are growing fast and hopefully becoming more active. Children's energy and nutrient needs are high in relation to their body size compared to adults. Ponteland Primary School has been accredited 'Healthy School' since 2007 and in line with government

initiatives we ask parents to consider carefully the contents of packed lunches. Sweets, crisps, confectionary, fizzy or sweetened cordial drinks are not allowed.

It can be a challenge to keep packed lunches varied, interesting and healthy but there are a number of websites including www.food.gov.uk (search within site for packed lunches) which offer some brilliant packed lunch ideas. Please send your child's packed lunch in one small, named box. Drinks in glass bottles and cans are not acceptable.

We use **School Grid** for school meals (www.schoolgrid.co.uk). Parents are expected to choose meals on-line in advance with their child and pay by direct debit. Parents can view their child's account on-line and see what they have chosen and all recipes are available to download. This has proven to be extremely popular amongst parents and children.

As we currently have children in school with a severe nut allergy, nuts/peanut butter must NOT be included in packed lunches and no Nutella products please.

Since September 2014 all children in Reception, Year 1 and Year 2 have been entitled to a free school meal each day. If you have children in Nursery or Years 3, 4, 5 or 6 the price of a school meal will be £2.70 per day. **We ask that parents set up a Direct Debit straight away for this before ordering any meals.**

Snacks

Children in Foundation Stage and Key Stage 1 are given a free piece of fruit to eat during a morning break. Children in Key Stage 2 may bring their own fruit or healthy snack to school in a small named container to be eaten at morning break. **Children are not to bring sweets and chocolate into school.**

School Uniform

We hope you find our uniform highly practical, functional and smart. Through our uniform we emphasise being part of a whole school team. Uniform consists of grey trousers or skirt, white polo shirt (navy blue for years 5 & 6) and jade sweatshirt or cardigan. In the summer girls may wear striped or checked, jade green dresses. Long hair should be tied back and **all uniform should be named.**

We also ask that children have waterproof trousers and wellies as part of their daily uniform and these can be left in school so they are accessible at lunchtimes. School uniform (jumpers, cardigans, hoodies, book bags) can be ordered and paid for by parents directly from our supplier Emblematic, by clicking on the 'Longbenton Store' dropdown on www.emblematic.co.uk

Children are expected to have a change of clothing for P.E. lessons including a white T-shirt, black/navy shorts and trainers for when going outside.

Children are severely hindered in P.E. lessons by not having the right equipment. Please ensure that P.E. kits are brought to school in a named bag every Monday and left at school on the child's peg until Friday then taken home for washing over the weekend. Please do not send sports clothing carrying logos eg: football strips of various teams and designer sportswear.

At Ponteland Primary School we have an indoor shoe policy. All children from Reception to Year 6 are expected to change from their outdoor shoes when entering the building into a pair of black, indoor shoes. During playtimes children are able to change back into their outdoor shoes.

Extra-Curricular Activities

Sporting activities are an important part of both curricular and extracurricular time. All children participate in a full range of physical education as part of the curriculum and a variety of out of school activities are offered to the children at different times throughout the year. All children in years 1 to 6 are welcome to join our extra-curricular clubs.

A variety of music lessons for KS2 are given by staff from the Northumberland Music Partnership. These are paid for termly by parents.

Choir Club provides sessions on a Thursday 3.15 to 4pm, year 3 - 6 only. KS1 have a Weds lunch club.

Irish Dancing club provides sessions on a Monday 3.15 to 4.15 at a cost.

Judo club is run by Patrick Tucker and provides several sessions a week to be paid for termly, online.

Gary Ives runs football training for key stages 1 and 2 every Tuesday after school from 3.15 to 4.15 at a cost.

Yoga Club run by Debrah Dhugga on a Wednesday morning 8.00am until school starts.

Each half term there are a wide variety of extra-curricular activities run during lunchtime and after school by school staff. Some examples of clubs are dance, musical theatre, arts and crafts, gymnastics and various sports clubs.

Wraparound Care

Breakfast Club

7.30 – 8.45 am Monday to Friday (toast and cereal). £5 standard / £3.75 Sibling.

After School Club

3.15 – 6.00 pm Monday to Friday (hot snacks will be provided) £10 standard / £7.50 sibling. Early pick up until 4pm – no snack £5 standard / £3.75 sibling.

Sessions are to be pre-booked and paid for on School Gateway - www.schoolgateway.com

For further information and to register please contact the office on 01661 822103 or admin@ppschoo.uk

Charging and Remissions Policy

There are many activities which enrich the curriculum such as visits to museums and places of interest which incur an entrance or transport cost. In such cases voluntary contributions from parents are essential and greatly appreciated. No child will be excluded from participating in an activity during the school day because of lack of parental contribution however the activity will not take place if there is a shortfall of funds. We make a charge for children receiving specialist music tuition and swimming. Parents are always asked to sign a consent form for visits outside the school grounds.

Collective Worship

The school is not affiliated to any religious denomination but children take part in Collective Worship as a class, a Key Stage, or as a member of the whole school. The worship is broadly Christian in

nature but we also aim to share the experiences of diverse cultures, social backgrounds and experiences with the children. We have close links with the local churches and members of the local clergy lead our Collective Worship on a regular basis.

SEND

The purpose and quality of education for all children is the same, however, the help that children sometimes require in reaching their goals can be very different. We operate an inclusive policy.

SEND (Special Educational Needs and Disability) is defined as a child having learning, emotional, behavioural or physical needs significantly different from those of their peers.

Help in the first instance will be provided by the class teacher. At a later stage it may become necessary to involve Miss Dinning, SEND Co-ordinator, who would devise a plan of support for the child. In some circumstances it may be necessary to involve other professionals. Parents are informed at all stages of the process.

English as a Second Language

We are fortunate as a school to have many children from multi-ethnic backgrounds. We celebrate different cultures and share celebration times and faith traditions with one another in collective worship and throughout our curriculum.

Equal Opportunities

In line with the LA we have a commitment to effecting the necessary changes in schools which will develop a non-sexist and non-racial education system – one which does not discriminate on any basis and which values all pupils as individuals in their own right.

Throughout school, pupils are introduced to all activities. They work in mixed groups and we move the curriculum away from gender stereotyping. Parents are encouraged to support our policy.

P.T.A.

We have an active and enthusiastic PTA who organise many events throughout the year. These may be educational, social or fundraising. Their hard work and commitment has enabled us to purchase many needed resources which we would not otherwise be able to afford. New members are always welcome. Meetings are held each half term. The PTA is very active in raising funds for specific projects and there are also fund raising events. Funds are used to enhance the provision for children e.g. to update facilities, improve resources or provision. Attached is a form to complete should you be interested in joining the PTA.

Community Involvement

The local community plays an essential role in our school by offering, support, expertise and goodwill. Visits to and from local businesses enhance our curriculum and help foster vital understanding between our school and the community. We have a number of community based projects in our curriculum which empower our pupils to 'be the change they want to see' and make a positive contribution to society.

Child Protection & Safeguarding

Ponteland Primary School believes that pupils have a fundamental right to be protected from harm. We work with a variety of other agencies to provide the best possible care and support to children. We have a Designated Safeguarding Lead (DSL), Mrs Johnson, and two Deputy DSLs, Miss Dinning and Mrs Wright and all staff receive regular training to ensure they are familiar with the skills in implementing safeguarding and child protection procedures. We have a duty of care to report to the appropriate authority any concerns regarding the wellbeing or welfare of children in school.

Home/School Partnership

We greatly value the very strong Home/School Partnership we have established at Ponteland Primary School. We welcome liaison between school, home and the wider community and we are always looking for ways to strengthen that partnership.

All teachers are available after school if there is anything you wish to discuss about your child. Mrs Johnson (Head Teacher) and Miss Dinning (Deputy Head Teacher) can also meet with parents before the start of the school day or after school if the need arises.

Mrs Angela Wright is our Behaviour and Parent Support Worker and is a useful contact for parents. She can help with behaviour management, being new to school, transition, attendance, illness in the family, housing issues and changes in relationships. She is available during school hours or home visits can be arranged if more appropriate. To make an appointment to see Mrs Wright please contact the School Office.

A weekly flyer is sent home to parents to keep them up to date with key events and news about school and the PTA. Class teachers also share information via Class Dojo. A full curriculum is available on our website.

Parents' evenings are held twice a year in Autumn and Spring Term and time is spent discussing the targets set for individual children and how these can be best achieved through a home-school partnership. A written report is sent out near the end of the Summer Term.

Your child will be heard to read regularly at school. Every child has regular opportunities to take home an independent reading book to share with you. All children from Reception year to Year 4 have a Reading Record Book in which children, staff and parents record reading progress. Other tasks are given to the children as 'homework'. These tasks are intended to enhance your child's learning and your interest and encouragement are vitally important. Homework content varies according to the age and maturity of the children but reading remains the most important task. Children in older years receive homework on an increasingly regular basis to prepare them for High School life. If you are concerned or your child is anxious about any task please contact their teacher.

We always welcome and encourage parents, who are willing, to spend short periods of time supporting children with activities in the classroom or supporting staff with administrative tasks. If you are interested in doing this, please speak to Mrs. Johnson. It is now required by law that all adult helpers in school complete a DBS Disclosure and Barring Service, completed online. Further details from the office.

Health & Safety

To ensure the safety of the children all visitors must report to the main Reception upon arrival. All visitors must sign in on the visitor book in the main reception and enter departure time when leaving.

The school is covered by the Health and Safety Act at work 1974.

- Smoking is not permitted in any area of the school grounds or perimeter – this includes e-cigarettes
- Dogs other than guide dogs for the blind are not allowed in the school grounds, this includes anything from the bridge onwards to school.
- We are a healthy school and have a 'no sweets' rule. We operate the national fruit scheme Children in Reception and Key Stage 1 receive a free piece of fruit each day.

All accidents at break and lunch time are dealt with by our support staff and first-aiders. Where appropriate, accidents are reported to parents in writing and verbally by the class teacher.

All the staff of Ponteland Primary School are involved in the pastoral care of all the children. Each phase of the school has a co-ordinator who has an overview of the children within those year groups.

Parents are encouraged to discuss all concerns as soon as possible with the class teacher, the phase co-ordinator, the Deputy Head Teacher, the Behaviour and Parent Support Worker or the Head Teacher. A full list of our staff is available on our website. www.pontelandprimary.co.uk

GDPR and School Health

For many years schools and the School Health and Dental Services have worked together to ensure that all children in school are offered immunisation, health and dental surveillance, advice and support. To do this, the School Health services need population databases – an up to date list of all children attending school. These are used to provide programmes for hearing and vision screening. In response to changes to the Data Protection Act (GDPR) we are required to ensure that parents know that the school gives your child's name and date of birth to the School Health and Dental Services for this purpose. This information will be shared unless you advise Mrs Johnson in writing that you do not wish this to happen.

Please note that no immunisation or dental work is carried out without a signed consent form from the parents or guardian.

The Academy Committee

Chairperson: Mrs Ruth Morris

Correspondence for Mrs Morris should be sent c/o Ponteland Primary School

Mrs Ruth Morris	Mrs L Fowler
Mrs Daphne Smith	Mrs C Johnson
Mrs Christine Corbett	Mrs Pam Hopley
Mrs Roz Barlow	Miss R Briggs
Mr Allan Smith	

General Information

Ponteland Primary School
The Crescent
Callerton Lane
Ponteland
Newcastle upon Tyne
NE20 9EG

Headteacher: Mrs C Johnson
Deputy Head Teacher / SENDCO: Miss S Dinning

Telephone No. **01661 822103**
E-mail address **admin@ppschool.uk**

Website: **www.pontelandprimary.co.uk**

Where to find us

Follow the signs for Newcastle International Airport on the A696 from Newcastle. Carry on until you come into the village of Ponteland.

At the traffic lights before the bridge over the River Pont (Diamond Inn should be on your right), turn left onto Callerton Lane. Go along this Road until you go past two traffic lights,

Go straight over the traffic lights at the bridge over the River Pont (the Diamond Inn should be on our right). Take the first turn on the right, sign posted to Morpeth. This is North Road. Then take the next turn left and continue up the road passing shops on the left hand side. Ponteland Primary School is approximately 30 metres further up the road on the right hand side.

