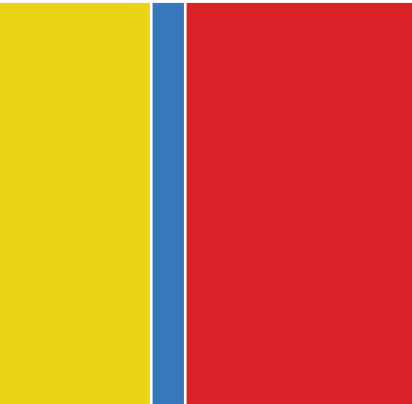
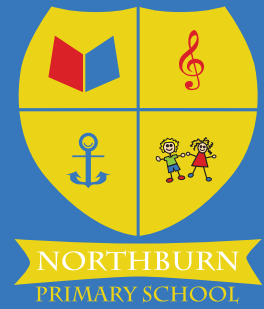




INVESTOR IN PEOPLE



# NORTHBURN PRIMARY SCHOOL





# NORTHBURN PRIMARY SCHOOL



# Letter from the Headteacher

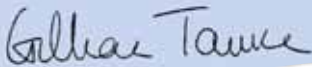
Dear Parent

At Northburn Primary School our aim is to make a positive difference and enable everyone to fulfil their personal goals.

All children matter to us; we celebrate diversity and personal achievements. Those within the school community are actively encouraged to support and care for each other. We are respectful, expect good behaviour and take pride in our school.

We provide a varied, balanced and rich curriculum which promotes a love for learning that we hope your child will carry with them throughout their lives. Academic achievement is a high priority alongside personal, social and emotional development. Above all we aim to provide a school environment where all feel secure and happy, are motivated and enjoy attending. We are nurturing successful citizens of the future.

Yours sincerely,



Gillian Tawse  
Headteacher

Lessons are exciting and challenging, such as PE and history. History is made life like, for example we had a lesson in a victorian style classroom. In PE we do loads of fun activities such as football, rugby, corridor, rounders, hockey and basket ball.

School is fun especially the lessons, if you find your levels the teacher will try their best to get you on to another level.

I enjoy numracey, because my teacher helps me when I am stuck on a question and explains it until I know

The teachers make fun lessons out of things that may be boring. We have very exciting trips including Hawkfirst and other fun places that I have never been to.

My favourite part about school is science because I think it is very interesting.

My favourite bit about school was when we were learning about the earth, sun and moon because I like space and astronomy.

I've extremely enjoyed being at Northburn and I'm glad I didn't go to another school.

The teachers are excellent and I've learnt tons of things during my time here. Thank you to everyone who made my time at Northburn amazing!



# school staff



**Headteacher**  
Mrs Gillian Tawse

**Deputy Headteacher**  
Mrs Clare Scott

**Assistant Headteacher**  
Mr Tony Hall

**Teaching Staff**  
Mr Stephen Aird  
Miss Jill Boden  
Mr Richard Boxshall  
Mrs Susan Brown  
Mrs Rachael Coull  
Mrs Gillian Cowan  
Miss Lucy Dawson  
Miss Nicola Hurst  
Mrs Donna Boxshall  
Mrs Rebecca Palmer  
Mrs Jessica Sewell  
Miss Susan Slowther

**Senior Teaching Assistant**  
Mrs Janet Smith

**Teaching Support Staff**  
Mrs Jackie Aitman  
Mrs Pauline Ashley  
Mrs Linda Child  
Mrs Pauline Donnelly  
Mrs Beverly Farrier  
Mrs Julie Garcia  
Mrs Allison Graydon  
Mr Andrew Hall  
Mrs Louise Henderson  
Mrs Leanne Knowles  
Mrs Lynne Orrock  
Mrs Catherine Trundley

**Secretary**  
Mrs Jane Davison

**Admin Assistant**  
Mrs Joy Ricketts  
Mrs Sandie Burt

**Caretaker**  
Mr James Harrison

**Lunchtime Supervisory Staff**  
Mrs Valerie Allan  
Mrs Shirley Christie  
Mrs Joanna Jobling  
Mrs Jackie Smith  
Mrs Dawn Syrett

**Catering Manager**  
Mrs Vivienne Cox

**Catering Assistants**  
Mrs Gillian McBride  
Mrs Michelle Crosby

**Cleaners**  
Mrs Jackie Smith  
Mrs Valerie Allen

**School Crossing Patrol**  
Mrs Kathleen Baxter



## Our School Governors

### Appointed as Chairperson

Mrs Ann Wheat

### Vice Chair

To be elected

Mr Alex Mallin

Ruth Hodson

Dr Barry Crowther

Mr Paul Olsen

Mr Andrew Gullon

Mrs Jenny Ellis

Mrs Clare Scott

Mrs Jackie Aitman

Mrs Gillian Tawse

Mrs Ashleigh Des-Forge

Mrs Maggie Mitford

Mr David Young

Community

Community

Local Authority

Parent

Parent

Parent

Teacher

Support Staff

Headteacher

Local Authority

Local Authority

Parent

Copies of governing body papers are available for parents to view in school.

You can contact our governors via the school office.

**“Teachers know their pupils well.**

**Good relationships between staff and pupils underpin the exceedingly good behaviour.”**

**Ofsted 2007**

## Visiting our school

We welcome visits from parents who are considering enrolling children at Northburn School. We hold an open day each year when prospective parents can come to have a look around our school.

## Contacting the school

The school office is open between

8.30am and 3.30pm each day.

You can phone the school on 01670 739111

You can Email the school on

[admin@northburn.northumberland.sch.uk](mailto:admin@northburn.northumberland.sch.uk)

## Parental preference

It is necessary for all parents to express a preference for the school that they wish their child to attend.

(Application forms are available from Northumberland County Council and are returned to them). Primary schools in Northumberland serve designated areas, however, parents are free to request a different school. The policy of the Local Education Committee is to grant these requests whenever possible and they will inform parents during the spring term whether a place is available for their child. You will need to apply for a place in our Reception class even if your child has attended our Nursery.

## Our school serves:

Northburn Dale

Northburn Wood

Northburn Park

Northburn Grange

Northburn Chase

Hartford Dale

Northburn Glade

Northburn Manor

Hartford Lea

East Hartford



**'At Northburn Primary School pupils, parents, staff and governors work in partnership as a whole school community to create a welcoming, safe and stimulating environment for learning. We aim to make a positive difference to the lives of all in our community.'** Ofsted report 2007

We provide a high quality education for all children with a curriculum planned to develop skills and knowledge based on practical experience. We believe that children should have the opportunity to develop their individual talents and expect that all children will achieve to the best of their individual ability. We place high priority on academic achievements whilst providing opportunities for children to develop a broad and balanced range of skills across the whole curriculum.

We aim to provide equal access to the curriculum for all children irrespective of their background. We aim to ensure all can learn and participate by taking positive steps to minimise barriers to learning, through the cultures, policies and practices of the school.

We therefore encourage attitudes of understanding and tolerance towards each other's beliefs and aspirations. We have a sister school in Uganda. This link promotes the understanding of other cultures. The children write to each other, sharing both different and similar experiences. We help children to look for the best in themselves and each other.



**'Relationships in class both with their teachers and with other pupils are excellent, so pupils work hard. A particular strength is the very good support that the knowledgeable teaching assistants provide in the classrooms'** Ofsted report 2007

### **School Organisation**

We provide education for children between the ages of 3-11 years. Pupils would transfer directly to Secondary School (Cramlington Learning Village).

Foundation Stage Unit (Nursery and Reception age 3-5)

Key Stage 1 (Years 1 and 2 age 5-7)

Key Stage 2 (age 7-11)

Years 3, 4, 5 and 6 (age 7-11)





### Foundation Stage

The Nursery class, part of our Foundation Unit within the school, offers nursery education between the ages of 3 to 4 years and our Reception classes provide educational activities for 4-5 year olds. 26 children attend Nursery in the morning and a further 26 in the afternoon.

The Foundation Stage at Northburn School offers a coordinated start to our children's education. Children start school in the term after their third birthday, provided a place is available. Places are part-time and offer five morning or five afternoon sessions each week. Children are admitted to our two Reception classes, once a year in the September following their fourth birthday. Parents need to apply for a Reception place, even if they have attended our Nursery.

Those working within the Foundation Stage are experienced Early Years practitioners who understand how young children learn. Our children are actively involved in their own learning and are encouraged to use all their senses to explore, discuss, experiment and practise new concepts. Within this framework children are taught to read, write and develop number skills, often beyond the goals. We value creative talent. Music and design activities are planned daily. We help our children to develop social skills in a variety of situations so that they are able to share, collaborate and develop friendships, which will enable them to participate fully in school life, with confidence. Our grounds offer many opportunities for learning across the curriculum and activities using the 'outdoor environment' are regularly planned.

The Foundation Stage Curriculum overlaps with the National Curriculum. Children who reach goals before the end of their Reception year are therefore able to work within the National Curriculum to extend their learning.



'The curriculum offers a rich range of opportunities both in and out of the classroom, during and after school. The range of out of school activities, in sport and the arts, caters well for pupils' various needs, talents and ages, and contributes to their achievement.'

Ofsted May 2007

## THE CURRICULUM

Pupils follow the Foundation Stage Curriculum in Nursery and Reception which has six areas of learning and a National Curriculum in Key Stage 1 and 2. It consists of core subjects: Mathematics, Science, Information Technology and English. They also have lessons in: History, Geography, Design Technology, Music, Art, Personal Social and Health and Citizenship Education and Physical Education and Religious Education. We have been accredited with 'Healthy School Status' and promote a healthy lifestyle.

We provide opportunities for children to learn through visual, oral and kinesthetic experience providing tasks that offer practical experiences and discussion and take account of different learning styles. We encourage children to record their learning formally and informally through discussions, drama, presentations and assemblies.



Priority is given to the basic skills needed to investigate problems, to access information and to communicate information to others. We encourage our pupils to use their natural curiosity to investigate and experiment and apply their skills and knowledge to pose questions and solve problems.

We use visits to places linked to projects to provide an exciting and practical stimulus for work in the classroom. To make maximum use of these visits we ask parents to make a voluntary contribution towards the cost. We have extensive school grounds and make effective use of them to extend learning opportunities.

### Inclusion

Mrs Scott is our Inclusion Manager. We are proud of the care that we provide for all children. We have provision for identifying individual talents and supporting children in areas that they are gifted in and also have provision for children with wide-ranging special needs. There is a wealth of experience within the school and we are able to offer a number of intervention programmes. We have also developed the physical fabric of the school so that we are able to accommodate children with mobility difficulties. The school works in partnership with parents and many professionals in education, social services and health to provide coordinated support.



'Pupils achieve well and standards are significantly above average. Teachers are continually working to raise standards and significant improvements are particularly noticeable in reading and writing.' Ofsted 2007

### English

English activities are presented through the areas of speaking and listening, reading and writing. English skills are taught through the literacy hour and used across all areas of the curriculum. Language is a fundamental key to our whole curriculum.

Priority is given throughout the school to developing reading and writing as a life skill, encouraging children to understand texts both for enjoyment and to find information. We aim to nurture the enjoyment of reading and to provide a wide range of reading experience from an early age, and to be able to write clearly in a variety of styles eg: in a letter.

Children are encouraged to choose from a wide range of books to take home to share with parents and to read from materials available at home. The school has a well stocked library giving access to good quality fiction and non-fiction audio stories. Opportunities to find information have been extended through the use of the Internet, giving opportunities to use an even wider range of text and presentation.

### Mathematics

Children are introduced to mathematical skills through the Numeracy strategy. We develop skills from the Nursery onwards through structured practical maths activities. Lessons are engaging and our children enjoy maths. We concentrate on using mental skills to explore number and number patterns both in the classroom and the outside environment. We develop knowledge of appropriate ways to estimate and calculate, and to record results accurately in a variety of ways. Children are encouraged to use their mathematical skills to solve problems.

# CORE SUBJECTS

English, Maths, Science and  
Information Communication Technology (ICT)

### ICT

We aim to use ICT as an integral part of learning in all areas of the curriculum. Our children use a wide range of computer programs to develop specific ICT skills. All classrooms are connected to the Internet through Northumberland County Council's Intranet, which is protected to ensure safe access to Email and the World Wide Web. We have a suite of portable laptops so that children can access ICT throughout the school. All classrooms are equipped with an interactive smart board. Other ICT equipment regularly used include: CD's, digital cameras, remote control toys and scanners.

### Science

Lessons develop the skills to observe, to plan and carry out scientific enquiries and to evaluate and consider evidence. As your child progresses through the school they learn to record information effectively.





NORTH  
PRIMARY



HIBURN  
SCHOOL





'Relationships throughout the school are excellent, so pupils confirm that they feel safe and are very happy to come to school because they feel valued and supported'

Ofsted 2007

At Northburn we recognise that happy, confident and motivated children have an increased capacity to learn throughout their lives. Opportunities to promote pupils' self-esteem and emotional well-being are provided in many situations across the curriculum and in the general ethos of mutual respect that permeates all aspects of school life. In addition to opportunities in class the whole school joins together as a community for events and assemblies to develop collective values. We support charities at home and overseas.

We have a school council, supported by the staff but led by the pupils. They have a strong voice within school and their opinions are valued. Pupils are involved in the school's strategic planning. We have a 'buddy' system to support children at playtimes. Children can apply to be a 'buddy' and receive training to help others. Children also take responsibility for jobs around school. Jobs are advertised and the elected council are involved in the interview process.



### Collective Worship and Religious Education

Religious Education reflects the Christian traditions and beliefs whilst taking into account other major world faiths. The common themes of caring and respect for others form an integral part of our school ethos.

Parents wishing to withdraw their children from daily assemblies or from RE lessons on religious grounds should inform the Headteacher.

The school hosts St Peter's Community Church, which meets in the school hall and the Reverend Ward regularly leads assemblies.

### Assessment

Children's work is continually assessed with assessment planned into day to day activities. Throughout the school our children have individual targets to aim for and their progress is noted and celebrated.

Children in the Foundation Stage are assessed at the end of the Reception year against national indicators. Ongoing assessments collected throughout their time in the Foundation Stage builds a profile of achievement. Children in Key Stage 1 and 2 are assessed against national standards. Results and future targets are shared with parents at consultation meetings and in the annual written report.

### **Homework**

Our homework programme has been developed in consultation with parents. Pupils bring homework tasks home on a regular basis. In Nursery, books are available to share with parents and we ask parents to talk about the events of the day with their children. In Reception, pupils have a reading record book, which is used to share information with parents about literacy tasks. Children will also be given short tasks relating to other areas of their learning. Pupils in Years 1-6 have a regular programme of homework. In Key Stage 1 this should take about an hour each week and for children in Key Stage 2 about 1.5 hours. These times are in-line with DES recommendations. In addition we ask children to read with their parents on a regular basis.

### **Sex and Relationship Education**

The subject is taught through a number of cross-curricular themes. We aim to provide children with the skills, attitudes and confidence to manage relationships with others in a responsible and healthy way.

### **Behaviour and Discipline**

The school encourages self-discipline and positive attitudes. Children are expected to behave in a way that shows consideration for others working in and visiting our school. We have an agreed code of conduct that all within the school community helped to draw up and are expected to adhere to. A home school agreement will be sent home, parents, pupils and teachers are requested to sign it. Action will be taken, in accordance with school policy, when a child's behaviour is not acceptable.

### **Bullying**

Our school ethos is one that encourages children to support and care for each other so that incidents of bullying are less likely to occur. However we know that young children are learning about friendships and sometimes they find it difficult to sustain relationships. Sometimes this is a very temporary event and everything is fine by the next day. This is part of learning to be a friend. More worrying are incidents where children feel left out or threatened by others.

Bullying in schools is a major concern to both parents and staff. Children who are being bullied are often reluctant to talk about their experience and we need to look for signs that children are unhappy in school or with friends outside school and share that information in order to support individuals.

Children are supervised by staff throughout the day and we deal quickly with any incidents that arise. If a child is found to be causing problems with others we will consult with parents and seek their support in dealing with any problems that arise. We also talk to the child experiencing difficulties and work with them on strategies for dealing with problems to support their own self-esteem.





### **Safety and Security**

During school sessions the cloakroom doors are closed and all visitors have to use the main entrance where there is a secure entry system. At playtimes and lunch- time staff supervise children at all times. Particular care is taken to monitor the pathways to the gates and car park. School gates are locked during the school day, playtimes, lunchtimes and during outdoor lessons.

### **Traffic around school**

The area outside school is very congested around opening and closing times. We encourage children to walk to school whenever possible. The school has a 'travel plan' which clearly identifies measures we hope to introduce over the year to reduce congestion. We encourage children to cycle to school and have storage for cycles on-site. Please ask for more information from the school office.

**Parking is not permitted in the school yard. Holders of current disabled badges should contact the school office to discuss safe access.**

**Vehicles are not allowed to enter or leave the school premises between 8.45am and 9.00am and again between 3.05pm and 3.20pm.**



We ask parents to be considerate and take extra care with parking for our children's safety and to ensure that local residents can access their properties.

### **First Aid**

At least two qualified first aiders are on duty during school sessions. If first aid has been applied parents will be informed on an accident slip sent home with the child. For more serious incidents we will contact parents immediately.

### **Medication**

We do not normally administer short courses of medicine during the school day. If children need long-term medication, please contact the school office to log details of dosage and circumstances when medication is needed.

### **Uniform**

**Our school uniform is;**

Blue school sweatshirt or cardigan  
Grey trousers or shorts or skirt  
White polo shirt  
Blue gingham check dress in summer  
Blue sun hat in summer  
Dark tights or white socks  
Black shoes

### **Indoor PE**

White tee-shirt and black shorts

### **Outdoor PE**

Training shoes and jogging trousers will be needed for outdoor PE (Winter/Summer)

Sweatshirts, cardigans, sun hats, water bottles and reading folders can be ordered from the school office.

### **Lost Property**

Each term we have a substantial amount of unmarked items, which have lost their owners. Please ensure that your child's belongings are clearly marked with their name or initials so that we can help to reunite them. We cannot undertake to locate unmarked items.

### **Attendance**

Regular attendance at school is a legal requirement, but it is also essential if children are to take advantage of all the opportunities offered to them. We, along with most schools, now operate a 'first day response' to absences, so it is vital that parents telephone or e-mail school early on the first day of absence. It is imperative that all children are punctual. Where there are frequent absences and/or a pupil is regularly late then our attendance officer will contact parents.

The school day is divided into three sessions. There is a break in the morning and at lunchtime. Doors are opened at 8.50am and it is expected that pupils are registered by 9.00am. The school day finishes at 3.10pm. Please make staff aware of who is collecting your child. Pupils in Year 4 may wish to walk to and from school themselves. In this case we ask that parents complete a permission slip. If your child is attending our Nursery please refer to their brochure, which includes all routines and procedures.

### **Smoking**

We are a smoke-free school. The school does not permit smoking inside or in its grounds. We ask everyone to respect this at all times.

### **Jewellery**

No jewellery will be permitted. Pupils may wear analogue watches to help them to learn how to tell the time. They must not be toys.

The school can accept no responsibility whatsoever for loss of jewellery or for injury caused by the wearing of it.

### **School meals/milk/water**

A good quality meal is cooked on the premises daily. The current price is £2.05 per day. We ask that dinners are paid for in advance for the week or half-term. Dinner money should be sent to school in an envelope with your child's name and class, clearly written on it, and paid on a Monday. Children can bring a packed lunch to school if they wish. We ask that children do not have sweets, nuts or glass bottles in their packed lunches. We also ask that children do not chop and change between school dinners as this causes immense headaches in the office and kitchen. We request four weeks notice of any change.

Milk is also available. Children under five are entitled to free milk. We provide fresh fruit for children in Nursery, Reception and Key Stage 1 as we participate in the National Fruit Scheme. Pupils in Key Stage 2 may bring fruit to school for a mid-morning snack.

All children are encouraged to bring a water bottle to school so that they have access to water throughout the day. Water bottles can be purchased from the school office and cost £1.00.



### **Swimming**

All children in Year 4 have the opportunity to learn to swim or improve their swimming by attending Concordia leisure pool. The children travel on a bus and are taught by a qualified instructor.

### **Music Tuition**

There is the opportunity for your child to have music lessons in years 3,4,5 & 6. Places will depend upon interest. The school does provide some instruments to borrow in school. Lesson as charged per term.

### **Enrichment Activities**

The school runs a number of clubs and activities throughout the year. Among them are art, drama, dancing, fitness, netball, football, basketball, golf, yoga, multi-skills and recorder club. The school hall is also used by our local Brownies and Scout groups.

### **Parents in School**

We welcome parents in school. Some parents help in the classroom and offer regular help. If you are interested in helping in the school day please let us know and we will arrange for all the appropriate paperwork to be completed.



Some parents help on outings. You do not need CRB clearance for trips but are not permitted to be left with children on your own at any time. Our school has a PTA (Parent Teacher Association).

They organise all types of events, which raise a lot of money for the school. The group meet every half term and are very keen to enlist new help. We are truly grateful for all the help we receive.



### **Complaints Procedure**

There may be instances when you are unsure or unhappy about some aspects of school. Please come and talk to us as soon as possible. Issues relating to the classroom should be referred to the class teacher in the first instance. If you are not satisfied with the outcome you should speak to your child's Key Stage coordinator. If the problem is more general or you wish to discuss it further you should contact the Headteacher. If you are dissatisfied with the outcome of these discussions you can refer your concerns to the governing body through the Chair of Governors.

We are happy to make appointments to talk with parents at any time. Please ring the school office or call into school.

## HOLIDAY DATES 2012/2013

HOLIDAY	SCHOOL CLOSES	SCHOOL OPENS
Summer		Tuesday 4 September 2012
Teacher Training Day	Friday 26 October 2012	
October Half-Term	Thursday 25 October 2012	Monday 5 November 2012
Christmas	Friday 21 December 2012	Monday 7 January 2013
Spring Half-Term	Friday 15 February 2013	Monday 25 February 2013
Easter	Thursday 28 March 2013	Monday 15 April 2013
May Day	Monday 6 May 2013	
Summer Half-Term	Friday 24 May 2013	Monday 3 June 2013
Teacher Training Day	Friday 21 June 2013	
Summer	Friday 19 July 2013	Tuesday 3 September 2013

This prospectus contains a summary of information concerning Northburn School including that required by the 1988 Education Act, for the parents of pupils who are expected to enter the school from within the catchment area, and also for other parents who wish to know about the opportunities available.

Information about the general arrangements in Northumberland is given separately in County booklet, copies of which are available for parents of pupils who are starting or transferring schools next September.

This brochure has been compiled for parents of children entering school in September 2012. Information was correct at the time of printing.

# SCHOOL HOLIDAYS 2012-2013

## Parents quotes...

The teachers are very supportive and always make time to talk if you have any problems

It provides a safe and supportive atmosphere for my child to learn

Community feeling all working together to same goals

Friendly and approachable staff, caring and nurturing ethos

I feel it is a friendly school with the children's best interests at heart

My child feels happy and safe at school, and enjoys learning which is my main priority

My children love school, have lots of friends there and really do enjoy their lessons





# comments by parents

"My child has always loved coming here"

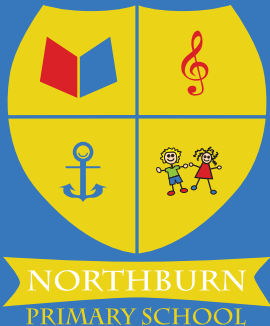
"I feel there's never any negative pressure put on my child"

"Learning comes through play, therefore improving my child's social skills"

"Northburn has a great supportive community spirit"

"Every child is valued as an individual"

"Achievements, born in and out of school are celebrated"



## **NORTHBURN PRIMARY SCHOOL**

Horton Drive, Cramlington, Northumberland NE23 3QS

Tel: 01670 739111 Email: [admin@northburn.northumberland.sch.uk](mailto:admin@northburn.northumberland.sch.uk)

Website: [www.northburn.northumberland.sch.uk](http://www.northburn.northumberland.sch.uk)