



Evergreen Primary School

Tel: 01388 459721. Fax: 01388 459722

E mail: evergreen@durhamlearning.net

Website: www.evergreenprimary.co.uk

Executive Head Teacher: Andrea English

Head of School: Judith Benson

Evergreen Primary School



Information for Parents Sep 2020



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Please sign relevant forms and return to school

Welcome to Evergreen Primary School Inspire Enjoy Achieve

Working together to celebrate achievement and success

Executive Head Teacher

Head of School

Deputy Head Teacher (Curriculum)

Assistant Head Teacher (Pastoral)

Assistant Head Teacher (Assessment)

School Business Manager

Mrs Andrea English

Ms Judith Benson

Mrs F James

Ms J Curtis

Mrs J Jackson

Mrs S Middis

The staff and governors at Evergreen Primary School strive to create a safe, healthy, caring and enjoyable environment where everyone is respected and valued. All children will receive a high quality education which is progressive, relevant and challenging.

Uniform

We have a uniform that consists of:

Black or grey trousers or skirt

Royal blue sweatshirt, cardigan or jumper

Gold polo shirt

Blue and white checked gingham dress

Royal blue coat or fleece

A range of sweatshirts, polo shirts, cardigans, fleeces, coats and school bags with/without the school logo are available to order. The order form is available to download from the school's website; there is also the facility to purchase your uniform on-line via our on-line shop. You can do this by following the uniform link in "The Office" section of our website. If you prefer, you can purchase the uniform direct from Creative Graphics based in Bishop Auckland. All information will be on our website.

When ordering uniform you can opt to have your child's name embroidered straight onto it. Please ensure that any clothes coming into school are clearly labelled with your child name to help ensure that your child always has his/her own clothing and help us to trace any lost property. Alternatively you can purchase uniform from other sources such as supermarkets.



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Other Clothing

Your child will have access to PE and swimming or hydro therapy on a weekly basis. Please ensure that your child brings swimming costumes, swimmer nappies (if required) and a towel. Children get changed for PE (shorts, t shirt and plimsolls/trainers). You will be informed of PE days via the class staff.

Notices and newsletters

Notices, newsletters and text messages will be sent out regularly to inform you about events in school and / or other business which may concern you or your child. These are also available on the school website www.evergreenprimary.co.uk

Snack Money

We ask for a weekly voluntary contribution from parents of £1 in order to provide a daily snack and drink for your child. Snack time is an important time for developing social, self help and communication skills.

Safeguarding

Children maximise their potential in an environment which is safe, secure and supportive of all their needs. Everyone who comes into contact with children and their families has a role to play in safeguarding them. Safeguarding is of paramount importance at Evergreen Primary School. We are a listening school and we take concerns seriously. Our school is committed to promoting the welfare of all children by working together with parents and carers, the Local Authority (LA) and multi-agency partners in early help and child protection, in accordance with locally agreed Local Safeguarding Children Board procedures and practices. The school recognises the importance of this work being undertaken with the consent of parents/carers and we work jointly to undertake assessment and provide support where an unmet need has been identified unless by doing so would put the child at further risk of harm.

All staff are trained in safeguarding and child protection. We have four members of the senior leadership team trained as safeguarding leads who are responsible for managing child protection concerns. **The Designated Safeguarding Lead is Ms Benson.** Family support is offered through school events and we work closely with other agencies to promote the welfare of our children.

Health and safety are monitored by senior leaders and activities are risk assessed. Where necessary pupils may have an individual risk assessment to ensure their safety.

Our Safeguarding and Child Protection policy can be found on our School Policies Page and information regarding E-Safety, can be found on our School E-Safety page.

Accidents

Minor bumps and grazes are cleaned with water only, and your child will be looked at by a qualified first aid person. You will be informed about any minor incidents in the home/school diary and/or accident slip. You will be contacted by a member of staff if we feel the accident is of a more serious nature.

Illness / Holidays in Term Time

Please contact school on the first day of absence if your child is not able to attend school for any reason. This will enable us to authorise all absences and avoid having to notify the education welfare officer. Holidays during term time are not encouraged. However, in exceptional circumstances the Head Teacher may consider your request. A holiday request form can be obtained from the school office.

Medication

If your child needs medication in school or emergency medication, a form must be completed, signed and given to the clinical support assistant (school nurse). It is the parents/carers responsibility to ensure that medication is brought to school at the appropriate time or on request. Medication must be in its original packaging with a pharmacy label. Medication may be transported to school by home/school transport in a locked bag bought by parents and handed by





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the parent to the taxi escort. The taxi escort should hand it to the school staff on arrival (please notify us when this occurs). Medicine is administered at the allocated time by the trained school staff. Non-prescribed medicines will not be administered in school under any circumstances as we are not insured to do this.

School Meals

Our school meals are provided by our own catering staff. The cost of a school meals for KS2 pupils is £2.05 per day which is £10.25 per week. If your child is due to start nursery then the cost of a school meal is £2.46 per day, £12.30 per week. It must also be noted that where a nursery child is eligible to receive a free school meal; they must access a full day at school. If your child attends only half days and stays for school dinner the £2.40 becomes chargeable. Dinner money should be paid using the Parent Pay site. All KS1 pupils are entitled to a free school meal, however you must still register if you are in receipt of certain benefits to ensure your child receives their entitlement to the Pupil Premium. If your child is in KS2 and you are in receipt of certain benefits you may be eligible for Free School Meals, if you would like us to check whether you qualify for free school meals for your child, please complete the attached 'FSM Entitlement Verification Check' and send it into school, we will complete a very quick check and inform you of the outcome.

Rewards and Consequences

Every class in school has an appropriate rewards and consequences system. Children are aware of how they can gain rewards, but also of what consequences are available if needed. We reward positive behaviour with verbal praise, stickers, treats and special privileges. We also identify any special achievements in Celebration Assembly every Friday. Parents/Carers will be informed of any serious or major incidents. Consequences may include missing reward time or playtime.

Jewellery, makeup, mobile phones and games consoles

We have a strict rule that no jewellery is to be worn in school. If any child attends school wearing jewellery they will be asked to remove the item and it will be returned to them at the end of the school day. We also ask that no make up is worn in school.

Please do not send your child to school with mobile phones, iPads or games consoles as they will be taken from your child, kept safe and returned at the end of the school day. We can also not accept any responsibility for loss or damage to any equipment. In special circumstances it may be agreed with the class teacher that an iPad/tablet may be sent to support pupils on transport to and from school.

E-Safety

We have systems in place to keep your child safe whilst using technology and the internet in school. However it is very important that you are aware of what your child is doing whilst using devices at home such as tablets, smart phones and gaming consoles and the risks associated with them. Please ensure appropriate use and supervision at all times. More information on E Safety can be found at www.nspcc.org.uk/onlinesafety.

Supporting communication development

We use a variety of methods to assist children to communicate. These include:

- Makaton (Basic sign language)
- PECS (Picture exchange communication system)
- Communication books
- Communicate in Print symbol software
- Electronic communication aids
- TaSSeLs (Tactile Signing for Sensory Learners)

We can provide information to parents about these systems and relevant parent workshops are held throughout the year.





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Developing Reading skills

We use Read Write Inc. as the basis for our approach to teaching phonics and reading. To complement and enrich our reading programme we also use a range of carefully selected reading schemes for the children to gain breadth and variety. There is more information about approaches to literacy on the website www.evergreenprimary.co.uk. Parent workshops will be held throughout the year to show how you can support your child with reading at home.

Curriculum

We follow a topic based curriculum and use the International Primary Curriculum as a framework. We have carefully selected and tailored the curriculum in order to set suitable learning challenges, respond to pupils' diverse learning needs and overcome potential barriers to learning and assessment for individuals or groups of pupils. You will be informed each term of the topic your child is doing. We encourage you to support your child's interest and learning. Our curriculum is greatly enriched with whole school events such as Science week, science fairs, curriculum 'WOW' days and days to celebrate diversity and promote the pupils' spiritual, moral, social and cultural development such as Diwali, Chinese New Year and St Georges' Day.

Home / School Diary

All pupils are issued with a home/school diary at the beginning of the school year. School will use this to provide you with relevant information about the school day and events. There is a copy of your child's timetable in the front for you to discuss the subjects they have done that day. The class teacher may not write in everyday if they do not feel it necessary. You are encouraged to use this to give us any information about your child that you feel is relevant. Some classes send home weekly photo diaries so that you can see what your child has been learning.

After School and Lunchtime Clubs

During the lunchtime period we have lunchtime clubs available for your child to access.

We also offer after school clubs 3-4 nights a week until 4.00 pm. The after school clubs are charged at £1.20 per club and are offered to all children and allocated on a first come first served basis. We request payment for the half term when you book your place. Please ask at the office. Letters and booking forms are sent home at the beginning of each half term.

Friends of Evergreen

The Friends of Evergreen are a group of parents, relatives and friends that organise fund raising events for school. The Friends of Evergreen would like to invite any new members interested in joining the group. Please contact school for more information.

Parental concerns

We want your child to be happy in school.

If you have any concerns regarding your child please contact school at any time and arrange to speak to your child's class teacher or a member of the senior leadership team:

- Mrs A English – Executive Head Teacher
- Ms J Benson – Head of School
- Mrs F James – Deputy Head Teacher (Curriculum)
- Ms J Curtis – Assistant Head Teacher (Pastoral)
- Mrs J Jackson – Assistant Head (Assessment)



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