

Glynwood Community Primary School



Prospectus

September 2008 - August 2009

This booklet
contains
information which
we hope will be of
value to all
parents and
carers
throughout the
school year.

Glynwood Community Primary School
Glynwood Gardens
Gateshead
Tyne & Wear
NE9 5SY

Telephone: 0191 4334117

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Headteacher

Mrs. D. Ryan

Assistant Head

Mrs. C. Yelder

Assistant Head

Mr. S. Otterson

Chairman of Governors Rev. B. Howell

Number on roll

258

+ 60 part time places for
nursery age children

+ 12 SEN places for KS2 children
with moderate learning difficulties
in the Mainstream Support Base

The school is situated in the Sheriff Hill area of
Gateshead. It is a non-selective Community Primary
School for children between the ages of three and eleven
years.

OFSTED Inspection

The school was successfully inspected by OFSTED in November 2006. The school was graded as "Good with some outstanding features". Summaries of their report were distributed to parents and carers following the inspection. Copies of the report are available for new parents and carers from the administration office.

Our School Travel Plan

Our school is developing a School Travel Plan in partnership with Gateshead Council.

Our School Travel Plan aims to reduce the number of car journeys made to school and improve the safety of the school journey. We strongly recommend that, wherever possible, parents/ carers walk to and from school with their children, or use public transport. This will cut congestion around school and make it safer for all children coming in and out of school. Even walking on just one or two days per week will make a difference. Children's fitness and level of alertness in class are both improved by regular daily exercise.

Where car journeys are impossible to avoid, the school is also urging responsible parking. To avoid congestion directly outside school, parking a short distance away and walking the remainder of the journey is encouraged, both when arriving with children in the mornings and when picking them up in the afternoons. Parking or waiting on the zig-zag lines is prohibited. We would also ask that consideration be shown to local residents at all times.

If you would like more information on our School Travel Plan, or would like to contribute in any way, perhaps with any ideas, please contact the school.

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Welcome to

Glynwood Community Primary School

At Glynwood we aim to provide your child with a happy and stimulating environment in which to learn, develop and achieve.

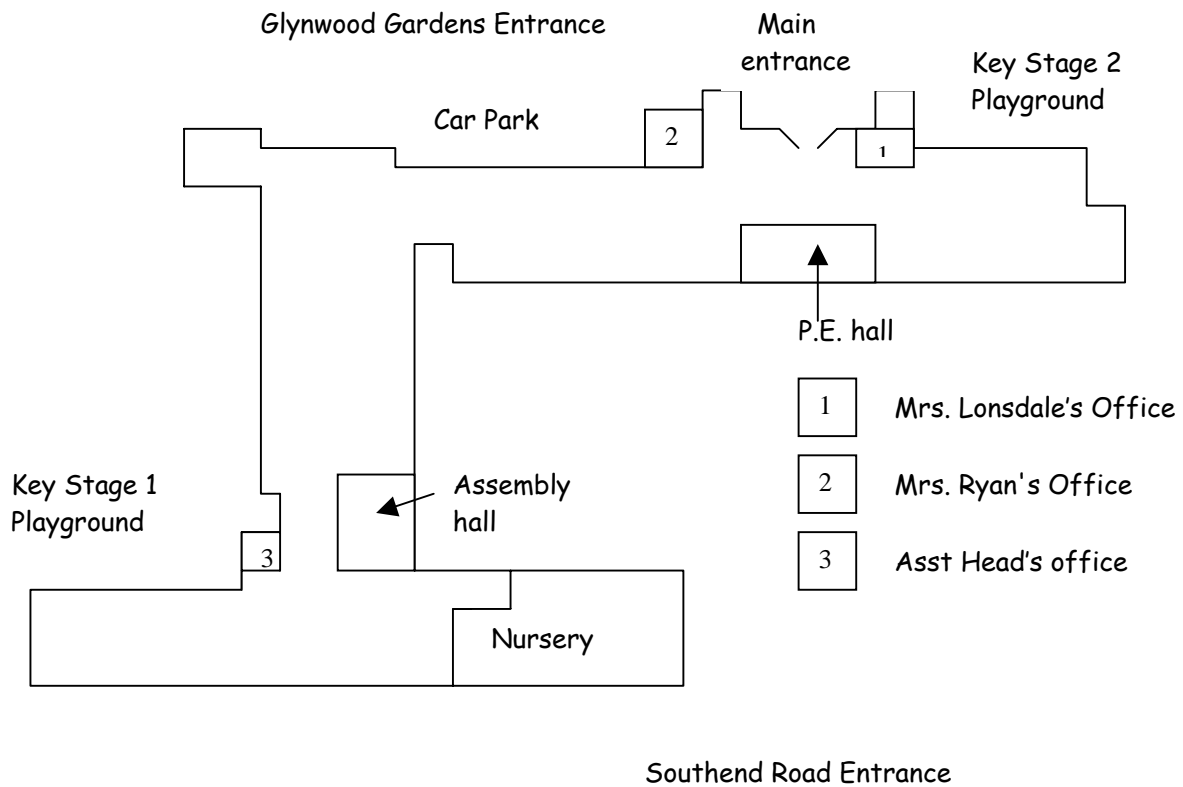
The prospectus will give you some important information about our school. We hope to develop a close and rewarding partnership between home and school which will enable your child to reach his/ her full potential in all areas of school life.

Please become an active participant in school activities, your involvement will be rewarding for you, your child and the whole school community. Please use the community room to meet other parents/ carers and join in with school life.

We hope that your child will be happy and successful at Glynwood! We are here to help and support them.

Mrs. D. Ryan
Headteacher

Plan of the School



Security

To ensure the safety of the children all outside doors are fitted with security locks which can be opened from the inside but not the outside. There is a perimeter fence right around the school with gates which are locked from 9.30 a.m. This fence strengthens our security systems and prevents trespassers from walking through the school site during the school day. If you are visiting school other than at the beginning and end of the school sessions please use the main entrance and report to the Admin Officer's office.

Safety

Because of the narrowness of the path from Glynwood Gardens we lock the school gates to prevent vehicles driving into the car park at the beginning and end of the school day. PLEASE HELP US KEEP OUR SCHOOL SAFE.

Organisation

Gateshead Local Education Authority
Glynwood Community Primary School Governing Body
Headteacher
School Staff

Governing Body

The Governing Body meets at least once every term and the minutes of the meeting are available to parents in the headteacher's office.

Chairman of Governors	Rev. B. Howell	Co-opted
Vice-Chairman	Mr. E. Gibson	Co-opted

LEA Governors	Councillor F. Hindle Ms. H. Maddison Councillor J. Lee
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Parent Governors	Mrs. L. Davis Mrs. W. Derbyshire Mr. S. Kirtley Mr. E. Graves
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Staff Governors	Mr. S. Otterson Mrs. C. Yelder Mrs. L. Damti
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Headteacher Governor	Mrs. D. Ryan
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Community Governors	Mr. C. Coxon Ms. W. Turnbull
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Staff List and Teaching Groups

Headteacher Mrs. D. Ryan Assistant Heads: Mr. S. Otterson &
Mrs. C. Yelder

Foundation Mrs. J Allom
Stage Unit Mrs. S. O'Connor
Teaching Assts. Mrs. S. Flintoft, Mrs. P. Inness, Ms. L. Davidson
Year 1/2 Mrs. L. Damti
Year 1/2 Mrs. C. Yelder
Year 3/4 Mrs. Rudge/ Mrs. Etherington
Year 4 Miss. L. Mason
Year 3 Mrs. E. Commons
Year 5 Mrs. A. Barnes
Year 6 Mr. S. Otterson
Year 5/6 Mrs. K. Walker
Mainstream Support Base Mrs. C. Tully
Teaching Asst. MSB Mrs. J. McGinley / Ms. D. Ferguson
PPA Mrs. R. Overman

Teaching Assts. Mrs. V. Winley, Mrs. B. Taylor,
Mrs. S. Armstrong, Ms. P. Loxley

Admin. Officer	Mrs. H. Lonsdale	Lunchtime Supervisors
Clerk	Mrs. R. Handy	Mrs. T. Steel
Site Manager	Mr. A. Robson	Mrs. D. Kirtley
Cook Supervisor	Mrs. M. Hope	Mrs. L. Turnbull
		Mrs. A. Pooley
School Doctor	Dr. H. Jones	Mrs. S. Morton
School Nurse	Mrs. E. Tate	Mrs. T. Barber
		Ms. P. Loxley
		Mrs. S. Armstrong
Educational Welfare Officer	Ms. Sharon Napier	

School Improvement Partner - Mrs. Caroline O'Neill

The core purpose of Glynwood Community Primary School is to provide high quality education to ensure all pupils achieve their full potential.

- Ethos - the school presents a positive culture of successful learning in a safe, secure environment
- Leadership and Management is committed, pro-active, involved and informed, with a clear vision for the continued improvement of the school.
- School Performance - School Improvement Targets are met
- Attendance is good and in line with the national average
- Attainment - standards are in line with similar schools and show a trend of improvement
- Staffing - staff are committed to the core purpose alongside a programme of continuous professional development. They value and respect all pupils
- Teaching - teaching is consistently good with high quality planning, delivery and assessment
- Learning - pupils are inspired to learn and reach high standards through challenging, well matched tasks which meet the needs of all pupils
- Pupils - pupils are well motivated, hard working and have high self esteem
- Curriculum - the curriculum is both broad, balanced and relevant to the needs of all pupils
- Parents and Community - Parents, in partnership with staff support the aims and ethos of the school. We have a positive partnership with the community, actively involving, informing and welcoming a wide range of groups.
- Finance and Resources - finance is managed and monitored with care resulting in best value for all resources. The improvement and maintenance of the building and grounds have a high priority. The quality and level of learning resources are regularly audited and addressed.
- The School holds the Investors in People Award for its work with staff.

Year Groups

Foundation Stage Unit	Nursery	3+ years
	Reception	4+ years
	Year 1	5+ years
	Year 2	6+ years
	Year 3	7+ years
	Year 4	8+ years
	Year 5	9+ years
	Year 6	10+ years

School Day

8.55am	Children line up
9.00am	Morning session begins Nursery - Y6
10.05am	Morning break (15 mins)
11.30am	Morning session ends Nursery
12.00Noon	Lunch break begins R - Y2
12.05 pm	Lunch break begins Y3 - Y6
1.00 pm	Afternoon session begins R - Y6
2.40pm	Afternoon break R - Y2 only (10 mins)
3.15pm	Afternoon session ends R - Y6

Teaching Time

Nursery	am	2 hours 30 mins per day each
Reception - Year 2		4 hours 30 mins per day 22 hours 30 mins per week
Year 3 - 6		4 hours 50 mins per day 24 hours 10 mins per week

Absence from School

If your child has to be absent for sickness, treatment or family reasons, please telephone the school on their first day of absence, a note should be sent, confirming the reason for absence when your child returns. Children who are ill should stay at home until they are completely recovered and have finished any medication.

Medication in school

Medication will not be accepted in school unless your child has regular medication, for example for asthma.

Medication must be clearly labelled with the name of the child, name of the medication, dosage and times to be taken and given to the class teacher who will pass it on to the headteacher. Parents/ Carers must complete a form available from the main office.

School Meals

The price of a school meal is £1.70 or £8.50 per week. Please send the money on a Monday morning in an envelope with your child's name written on the front. All meals must be paid for in advance. If you think you are entitled to free meals please speak to the school admin staff. They will advise you of the procedure. We request that pupils keep to the same meal each day.

Packed Lunches

Please send your child's lunch in one small, named box.

Drinks should be in a plastic container of some kind, glass bottles and cans are not acceptable.

Please do not send sweets or chocolate as these are not allowed in school.

Home Lunches

Children may go home for lunch. However, for safety reasons they should not return to school until just before the afternoon session begins.

Children in EY/ KS1 will be given free fruit each day

School Clothing

We have a school uniform which consists of:

Winter Navy blue cardigan, jumper, sweatshirt or fleece.
Shirt, either white or pale blue.
Trousers or skirt, either navy blue, grey or black
Black shoes or trainers

Summer Pale blue or white T-shirt
Trousers, skirt or shorts either navy blue, grey or black
Black shoes or trainers
Other checked or striped summer dresses

School sweatshirts and T-shirts embroidered with the logo on the cover of this booklet are sold in school. Please see Mrs. Lonsdale.

NO football tops

Children will need to have a change of clothing for P.E lessons
(printed school T Shirts are available from the school office)

e.g. Pale blue or white T-shirt
Black or white shorts
Trainers or sand shoes

PE kit should be brought to school in a bag every Monday and left at school until Friday, then taken home for washing over the weekend.

All clothing and personal possessions should be clearly marked with the child's name.

Children should not wear jewellery in school, except an inexpensive watch. Children who have their ears pierced should do so at the beginning of the summer holiday. Earrings should not be worn in school. Mobile phones must not be brought to school.

We encourage the children to wear school uniform throughout the school year and would ask for your support in ensuring this.

Pastoral Care

All the staff of Glynwood are involved in the pastoral care of all the children.

Parents and carers are encouraged to discuss all concerns as soon as possible with the class teacher, the Assistant Heads or the Headteacher.

Behaviour

We expect high standards of behaviour from our pupils. We listen to children, respect them and treat them fairly. In return we expect children to treat us with respect and to tell us the truth. We emphasise the positive aspects of behaviour and reward these with praise.

Our whole school behaviour policy is based on simple ideas which encourage:

Polite behaviour

Safe behaviour

Friendly behaviour

Hardworking behaviour

Sensible behaviour

Trustworthy behaviour

There is a consistent approach to rewards and sanctions across the school. We are opposed to any form of injustice and do not tolerate name-calling, bullying, fighting, 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.

Extra Curricular Activities

Sporting activities are an important part of both curricular and extra curricular 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 the present these include: Football, rugby, hockey, netball, tennis, dance, aerobics, games club and athletics.

Other out of school activities include singing club, gardening club, circus club, drama club, recorder club, card making club, board games club and computer club.

All children in Years 3/ 4 have the opportunity to learn to swim or improve their swimming.

Educational visits are organised for the children throughout the year. Parents and carers are asked to make a contribution towards the cost of any visit which may be arranged during school time.

The School holds the Activemark Gold Award for Sport.

Helping Your Child at Home

'Reading Together' is the school's home/ school reading scheme. It has been devised to help and advise parents so that parents, carers and teachers will be working together in the same way. We have a series of booklets to help parents and carers assist their child as their reading skills progress. We hope you will find the advice in these books useful. Other tasks are given to the children as 'homework' e.g. learning spellings, number practice, researching information. These tasks are intended to enhance your child's learning, and in the case of older children prepare them for secondary school life. If you are concerned or your child is anxious about any task please contact the teacher.

There are many other ways in which you can help your child at home. A series of meetings are held each year for parents of each year group. Parents and staff can discuss the targets set for individual children and how these can be best achieved through a home-school partnership.

The Curriculum

The curriculum is the range of study we do in school. This curriculum is followed by all children in the school and is based around the aims and objectives of the school and the National Curriculum.

The National Curriculum consists of:

Core subjects: English, Mathematics, Science, ICT, RE, PSHCE.

Foundation subjects: Technology, Geography, History, P.E.,
Music and Art.

Oracy (Speaking and Listening) is given a great emphasis across the curriculum.

Religious Education is not subject to National Curriculum guidelines but is provided as detailed in the Gateshead Agreed Syllabus, a copy of which can be borrowed by any interested parent or carer.

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

Parents have the right to withdraw their children from Religious Education or Collective Worship.

The curriculum offered to children in the Foundation Stage is based on the Early Learning Goals.

Science and RE are also taught as separate lessons in KS2. Other aspects of the curriculum are taught as far as possible through a 'Topic Based Approach' to learning.

Children are taught in groups, as individuals and as a whole class as appropriate to the learning activity. We have high expectations of our children and work is prepared by teachers to match the varying abilities of the children in the class. We encourage every child to work hard and do their best.

The school holds the Basic Skills Quality Mark for English and Maths.

Healthy School Award

Glynwood Primary has been successful in gaining 8 Healthy School Awards which promote healthy patterns of behaviour and attitudes about themselves and their health. Our healthy school/ PSHE leaders are Mrs. Walker and Mrs. Rudge.

Curriculum Co-ordinators

Mrs. Allom	Science
Mrs. Barnes	English
Mrs. Commons	ICT
Mrs. Damti	History and Geography
Mrs. Etherington	Art
Miss. Mason	RE
Mrs. O'Connor	Art and Library
Mr. Otterson	Maths and P.E.
Mrs. Overman	Design and Technology & ICT support
Mrs. Rudge	P.S.H.C.E. & Citizenship
Mrs. Tully	Special Educational Needs
Mrs. Walker	P.S.H.C.E. and Citizenship
Mrs. Yelder	Music and Assessment

Topic Cycles

Topics are organised in cycles and their content planned in detail to ensure coverage of the National Curriculum. The topics are designed to be interesting and stimulating for the children, to ensure the progression and continuity of skills, knowledge and concepts and provide a broad and balanced education. You will have a copy of the topics in your child's welcome booklet.

Parental Consultations

Parents and carers are invited into school twice a year to talk to their child's class teacher on a formal basis. However, parents and carers are able to meet informally with the class teacher and are welcome to visit the school at any time.

Visits for new intake parents, carers and their children are arranged in the Summer term. The Foundation Stage staff will make home visits to any parents who wishes as part of the admission process.

Curriculum Complaints

Whenever there is cause for concern about what is taught in school, parents or carers are encouraged to discuss the matter in the first place with the headteacher.

The formal complaints procedure can be obtained from the office if required.

Child Protection

All children are encouraged to trust school staff and may from time to time speak to staff about personal matters. We try to respect a child's confidence whenever possible but also have a responsibility to report any concerns we may have to Social Services. Mrs. Ryan is the designated Child Protection Coordinator.

Sex Education

Sex education is part of our whole school Health Education policy. Issues relating to sex education are a part of the planned curriculum. If you require further information this can be made available. All teachers will try to answer sensible questions with honesty and sensitivity. Parents can withdraw their child from sex education lessons if they wish to.

Special Educational Needs

Glynwood Primary School has a Policy for Special Educational Needs, a copy is available from the school office. We have additional facilities at Glynwood to support pupils with physical disabilities: 3 disabled toilets, ramps to access the school and chair lifts on stairs.

There are children who experience difficulties during their school years and these can be temporary or of a longer duration. The problems may be behavioural, emotional, intellectual or physical, however, all children should at all times have access to the school's curriculum.

A child's individual needs are met by careful planning and implementation of appropriate learning experiences.

We have 2 Learning Support Assistants who work in school for 4 sessions and 6 sessions a week, we also use outside agencies such as the Behavioural Support Service and the Psychological Service to help us in meeting the needs of all children.

Mrs. Tully is the school's Special Educational Needs Coordinator.

Mainstream Support Base

The school accommodates a Local Education Authority Mainstream Support Base for children with Moderate Learning Difficulties. The base can take up to twelve Key Stage 2 children from schools throughout the borough.

Inclusion

Glynwood is an inclusive school:

- Our culture, policies and practices include all children
- The interests of all pupils are safeguarded at all times
- We actively seek to remove all barriers to learning and participation
- All pupils are able to access an education which allows them to achieve their full potential

At Glynwood Primary School we are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, social and cultural needs. We are further committed to challenging attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion.

We plan to increase accessibility provision for all pupils, staff, parents and visitors to Glynwood Primary School through our accessibility plan which can be obtained from the Head Teacher.

The Local Authority has made a commitment that wherever possible, children with physical disabilities will be educated in their local primary school. If shown to be necessary, and is practicable and reasonable to do, then minor adaptations to the building will be considered by the school and the Local Authority to enable a child to attend their local school.

In order that children with disabilities are not disadvantaged the school liaises with the Local Authority when necessary in order to ensure that adequate provision is made.

Attendance

If your child cannot attend school please inform school immediately. The government considers children to be absent without authorisation if parents fail to inform the school when they are ill. The regulations state that lateness must also be counted as an unauthorised absence. We are required to state the reason for absence on our registers and would appreciate your assistance in keeping our records accurate.

We are required to publish attendance statistics as follows for 2006 - 2007:

Actual Attendance 95%

Unauthorised absence 0.5% of total attendance

Authorised absence 4.4 % of total attendance

School Term Dates 2007 - 2008 academic year are as follows:

	FROM	TO	HALF TERM
Autumn Term	Monday 4 September 2006	Friday 22 December 2006	23-27 October 2006
Spring Term	Monday 8 January 2007	Friday 30 March 2007	19-23 February 2007
Summer Term	Monday 16 April 2007	Friday 20 July 2007	28 May - 1 June 2007

One other staff training day within the above terms are to be determined and agreed by the Individual School Governing Bodies.

In addition, one occasional day within the above Summer Term 2008 is to be utilised for the purpose of closure in the event of Government elections. This day is to be used near the end of the Summer Term.

Key Stage 2 SATs arrangements: 12th - 16th May 2008

Key Stage 1 SATs take place during May

School Term Dates 2008 - 2009 academic year are as follows:

	FROM	TO	HALF TERM
Autumn Term	Monday 3 September 2007	Friday 21 December 2007	22-26 October 2007
Spring Term	Monday 7 January 2008	Friday 4 April 2008	18-22 February 2008
Summer Term	Monday 21 April 2008	Friday 18 July 2008	26-30 May 2008

All dates are inclusive.

In addition, to the above dates, schools will be closed to pupils on Friday 21 March 2008 and Monday 24 March 2008 (Easter Bank holiday weekend) and on Monday 5 May 2008 (May Day Bank Holiday)

One day within the above terms is to be used for in-service training activities. This closure date is to be determined and agreed by individual school governing bodies.

In addition, one occasional day within the Summer Term 2007 is to be utilised for the purpose of closure in the event of Government elections. This day to be used near the end of the summer term.

Results of Statutory Assessments 2007

The National Curriculum sets standards of achievement in each subject for pupils aged 5 to 14.

We are required to give teacher assessments and standard assessment task results for this school and national data from 2006.

The standards at level 2 should challenge typical 7 year olds.

<u>Key Stage One</u>		<u>School</u>			<u>National</u>				
	Level	W	1	2	3+	W	1	2	3
Speaking & Listening TA		5	29	53	13	2	11	65	22
Reading TA		3	16	71	11	3	12	59	26
Writing TA		3	16	73	8	5	14	67	14
Maths TA		0	5	85	11	2	7	68	21
Science TA		3	21	66	11	2	9	66	24

TA = Teacher Assessment

SAT = Standard Assessment Task/ Test result

All comparative figures are represented as a percentage.
Figures may not total 100% due to rounding.

The percentage of children reaching Level 2+ in 2007:

Reading	82%
Writing	81%
Maths	96%
Science	77%

The standards at Level 4 should challenge typical 11 year olds.

Key Stage Two including the Mainstream Support Base

	<u>School (2007)</u>					<u>National (2006)</u>				
Level	-3	3	4	5	6	-3	3	4	5	6
English TA	12	16	50	23		5	18	49	28	
English SAT	11	5	48	34		6	14	47	32	
Reading TA										
Reading SAT	11	5	34	48		7	9	36	47	
Writing TA										
Writing SAT	11	20	50	16		6	27	49	18	
Maths TA	14	14	43	30		5	17	45	32	
Maths SAT	14	23	39	25		6	17	43	33	
Science TA	9	0	43	48		2	13	47	37	
Science SAT	9	0	41	48		3	10	41	46	

TA = Teacher Assessment

SAT = Standard Assessment Task/ Test result

All comparative figures are represented as a percentage. Figures may not total 100% due to rounding and absences.

The percentage of children reaching Level 4+ and Level 5 in 2007:

Including MSB children

	Level 4+	Level 5
English	82%	41%
Maths	64%	25%
Science	89%	48%

excluding MSB children

	Level 4+	Level 5
English	92%	46%
Maths	72%	28%
Science	97%	54%

KS2 Targets for 2008: Level 4+ English 72% Maths 72%
 Level 5 English 26% Maths 35%

Community and Controlled Primary Schools Admission Policy 2008

We, Gateshead Local Authority (LA) allocate places at our Community Primary Infant and Junior Schools using our policy below. We consult the governing bodies each year about this policy and we arrange admissions to the school using our co-ordinated admission scheme. We also use this policy and the co-ordinated scheme when deciding the allocation of places for In Year transfer/casual admissions to the school

The policy is as follows.

- Primary schools will normally only admit children who are between 4 and 11 years old.
- Your child will normally start school at the beginning of the academic year in which they will reach the age of five. (An academic year lasts from 1 September in one year to 31 August in the following year).

In many schools the first year will include an induction period, (a period for your child to get used to school life). This period may last from the start of the academic year until no later than the end of the first half term. Parents who wish to defer their child's entry beyond this period must make this request in writing at the time of application for admission to school. A deferred entry request will be considered by the Governing Body of the school in liaison with the Head Teacher.

- We will normally accept pupils up to their agreed Planned Admission Number for the year group.
- We will normally admit pupils who have been referred for placement at a particular school through the LA placement panel who determine admissions under the In Year Fair Access protocol.
- We will try to offer your child a place in your first-choice school. However, this may not be possible.

Oversubscription

If there is not enough places available in a school, places will be allocated to children whose parents have put the school as any ranked choice on the application form this is called the Equal Preference System, among those children we will give priority in the following order.

1. Children in Public Care (and as deemed under Section 22 of the Children Act 1989).
 2. Children who live in the school's catchment area and who will have a brother or sister at the school, or at the feeder junior school during the coming academic year.
 3. Other children who live in the school's catchment area.
 4. Other children who will have a brother or sister at the school, or at the feeder junior school during the coming academic year.
 5. All other children.
- If the criteria above are not enough to help us to decide priority, we will consider the distance pupils live from the school, measured 'as the crow flies' i.e. in a straight line from your home to the school's main entrance. Pupils living nearest to the school will have priority.

However, children who would not have priority based on this may be considered if they do not have access to primary education at other schools in the area.

- We can consider individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. Parents must demonstrate why alternative schools are not appropriate and the difficulties that would be caused if they were to travel to and attend alternative schools.
- “ Children in public care” have particular social needs that we the Head Teacher and governing bodies must have regard for this is why such children are given top priority in our admission criterion. If we, the LA, decide it is appropriate and suitable we may, if there are no vacancies in the relevant year group, decide to admit such a child over the planned admission number of the school providing it would not breach statutory class size legislation.
- **We will look only at the parent or guardian's address to decide whether a child lives in the school's catchment area**
- If places become available we will consider all relevant applications based on a waiting list. All applicants placed on the waiting list are placed according to the admission priorities set out above and in accordance with our Co-ordinated Admission Scheme for Infant, Junior and Primary Schools September 2008. However children who have been referred for admission by the In Year Fair Access Protocol placement Panel and are without a school place will receive priority above children in all other criterion except those children in public care. If appropriate we may decide to exceed the Planned Admission number to admit a child who is referred for admission through the In year Fair Access protocol panel and is out of school or is in public care. This waiting list will be kept up to the start of the academic year. After this period the head teacher will commence a new waiting list from only those applicants who contact the school directly at the start of term in September.
- Whickham Parochial Church of England Controlled Primary School will give priority to children living outside the catchment area who have a brother or sister at the school rather than to children living in the school catchment area. This means that priorities 3 and 4 above are reversed for this particular school.
- **Access for children with disabilities**

We have made a commitment that, wherever possible children who have disabilities will be educated in their local primary school. Where possible, the school and we will consider making reasonable adjustments to the building to allow your child to go there.

We have additional facilities at Glynwood to support children with physical disabilities: 3 disabled toilets, ramps to access the school and chair lifts on stairs.

If we cannot make the necessary adjustments, we will discuss with you an alternative school that could provide suitable facilities. If there is not a place available at this alternative school we will still expect the school's Governing Body to accept your child.

An increasing number of Primary Schools already provide access for children with a range of special needs. We have plans to continue to increase this number and will promote improved access to all schools in Gateshead

• Important Dates

The closing date for the return of applications is Friday 2 November 2007

From 24 September 2007 you can apply for a place in a reception or Junior class for admission in September 2008 by applying on-line at www.gateshead.gov.uk you must submit your application by no later than Friday **02 November 2007**. Alternatively you can obtain an application form from the Head Teacher of your first preference school in Gateshead, which must be completed and returned to the same school by no later than Friday **02 November 2007**.

Community School Nursery Education Admission Policy 2008

We Gateshead Local Authority (LA) allocate places at Community schools providing nursery places using the Local Authority's (LA) Nursery Education admissions policy. We consult the Governing Body each year about this policy.

This policy is as follows:

- Subject to the availability of places and school induction procedures we normally admit children, in consultation with the Head Teacher of the school at the start of term in September, January and after the Easter break of the academic year in question.
- We aim to provide a quality service and aim to offer most children a part-time place for either five-morning sessions or five afternoon sessions per week, the school determines this locally. However, if you ask we may offer your child fewer sessions or more depending on medical or social needs of the child or family.
- All children, subject to the availability of places, will normally start school no earlier than the start of term following their third birthday. However we may need to delay the start of your child beyond the start of the relevant term in the circumstances where the school have induction procedures to follow which enables your child to be successfully integrated with others and get used to school life.
- We have the right to consider individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. Parents must demonstrate why alternative schools are not appropriate and the difficulties that would be caused if they were to travel to and attend alternative schools.
- If there is not enough places available in a nursery class, we will give priority to children who are living in Gateshead. Among those children priority will be given to those who will become four during the year and would only have the opportunity to benefit from three terms of nursery education.
- If your child will only reach the age of three during the academic year in question, priority will be given to children who become three during the Autumn term, then the Spring term and then the Summer term. However a place can only be offered to your child in these circumstances if we can confirm that the place is not needed for another child who will become four during that year.

Oversubscription criterion

- The school governing body will offer places to children whose parents have ranked the school as any choice on the application form and among those children they will give priority in the following order.
 1. Children in public care (and as deemed under Section 22 of the Children Act 1989).
 2. Children who live in the school's catchment area.
 3. Children who live in Gateshead and who will have a brother or sister at the school, or at the feeder junior school during the coming academic year.
 4. Other children who live in Gateshead.
 5. Children who live outside Gateshead, but only if places are otherwise likely to remain available during the academic year.
- Criterion 1 may include children who reside out of the borough but are to be placed in the care of a resident of the borough.
- If the criteria above are not enough to help us to decide priority, they will consider the distance pupils live from the school, measured 'as the crow flies' from your home to the school. Pupils living nearest

to the school will have priority.

However, children who would not have priority based on this may be considered if they do not have access to nursery education at other schools in the area.

- We will look only at the parent or guardian's address to decide whether a child lives in the school's catchment area

The Head Teacher will keep an up-to-date waiting list if there are more applicants than places available at the school. If you apply late, your child's name may be added to the list by using the priority order described above.

- If places then become available, the Head Teacher will consider all the applications on the waiting list based on the priority order set out above
- Bensham Grove Nursery uses a different admission policy and parents seeking admission to this school should not use this policy to assess the likelihood of admission to this school.

Access for children with disabilities

We have made a commitment that, wherever possible children who have disabilities will be educated in their local primary school. Where possible, the school and we will consider making reasonable adjustments to the building to allow your child to go there.

We have additional facilities at Glynwood to support children with physical disabilities: 3 disabled toilets, ramps to access the school and chair lifts on stairs.

If we cannot make the necessary adjustments, we will discuss with you an alternative school that could provide suitable facilities. If there is not a place available at this alternative school we will still expect the school's Governing Body to accept your child.

An increasing number of Primary Schools already provide access for children with a range of special needs. We have plans to continue to increase this number.

To apply for a place in a nursery class for September 2008 and subsequent terms in the academic year, you must complete and return your application form to the Head Teacher of your chosen first preference school by **Monday 3 December 2007**.