



# Tow Law Millennium Primary School



School Prospectus 2023 – 2024

# **DURHAM COUNTY COUNCIL**

## **TOW LAW MILLENNIUM PRIMARY SCHOOL**



### **SCHOOL ADDRESS:**

Wear Street  
Attlee Estate  
Tow Law  
Bishop Auckland  
Co Durham  
DL13 4LF

Telephone Nos: (01388) 730283 / 730260

Email: [towlaw@durhamlearning.net](mailto:towlaw@durhamlearning.net)

Website address: [www.towlaw.durham.sch.uk](http://www.towlaw.durham.sch.uk)

Chair of Governors: Mrs Lisa Croft

Vice-Chair of Governors: Councillor Richard Manchester

Headteacher: Mrs Lisa Jackson

Second-in-Charge: Miss Nicola Mawson



# Contents Page

<b>PAGE No</b>	<b>TOPIC</b>
6	Welcome letter
8	General Information
8-9	School Achievements
10	Membership of the Governing Body
10	Activities of the Governing Body
11	Personnel Team
12-14	School Organisation <ul style="list-style-type: none"> <li>- The School Day</li> <li>- Swimming</li> <li>- Assembly and Collective Worship</li> <li>- Extra-curricular Activities</li> <li>- Term Dates</li> <li>- Leave of Absence Application Process Flowchart</li> </ul>
15	Our Vision
15	Values
15	School Curriculum
16	Safeguarding Statement
16	Home-School Links
16-17	Buddies and School Council
17-18	Behaviour
19-20	Definitions of Bullying
21	Special Educational Needs
21	The More Able Pupil
21	Charging and Remissions Policy
21-22	Trips
23	School Performance <ul style="list-style-type: none"> <li>- Absence Rates</li> <li>- Teacher Assessment for 7 year olds</li> <li>- National Curriculum Test Results for 11 olds</li> </ul>
23	Post Ofsted Action Plan
23	Admissions Information
24	Relationships and Health Education
24	RE and Collective Worship
25	British Values
25	Pastoral Care
26	School Security
26	Uniform
26	School Transport
26	School Meals
27	Secondary Schools
27	Professional Development of Teaching Staff
27	Community Links
27	Equal Opportunities Statement
28	Concerns and complaints
30	Childminder Information





October 2023

## **Dear Parent/Carer**

This booklet contains information on the school, its aims, its curriculum and other activities.

We hope that we have provided sufficient extra information for you to gain an accurate picture of what our school is like. If there is any further information you would like which we have not included, please do not hesitate to contact us.

The school welcomes visits by prospective parents and pupils. These can be arranged by phoning the school.

The information contained in this prospectus was accurate June 2023 but over the Summer term, prior to the next revision, there will inevitably be some changes.

*L Jackson*

*L Croft*

**Lisa Jackson**  
**Headteacher**

**Lisa Croft**  
**Chair of Governors**



2022-2025



# TOW LAW MILLENNIUM PRIMARY SCHOOL

---

## **General Information**

The school currently has 92 pupils on roll with a further 11 children in our Nursery. Pupils are organised into four classes of between 24 and 31 children and we have mixed N/R, Y1/Y2, Y3/Y4 and Y5/Y6 classes.

The school is accommodated in a modern building containing an open-plan practical area and five fully equipped classrooms. The building includes a multi-purpose hall, an open plan group room and a Library. Outside in the grounds we have an extensive hard-play area and playing fields for Key Stage 2. This includes a Trim Trail, a large well-resourced play area for Foundation Stage and Key Stage 1 with both grassed and hard play areas in a secure, fenced-off area, a large grassed area and a range of trees, shrubs and a wetland area, which provide a suitable environment for investigational work. We also have a Secret Garden situated around the rear of the building.

## **School Achievements**

Choosing your child's school is one of the most important decisions you will ever make. At Tow Law Millennium Primary School, our staff team, in partnership with the Governing Body, strive to provide the very best opportunities and experiences for children. TLMPS is a vibrant school where children are enthusiastic and motivated to achieve and they are truly at the heart of every decision we make.

Our most recent Ofsted inspection was led by Richard Jones, one of His Majesty's Inspectors, on 14<sup>th</sup> February 2023 and we were judged to continue to be a "Good" school. His report highlighted that Tow Law Millennium 'is a school where staff and pupils have mutual respect' and that 'leaders have high expectations for all pupils in all aspects of school life'. He also found that in our school 'respect and understanding permeate how pupils play, learn and grow together'. Parents were full of praise for the school, citing the approachability of leaders and the willingness of all staff to 'bend over backwards' to help and support pupils. Well, as you can imagine, we were very pleased to receive such high praise!

LGBTQ+ Gold Award, Investing in Children, Young Carers' Charter, The Wellbeing Award for Schools and our most recent award, Inclusion Quality Mark Centre for Excellence, are a few of our achievements on our journey over the past 3 years. We have outstanding Pupil Leadership Team consisting of School Councillors, Wellbeing Champions, Headteachers Assistants, Green Leaders and librarians as well as a strong staff team who have steered our children into a new and exciting National Curriculum. Throughout school, wellbeing has continued to be a focus and we have a strong 'Change Team' who meet regularly to look at how we can ensure we are focusing on wellbeing throughout the school community. We were very proud to be awarded the 'Wellbeing Award for School' in December 2021 as a celebration and verification of all we do.

Our Early Years facilities offer high quality provision in a respectful and caring environment. We recognise and celebrate that all children are individuals and as such, develop at different rates, have different interests and come from varied cultural backgrounds. We strive to ensure our provision reflects and supports all children, both indoors and outdoors. We pride ourselves in working together with the community. We are an integral part of the town and as such strive towards providing a high-quality learning environment for all our children. We welcome children



in from the half term after their third birthday offering 15 hours a week nursery provision as well as catering for the Government initiative offering 30 hours of free childcare per week for those who are eligible. This is available for parents of three- and four-year-olds to help them continue or take up employment.

We have always had a good relationship with the two local childminders and continue to offer them the use of the school outside facilities during the holiday periods.

Governors have had another very pro-active year implementing a 3-year programme of work, carrying out a review skills audit and continuing to support the school.



## MEMBERS OF THE GOVERNING BODY

Name	Appointed by	Term of Office Expires
Lisa Croft (Chair)	Co-opted	5 April 2025
Richard Manchester (Vice Chair)	LA	6 February 2026
Lisa Jackson	Ex-officio	
Nicola Mawson	Staff	27 November 2023
Amanda Shaw	Co-opted	4 December 2027
Jenny Mountain	Co-opted	29 June 2025
Stephen Hall	Co-opted	18 March 2024
Kris Shaw	Parent	23 Jan 2028
Kirsty Duffy	Co-opted	29 April 2025
John Hart	Associate Member	25 March 2027
Michelle Fernandez	Parent	25 November 2026

The Chair of the Governing Body is Lisa Croft c/o the school and the Clerk to the Governing Body is Helen Kammali, School & Governor Support Service, Education Department, County Hall, Durham, DH1 5UJ.

### Activities of the Governing Body

The Governing Body of Tow Law Millennium Primary School has a strong focus on its three core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the school and making sure its money is well spent.

Recently the work of the Governing Body has been linked to the audit of skills to ensure, as a team, we have the right balance. Governors are fully committed to ensuring that the views of pupils, parents and staff are taken into account when setting strategic direction for the school.

As well as meeting as a full body, the governors also meet in smaller committees whose decisions are then confirmed by the full Governing Body. Effective use of working parties over the last two years has strengthened the effectiveness of the Governing Body ensuring accountability and timeliness of decisions.

Some governors take a particular responsibility for an area of the school's work, for example, our Chair of Governors is responsible for Safeguarding and Looked After Children and the Vice-Chair is responsible for the Humanities. These roles are regularly reviewed following the appointment of new Governors and to align with SIP. For a full list of governor roles and responsibilities, please see our website.

Governors regularly come into school to work with staff, pupils and parents. For more information relating to this, please contact the Headteacher.

## PERSONNEL TEAM

---

<b>Head Teacher:</b>	Mrs Lisa Jackson
<b>KS2 Lead/EYFS Lead/Safeguarding Lead/Second-in-Charge/Class 1 teacher:</b>	Miss Nicola Mawson
<b>KS1 Lead/Safeguarding Lead/SEND/CO/Class 2 teacher:</b>	Mrs Helen McNally
<b>Class 3 teacher/SEND/CO:</b>	Mrs Alex Mahon
<b>EYFS Class 4 teacher:</b>	Mrs Laura Boulton
<b>Classroom Assistants:</b>	Mrs Carol Hurton Level 3 TA Mrs Kathryn Wilkinson Level 3 TA Mrs Carol Thompson TA/HLTA Mrs Louise Marshall Level 3 TA Miss Bethany James TA/HLTA Miss Alisha Walker Level 3 TA Miss Sally Gardner Level 3 TA Mrs Tracy Clark Level 3 TA
<b>Business Administrator:</b>	Miss Jessica Gibson
<b>Secretary:</b>	Mrs Avril Wilkinson
<b>Caretaker:</b>	Mr George Evans
<b>Cleaner:</b>	Miss Janette Smith
<b>Cook:</b>	Ms Caroline Winter
<b>Assistant Cook:</b>	Mrs Donna Walton
<b>Lunchtime Supervisors:</b>	Miss Esther Heppell Mrs Kirsty Duffy Mrs Wendy White Mrs Mandy Gray

# SCHOOL ORGANISATION

## THE SCHOOL DAY

	Reception/Key Stage 1	Key Stage 2
<b>Doors open</b>	8.55 am	8.55 am
<b>Registration</b>	9.00 am	9.00 am
<b>Breaktime</b>	10.25 – 10.40 am	10.25 – 10.40 am
<b>Lunchtime</b>	12.00 – 1.00 pm	12.00 – 1.00 pm
<b>Close</b>	3.15 pm	3.15 pm

The school bell is rung 5 minutes before registration to ensure a prompt start to the school day. Parents are asked not to send their children to school before this time. In inclement weather, children are allowed into the building at this time at the discretion of the duty teacher. A member of staff will be on duty from 8.50 am and class teachers will escort children into school at 8.55 am.

	Nursery
<b>Doors open</b>	9.00am
<b>Morning session</b>	9.00 – 12.00 noon
<b>Full Day Children</b>	9.00 – 3.00 pm
<b>For further information regarding Nursery, please ask at the Office for an Early Years Prospectus</b>	

## Swimming

This takes place weekly throughout the year on a Friday afternoon for a group of pupils in Class 1. Pupils leave on the bus at 1.50pm and return at approximately 3.55pm. You will be informed in advance when your child needs to bring their costume, swimming hat and towel.

## Assembly/Collective Worship Timetable

Assemblies take place each day, either in class or as whole school assemblies in the hall. Singing assembly is held on a Monday, a whole school assembly on a Wednesday and a 'Family Assembly' on a Friday. A Family Assembly is held from 2.40-3.10 pm. Parents are encouraged to attend this when it is a class assembly; which consists of a class showing some of the work they have been doing during the term.

Assemblies will include a collective act of worship, or time for personal contemplation. Parents have the right to withdraw their child from both assembly and RE lessons if they wish. Such wishes should be communicated to the Head Teacher.

## Extra-Curricular Activities

We run a number of extra-curricular activities such as Lego Club and a variety of PE clubs. We change our clubs throughout the year, with suggestions for new clubs from pupils through the School Council, to give as wide a variety of experiences as possible.

## School Holidays 2023 / 2024

<b>Holiday</b>	<b>Closing Date</b>	<b>Date Re-open for Teaching Purposes</b>
Summer 2023 (6 weeks 1 day)	Friday 21 July 23	Tuesday 5 September 23
Autumn Half-Term 2023 (1 week 1 day)	Friday 27 October 23	Tuesday 7 November 23
Christmas 2023 (2 weeks 2 days)	Tuesday 19 December 23	Wednesday 3 January 24
Spring Half-Term 2024 (1 week)	Friday 16 February 24	Monday 26 February 24
Easter 2024 (2 weeks 2 days)	Wednesday 27 March 24	Monday 15 April 24
May Day 2024 (1 day)	Friday 3 May 24	Tuesday 7 May 24
Summer Half-Term 2024 (1 week)	Friday 24 May 24	Monday 3 June 24
Summer 2024 (6 weeks 2 days)	Friday 19 July 24	Wednesday 4 September 24

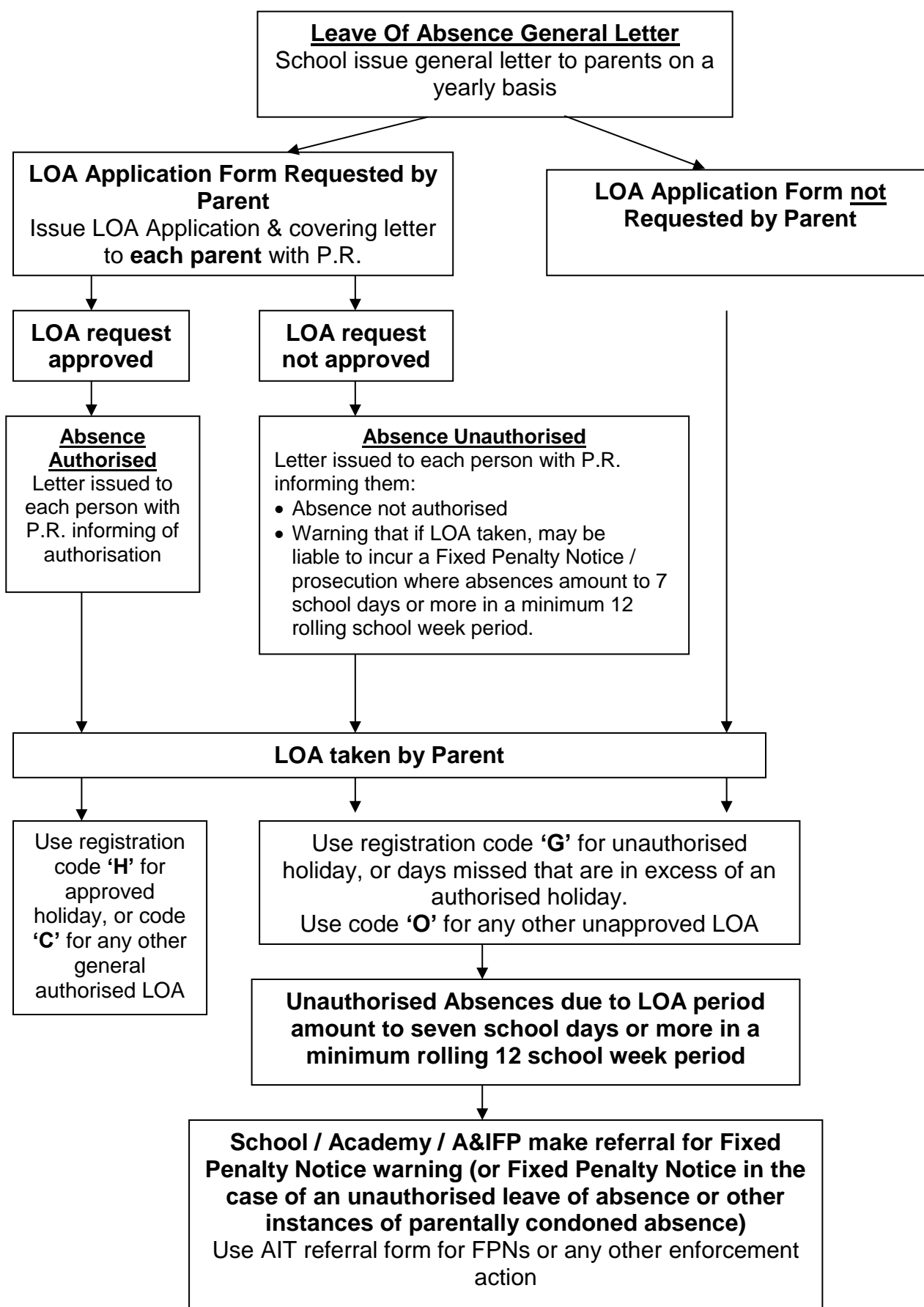
**Important Note:** The following dates have been **agreed as INSET days for school staff and the school will be closed to pupils:**

**Monday 4 September 2023**  
**Monday 6 November 2023**  
**Thursday 28 March 2024**

**Monday 22 July 2024**  
**Tuesday 23 July 2024**

NB Leave of Absence in term time will not be granted unless there are circumstances deemed exceptional by the Headteacher. For all absence requests, a Leave of Absence form must be completed

## Leave of Absence Application Process Flowchart



# TOW LAW MILLENNIUM PRIMARY SCHOOL

---

## **Our Vision**

Tow Law Millennium Primary School is a nurturing and happy community; where children are supported to achieve their dreams.

## **School Values**

Our values are wellbeing, respect, kindness, self-belief, nurturing and community.



Our overarching aim is to develop the 'whole child' as an individual, who will leave our school with the skills and qualities needed to become a responsible global citizen in an ever-changing world.

## **School Curriculum**

All children from Year 1 upwards are taught the 2014 Curriculum at a level appropriate to their ages and abilities. This includes the objectives from all individual subjects within the 2014 Curriculum and is delivered through a mixture of class teaching, group teaching and the setting of tasks for individual children. Curriculum policies are available in school for parents to examine should they wish to do so. Parents are encouraged to support their children at home by talking about what has happened at school and by listening to their children read.

Regular visits are organised for all classes in connection with their studies. An EV4 is now signed by parents for a child's entire school career, which includes all educational visits during the school day. However, we will still inform parents of trips, either through a letter or through text, giving visit details.

All staff have responsibility for different co-ordinator roles. A copy of these roles is available to view on our website or from the School Office.

## **Safeguarding Statement**

At our school, the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We therefore have to ensure that this expectation becomes reality.

Children achieve their maximum potential in an environment that is safe, secure and supportive of all their needs, including any needs they have for protection from abuse. Tow Law Millennium Primary School is committed to promoting the welfare of all children by working in partnership with parents, with the Local Authority (LA) and with all relevant agencies and partners in child protection, in accordance with locally agreed procedures and practices.

Our Child Protection within Safeguarding Policy applies to all members of the school community in its widest sense, including children and young people, their parents/carers, school staff, governors, visitors, specialist staff, and the local and wider community where they interface with the school. Within its framework, the policy outlines entitlements and responsibilities in securing the protection of children who attend the school.

All staff and adults working at Tow Law Millennium Primary School recognise that they have a responsibility to safeguard every child in school. Safeguarding encompasses every aspect of school life.

Our school believes in effective communication with parents and carers. We welcome parent/carer views and concerns about the welfare of their children and use this feedback to regularly review our practices.

We aim to have good working relationships with parents and carers and to work in partnership with them through transparency and honesty. However, we do not forget that their child's needs and welfare are our paramount concern, thus obtaining consent to take matters further is **not** always appropriate.

## **Home-School Links**

The school's Governing Body has agreed a Home-School Agreement, following consultation with staff, parents and children.

We pride ourselves on the close relationships that have been developed between parents and staff. We believe that co-operation between home and school is essential to enable children to achieve their full potential. Parent Evenings are held in the autumn, spring and summer terms and reports are sent to parents before the latter. Pupil profiles, including current attainment and targets, are sent home to parents each term. Parents are also encouraged to contact school whenever they have concerns, they would like to discuss and the school will likewise contact parents if we have concerns. Our Facebook page, as well as regular whole school newsletters, keeps parents informed of activities in school and termly parents' evenings enable parents to become aware of the progress of their own children.

## **Wellbeing Champions and School Council**

Our ethos teaches, and gives, children the opportunity to practise the important values of respect, care, valuing difference, responsibility, and friendship - among others. Through being a Wellbeing Champion and looking after and caring for smaller, vulnerable children who are just starting school, older children learn the skills associated with empathy and compassion through activities in the classroom and in the playground. This helps combat bullying and other forms of antisocial behaviour such as harassment and teasing. This can also contribute to the development of resilience, a protective factor for children if they experience hardship or loss.



I am very proud of the mature way our Wellbeing Champions (formerly Buddies) conduct themselves.

We also have an active School Council whom we consult with on a number of issues. They are regularly consulted on the type of extra-curricular activities pupils would like to be involved in.

You can easily recognise the responsibilities pupils have by the colour of their sweatshirts/cardigans; purple jumper means they are a Wellbeing Champion and green a School Councillor.

## **Behaviour**

Children are encouraged to behave in a considerate, caring manner towards others and staff reward children for good behaviour in a number of ways. Where children consistently fail to meet the standards of the school, graded sanctions are imposed and parental support is sought in the most serious cases. All parents receive a copy of the school's Behaviour Policy upon admission of their child and a complete copy is available on request.

The focus of our Behaviour Policy is to encourage positive behaviour. Our rules and sanctions are as follows:

### **Rules**

1. Do not hurt or tease anyone.
2. Always follow instructions.
3. Always walk in school.
4. No bullying.
5. No swearing.

### **Consequences**

- Warning
- Time-out
- Detention - missed breaktime or 10 minutes lost from lunch break
- Sent to Head Teacher
- A letter home or telephone call from Head Teacher

All of the above were drawn up in full consultation with the School Council, pupils, parents and Governors.

All members of staff have "Smileys" and these are given to children when they display qualities such as exceptional work, good manners, outstanding work, group work or showing good teamwork during play/lunch times. Individual reward cards are used with a target of 120 smileys across the year.

Rewards are given as follows:

- |                      |  |
|----------------------|--|
| ➤ 40 smileys earned  | - they will receive a pen/pencil with the school name on it    |
| ➤ 80 smileys earned  | - they will receive a mini set of colouring pencils or a ruler |
| ➤ 120 smileys earned | - they will receive a colouring book/dictionary                |

All children who receive 120 smileys across the year will be given a ticket to an end of year party. This process begins anew each year. In addition to this, the children can continue to receive stickers which can be put on their jumper.

## **Early Years/Key Stage 1**

We have high expectations for pupils' behaviour and we have clear systems in school for prompting positive behaviour. Each day every child starts on the sunshine and have the chance to move to the rainbow for exceptional behaviour. Children may also be moved to the sad cloud for not following school rules. Parents and the Head Teacher are notified if a child is moved to the thunder cloud. Children who have remained on

the sunshine for the full week will receive a treat from the box on a Friday. In addition, children who have shown exceptional behaviour and have been moved to the rainbow will get a treat on that day.

Children receive a behaviour certificate at the end of each half term for consistent good behaviour. If a child is moved to the sad cloud twice or the thunder cloud once in a half term, they will not receive their behaviour certificate.

All children who are placed on the Rainbow across the year will be given a ticket to an end of year party.

## **Key Stage 2**

We have high expectations for pupils' behaviour and we have clear systems in school for prompting positive behaviour. Children receive a behaviour certificate at the end of each half term if they show consistent good behaviour (one track or less each half term).

A Safeguarding Group was established in 2005. The current group involves Mrs Jackson, Mrs Croft, Miss Mawson, Mrs Duffy, Mrs Hurton, Mrs White, Mrs Clark and members of the School Council, Wellbeing Champions, Peer Mentors and Green Leaders.

The group was set up to find ways of promoting good friendship, dealing with issues surrounding bullying and ensuring all aspects relating to safeguarding are consulted upon. The group have set up and sent questionnaires to find out children's views in school about bullying and have approved changes to the site security. They have been fully consulted regarding pupil safety matters and are currently focusing on online safety. We are very proud to say that in Summer 2022 we were awarded the '***Investing in Children***' Gold Award, highlighting 10 years of achieving the award.

## **Definitions of Bullying**



A wide range of behaviours have been reported as bullying, including theft. Defining an act as bullying depends on it being intentional, persistent, involving an imbalance of power and because of the negative effect on the victim.

### **Name calling**

Name-calling was the most prevalent form of bullying identified in many studies, but an Ofsted report on effective action against bullying in secondary schools reminds us that verbal bullying can often carry a strong hint of violence. The use of modern technology means that this kind of verbal bullying can extend beyond the school day and invade life at home.

### **Physical bullying**

Physical bullying occurs when a person uses overt bodily acts to gain power over peers. Physical bullying can include kicking, punching, hitting or other physical attacks.

### **Social isolation**

Behaviour leading to social isolation was reported to be common throughout the age groups, but especially for younger children. This included spreading gossip and ignoring and can be especially difficult to identify.

### **Homophobic, bi phobic & transphobic bullying**

This is directed towards young people who are openly gay, bisexual, are perceived as gay, or show characteristics often associated with the opposite gender. When heterosexual young

people are subject to homophobic bullying, they can be less reluctant to report it, as this may reinforce the stereotypical way that they are already viewed by others. The bullying is often verbal, but can also be physical, and in serious cases constitutes assault, leading to investigation by the police. Harassment of a homophobic, bi phobic or transphobic nature tends to be carried out by groups of people, and occurs often, even daily.

### **Racist bullying**

Racist bullying is not acceptable and any racist incidents which happen in our school are taken very seriously. All incidents are reported to the Headteacher, logged and the Local Authority notified immediately on the appropriate form. Parents are spoken to (both victim and perpetrator) and suitable action taken depending on the severity (this could range from withdrawal of privileges to, in extreme cases, exclusion).

### **YPSI (Youth Produced Sexual Imagery)**

YPSI is considered to be 'sending or posting sexually suggestive images, including nude or semi-nude photographs, via mobiles or over the Internet. You may know this as 'sexting'.

It is important that everyone remembers and understands that creating and sharing sexual photos and videos of under-18's is illegal.

### **Cyber bullying**



This is bullying that takes place over digital devices like cell phones, computers and tablets. **Cyberbullying** can occur through SMS and apps or online in social media, forums, or gaming where people can view, participate in, or share content. Using digital technology and social media is now ubiquitous for most young people.

**Older children in the UK are more likely to be bullied on a screen than in person, Ofcom has found.**

The latest study by Ofcom shows that four in 10 children aged 8-17 (39%) have experienced bullying, either on or offline. Among these children, the bullying was more likely to happen on a device (84%) than face-to-face (61%).

The most common way for children to be bullied via technology was through text or messaging apps (56%), followed by social media (43%) or online games (30%).

Two thirds of parents worry in general about their child being targeted by online bullies. Among parents of children who game online, over half were concerned about being bullied during gameplay (52%).

Most children (93%) say that they would tell someone if they saw something upsetting or nasty online. Girls are significantly more likely than boys to *always* tell someone about something worrying that they had seen (62% vs 56%). 39% of children aged 8-17 have experienced bullying, either on or offline

## Upskirting

Upskirting is a **highly intrusive practice**, which typically involves someone taking a picture under another person's clothing without their knowledge, with the intention of viewing their genitals or buttocks (with or without underwear).

**For more information, follow the links below.**

<https://www.bullying.co.uk/cyberbullying>

[www.stopbullying.gov/cyberbullying/what-is-it/index.html](http://www.stopbullying.gov/cyberbullying/what-is-it/index.html)



## **Special Educational Needs**

The school has a positive attitude to meeting the special educational needs and/or disabilities that children may have. Teachers assess the progress that children in their care are making and refer any concerns to both the SEND Co-ordinator and to parents. Pupils' needs are then supported through a Short Note, Support Plan or an Education Health and Care Plan (EHCP) where appropriate. Parents and children are involved in producing these plans. The school is committed to working co-operatively with parents to ensure that children with Special Educational Needs and Disability (SEND) have their needs met. A copy of the school's 'Special Educational Needs Policy' is available both on the school's website and for parents on request. We currently have 31 children who have a support plan or EHCP in place in school.

The school has access to a range of external agencies to support the needs of children with SEND, including: Educational Psychologist; medical services including advisory staff in learning and movement difficulties, Social Communication and Interaction advisory teachers, hearing impairment, IT needs and developmental problems; Piece of Mind Team; Speech Therapists; Child and Adult Services and the Crisis Response Team.

The school has a common format for SEND forms and plans. These are reviewed at least termly and outcomes are set working alongside children and parent/carers. Our SENDCOs are Mrs Mahon for EYFS and KS1 and Mrs McNally for KS2.

## **The More Able Pupil**

At Tow Law Millennium Primary School, we see teaching and learning as being founded on the principles of opportunity for achievement and excellence for all. In accordance with our school ethos, we support the development of the whole child whilst valuing and celebrating all the special abilities displayed by children. We believe that some pupils may have exceptional special abilities and talents and that monitoring these is our responsibility. The "more able" pupil has particular needs because they demonstrate an exceptionally higher level of ability when compared to pupils of the same age in one or more curriculum areas.

## **Charging and Remissions Policy**

In brief, this policy states that the Governors will not charge for any educational activity that takes place within the normal school day, although a voluntary contribution towards the cost may be requested. If the cost of the visit is not met, it may be necessary to cancel the trip and fulfil that element in a different way. It also states that parents may be asked to pay for wilful damage to school property and equipment. A copy of the policy is available to parents on request.

## **Trips**

We offer a variety of trips to pupils across the school. These range from multi-cultural visits to places of worship (such as the Hindu Temple) to visits linked to topic work (such as Hall Hill Farm).

We also offer a range of sports trips to festivals and tournaments ranging from the KS1 multi-skills festival to dance festivals.

Every 2 years, our Y5/Y6 cohort are offered a residential experience. We recognise the importance of this as the children will learn new skills in a wide range of different environments and learn the benefits of teamwork to overcome a range of challenges in various settings. We find the experience builds self-confidence and independence, develops social skills and pupils gain awareness of personal strengths that are not always apparent in the classroom.

In October 2023 year Y5 & Y6 embarked on a 3-day residential adventure to Robinwood.

# SCHOOL PERFORMANCE

---

## ABSENCE RATES

Due to the situation surrounding the enforced school closures since 20 March 2020, attendance rates were suspended.

Our whole school attendance for 2021-2022 was 93.8%.

Our whole school attendance for 2022-2023 was 93.7%.

Our current whole school attendance for 2023-24 is 90.%. (07/02/2024)

## Assessment

National assessments resumed in 2022, following the Coronavirus pandemic.

In 2023, the National Assessments consisted of:

These include:

- Reception baseline assessment
- EYFS profile
- Year 1 phonics test
- Year 4 multiplication test
- Year 6 SATs

## **Ofsted 14 February 2023 – Tow Law Millennium Primary School is a good school.**

Our inspection highlighted two 'next steps' for the school. Leaders and those responsible for Governance should ensure that:

- In some subjects, curriculum thinking does not provide clear and appropriate examples which can be used to teach the desired content. This means that at times staff use weak examples and tasks that do not develop knowledge. Leaders should continue with the refinement of the subject curriculums, ensuring there is clarity and support for teachers in relation to tasks and activities that are chosen to embed the identified important subject knowledge in all areas.
- Assessment is not used consistently well. Leaders have not been specific regarding the purpose and use of assessment. As a result, in some subjects, teachers' understanding of what pupils know and the gaps they have in learning are limited. Leaders need to develop the effectiveness of assessment so that teachers can make informed decisions about each child and the most appropriate learning activities required to meet pupils' needs in the different subject areas.

## **Admissions Information**

Nursery children can start our Nursery the half-term after their third birthday. We have a 32-place nursery on site led by Mrs Boulton and a fully equipped Foundation Stage Unit. Children will work with Reception-age pupils for some of the time. Sessions are 9.00 am - 12.00 pm and full days are from 9.00 am - 3.00 pm. The school will work with parents to provide the free 15-hours entitlement for all children and the 30 hours for working parents (providing they meet the eligibility criteria). We no longer have childcare facilities on site but work very closely with two childminders (refer to p31).

All children now start school in the September after their fourth birthday unless parents choose to extend the nursery provision for summer born children. In the Autumn Term prior to the school year of admission, parents are required to complete an online admission form and submit this to County Hall, who allocates the places. The admissions deadline date is advertised in

local shops and businesses and detailed in our newsletters and website. **All** applications are to be completed online.

Parents are welcome to make an appointment to come into school and be shown around and given the opportunity to ask questions about the policies, procedures and practices of the school.

Our admission limit is 20 for all year groups. Where these limits are exceeded, the parent's request will be put through Durham County's appeal procedures where a decision will be made, taking into account the whole class size and floor space within the school.

Prior to children being admitted to the school, they are invited to spend a period of acclimatisation with us. This normally involves coming in for a morning or afternoon session and helps children to get used to staff, other children and some school routines. All mid-year admissions are also done through Durham County Council.

### **Relationships and Health Education, including elements of Sex Education (RSE)**

The school implemented its new Relationships and Health Education, including elements of Sex Education policy and long-term plan following consultation with staff, governors and parents in Spring 2021. RSE is statutory within primary schools from April 2021.

RSE at Tow Law Millennium Primary School aims to build healthy, respectful relationships, focusing on family and friendships, including on and off line. It will aim to give children and young people the essential skills to build positive, enjoyable and non-exploitative relationships and an understanding of how to stay safe. It aims to promote the spiritual, moral, cultural, mental and physical development of all pupils at Tow Law Millennium Primary School, preparing them for the opportunities, responsibilities and experiences of later life.

A copy of the policy, including long-term plan, can be obtained from the school office or found on our school website.

### **Religious Education and Collective Worship**

The school follows the new Durham Agreed Syllabus 2020 for religious education.

As the school is not affiliated to any religious denomination, all acts of worship, whilst being broadly Christian, are not characteristic of any denomination. Religious Education is taught in line with the new agreed syllabus, which contains elements of non-Christian religions as well as dealing with the history and beliefs of Christianity.

Parents should be aware that it is their right to withdraw their children from both religious education and collective worship in school. Alternative arrangements will be made for any children withdrawn.

We have a two-year rolling programme of visits to/workshops from religious places of worship.

### **British Values**

The DfE make clear the need "to create and enforce a clear and rigorous expectation on all schools to promote fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs."

At Tow Law Millennium Primary School, we promote British Values in many ways. Firstly, we promote democracy through the elections of our Wellbeing Champions and School Councillors. We are also involved in many community events in Tow Law and celebrate key national events

in school such as Remembrance Day. We support our children to understand the rule of law; mainly shown through our school rules which are followed in every class. The children are taught the value and reasoning behind the rules and understand the consequences of breaking them. Children are also encouraged to have individual liberty through being encouraged to make their own choices whilst knowing that they are in a safe environment. There is also a wide range of extra-curricular clubs to allow them to pursue their interests. Through our PSHE and RE curriculum, our children are taught mutual respect and tolerance of those with different faiths and beliefs. We also visit places of worship and invite a variety of visitors into school.

### **Pastoral Care**

Class teachers are responsible for the day-to-day care of children in their classes and all teachers and classroom assistants hold a first-aid qualification, either Basic Schools' First Aid, 3-day First Aid at Work or Pediatric First Aid. In the event of injury or illness, Mrs McNally, Miss Mawson or Miss Walker are our trained first-aiders and should be asked to administer any necessary treatment. If it is thought necessary, parents will then be contacted, and we rely on the co-operation of parents in supplying the school with a telephone number that we can use for emergency contact. **Where a child receives a head injury, parents will be informed.**

Where a child is able to attend school but needs prescribed medication whilst at school, we ask that parents complete a medical form which can be obtained from the Class Teacher and handed to them along with the medicine(s). Parents of children who suffer with asthma are asked to complete an Individual Healthcare Plan with Miss Mawson which details the use of inhalers and the routine to be followed in case of extreme asthma attack. The school **will not** administer non-prescribed medication. Other than inhalers, subject to the correct completion of Individual Healthcare Plan, pupils are not allowed to carry medication on their person.

In the case of diabetes, epilepsy and any other long-term medical need (any complaint lasting more than one year) parents and the school nurse will work with staff to establish an Individual Healthcare Plan to ensure that, as far as possible, each child receives a full and appropriate education. Any training to deal with particular complaints will be provided to staff and a record will be kept in the 'Pupils with Medical Needs' File.

We have a designated Mental Health First Aider in school, Mrs McNally. She will support other staff to administer mental health first aid as appropriate. She works closely with the Piece of Mind Team, NHS (previously known as Mental Health Support Team).

A copy of the school's Health and Safety Policy is available on request.



## **School Security**

The new building was designed with child safety and security as a high priority. A six-foot iron fence is on three sides and separates the school from Wear Street and Attlee Estate, and an internal fence and pedestrian walkway ensures both safety and access at play times/lunchtimes.

The school is equipped with a modern security alarm. All parents are asked to use the main entrance to maintain this security, as all other doors are locked at 9.00am. An iron fence has been erected at the rear of the school to enclose the Reception and Key Stage 1 play area. This is to ensure pupil safety at all times. The door at the back of the hall has been labelled as a fire door.

The school site is all on one level to ensure access for disabled pupils.

All DBS checks are kept up to date and safeguarding procedures followed to ensure your child's safety at all times.

## **Uniform**

The school expects children to dress in either knee-length grey/black skirts or trousers, blue sweatshirts/cardigans and yellow or white polo-shirts. Alternatively, in summer, a blue gingham dress or shorts can be worn. Uniform with the school logo can be purchased via a link on the school website, however it is not necessary to have labelled goods. Feel free to purchase uniform from any supplier or alternatively ask to see our large stock of recycling available free of charge.

Parents are requested to ensure that their children dress sensibly for school. Skirts must be a respectable length (just above the knee) and footwear should be plain black shoes (preferably but due to the cost of living crisis we are currently being flexible with footwear), ie wedge-soled shoes, or trainers. High heels and non-fastening sandals are inappropriate. All long hair should be tied back and make-up and nail varnish are not permitted.

We also have a PE uniform which consists of blue shorts and a yellow crew neck T-shirt complete with the school logo. The top two classes (KS2) will also need plimsolls or trainers, socks and blue tracksuit bottoms for outdoor PE.

Nursery children are actively encouraged to wear the school uniform, especially the school jumper/cardigan. The PE uniform will be provided for them in school.

Uniform is available to purchase online at [www.totstoteams.com](http://www.totstoteams.com) (select our school from the "schools" option). Parents are advised to label clothing with their child's name so that lost items can easily be traced.

Children should wear no jewellery in school (including any earrings metal or plastic). WE ADVISE THAT PUPILS WHO WISH TO GET THEIR EARS PIERCED DO THIS AT THE START OF THE 6 WEEKS HOLIDAY IN ORDER TO ALLOW THEM TO HEAL. PLEASE SEE THE LINK BELOW FOR GUIDANCE FROM H SAMUEL JEWELLERS ON OUR WEBSITE. <https://www.towlaw.durham.sch.uk/parents/our-school-uniform/>

The exception to this is the wearing of an inexpensive watch.

Wearing jewellery for religious reasons will be discussed with the headteacher and an individual risk assessment will be put in place. We ask that these objects be removed during PE and games for health and safety reasons.

## **School Transport**

LA may provide transport for children from Thornley and Satley villages and from other outlying areas. If you think you would qualify for this, please contact the school for the appropriate forms.

## **School Meals**

From September 2023, a school meal will be £2.50 for all children except our full day Nursery children, who will receive a free meal from the Governing Body. Children in Reception, Year 1 and Year 2 will receive free school meals paid for through the Infant Grant. If you are unsure as to whether your child qualifies for a free meal, please see one of our office staff, who will be only too happy to help.

The school does not encourage pupils to have a packed lunch as we have no cold storage facilities so, if you do choose this option, please think carefully about the products you include. If you decide to send a packed lunch, you will need to see a copy of our Packed Lunch Policy regarding its contents. All meals must be paid for using the ParentPay system.

Milk is available through an EC-subsidised scheme for children under 5 years of age and this is given out at snack time in class 4. Reception and KS1 pupils (4-7 years) receive a piece of fruit free each day, funded by the Government. The school now also provides fruit for KS2 as well as milk at lunchtime for all of KS1 & KS2.

## **Secondary Schools**

The children from this school transfer at 11 years old to either Wolsingham School, Parkside Academy, Lanchester St Bede's, St John's School and Sixth Form College or Consett Academy. Liaison between the schools are very good, and information is sent out to parents about open days, visits by senior staff and the induction week.

## **Professional Development of Teaching Staff**

The continued professional development of teaching staff is linked to School Improvement Plan priorities, their role as a co-ordinator or their performance management targets. All colleagues who work at the school have attended relevant training and development activities. If you require details of specific training, please do not hesitate to contact Mrs Jackson, Continuing Professional Development Co-ordinator. In addition, external consultants have been employed to support work on Assessment and the new National Curriculum, physical education and IT. All staff have completed courses in First Aid and Child Protection.

## **Community Links**

The school continues to actively pursue the development of stronger community links through:

- Local Childminders – Heather Gwynnette and Annmarie Paterson (see back page for adverts)
- Community projects such as the "Coronation Heritage Project"
- Friends of Tow Law
- St Philip's and St James' Church

## **Equal Opportunities Statement**



Tow Law Millennium Primary School has a long-standing commitment to equality of opportunity. This commitment is confirmed in a number of pre-existing policies including the Equality, Diversity and Cohesion Policy, Multicultural Education Policy, Special Educational Needs Policy and Respectful Relationships Policy. It is our aim to provide a culture of equality of opportunity so that all can be inspired to enjoy learning and reach their full potential.

### **Concerns and Complaints: What to Do**

Any concerns about your child's education should be referred, in the first instance, to the Head Teacher, who will make every attempt to resolve the concern. Please contact the School Office to make an appointment. Where possible, parents will be seen on the day they come into school.

Where any concerns are not resolved, the Governors have agreed that they should be put into writing, and that the Head Teacher should give a written response.

Where this response still fails to satisfy the parent, then a formal complaint shall be submitted to the Governing Body.

If you would like a copy of any school policy, please do not hesitate to contact Lisa Jackson, Head Teacher.

Thank you for taking the time to read this prospectus.

Lisa Jackson  
Head Teacher

# Childminder Adverts

*AnnMarie Paterson*



*I am a local, registered child minder, who can offer up to 15 hours free childcare every week for 2 year olds with the play and learn scheme.*

*You can contact me directly on... 07445289457*

\*\*\*\*\*

## Heather's Childminding Service

Ofsted registered childminder with an Early Years Foundation Degree (Level 5) and over 18 years' experience of working with babies and young children.

### 2 YEAR OLD SPACES AVAILABLE

Up to 15 hours' free childcare for eligible 2 year olds on Play and Learn scheme (Golden ticket or online code accepted).

Up to 30 hours' free childcare for eligible 3 and 4 year olds (can be shared between nursery and minder)

Before, after school, wrap-around and school holiday care available.

Open Monday to Friday 7am - 6pm.

For further information, I can be contacted on **07561301728**



