



Tow Law Millennium Primary School



DURHAM COUNTY COUNCIL

TOW LAW MILLENNIUM PRIMARY SCHOOL

School Prospectus 2026 – 2027



SCHOOL ADDRESS:

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

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Website address: www.towlaw.durham.sch.uk

Chair of Governors: Mrs Michelle Fernandez

Vice-Chair of Governors: Mr Richard Manchester

Headteacher: Miss Nicola Mawson

Second-in-Charge: Mrs Helen McNally

September 2026

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 at the date stated but over the next term, prior to the next revision, there will inevitably be some changes.

N Mawson

M Fernandez

Nicola Mawson
Headteacher

Michelle Fernandez
Chair of Governors



STAFF TEAM

Head Teacher/EYFS Lead/Safeguarding Lead:	Miss Nicola Mawson
Second in Charge Class 1 teacher/Safeguarding Lead/SEND/CO/:	Mrs Helen McNally
Class 2 teacher/SEND/CO:	Mrs Alex Mahon (Mrs Brown current Class 2 Maternity leave cover)
Class 3 teacher:	Miss Bethany James
Classroom Assistants:	Mrs Carol Thompson HLTA Miss Amber Smith HLTA Mrs Carol Hurton Level 3 TA Mrs Kathryn Wilkinson Level 3 TA Mrs Tracy Clark Level 3 TA Miss Claudia White HLTA Miss Holly Hope Level 3 TA Mrs Jo Reeve Level 3 TA Miss Darcie Wild Apprentice TA
Office Manager:	Miss Jessica Gibson
Caretaker:	Mr George Evans
Cleaner:	Mrs Joan McGee
Cook:	Miss Jess Turner (Chartwells)
Assistant Cook:	Mrs Donna Walton (Chartwells)
Lunchtime Supervisors:	Miss Esther Heppell Mrs Wendy White Mrs Joan McGee

SCHOOL ORGANISATION

THE SCHOOL DAY

	Reception/Key Stage 1	Key Stage 2
Doors open	8.45 am	8.45 am
Registration	8.50 am	8.50 am
Breaktime	10.15 – 10.30 am	10.15 – 10.30 am
Lunchtime	12.00 – 1.00 pm	12.00 – 1.00 pm
Close	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 8.40 am and class teachers will escort children into school at 8.45 am.

	Nursery
Morning session	8.45 am – 11.45 am
Afternoon session	11.45 am – 2.45 pm
30 hours	8.45am – 2.45 pm
For further information regarding Nursery, please ask at the Office for an Early Years Prospectus	

Swimming

This takes place weekly throughout the year on a Thursday afternoon for a group of pupils in Class 1. Pupils leave on the bus at 12.50 pm and return at approximately 3.00pm. You will be informed in advance when your child needs to bring their costume and towel.

Breakfast Club, Tea Time Club and Wrap Around

We have a breakfast club which runs from 8.15 – 8.45 am daily. There is a small charge of £2.00 per day for the first child and £1.50 per day for any siblings. Teaching Assistants provide a variety of cereal, toast / crumpets etc. and do activities with the children before taking them into class for the start of the day.

We have a tea time club for Nursery pupils from 2.45 – 3.15pm. We also have wrap around care on a Monday, Wednesday, Thursday and Friday from 3.15 - 4.45pm. Please contact the office for more details.

Assembly/Collective Worship Timetable

Assemblies take place each day, either in class or as whole school assemblies in the hall. Our Head Teacher leads a whole school values assembly on a Monday, our personal development lead runs a whole school assembly focusing on current news linked to British Values and Protected Characteristics is held on a Tuesday and a singing assembly is held on a Wednesday. In addition, a 'Family Assembly' or stars of the week assembly is held on a Friday. A 'Family Assembly' with parents/carers invited is held at 9am and a stars of the week assembly is held at 10am. Parents are encouraged to attend this when it is a family assembly; which consists of

a class showing some of the work they have been doing during the term. We also have celebration assemblies at the end of each term during the year.

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 Meals

From 20 April 2026, a school meal will be £3.08 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 Miss Gibson in the office, who will be only too happy to help. All meals must be paid for using the Arbor online system.

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. No chocolate and only baked crisp products are permitted.

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 also provides fruit for KS2 as well as milk at lunchtime for all of KS1 & KS2.

SCHOOL CURRICULUM

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

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 email, giving visit details.

Relationships and Health Education, including elements of Sex Education (RSHE)

The school implemented its Relationships and Health Education, including elements of Sex Education, policy and long-term plan following consultation with staff, governors, pupils and parents. The updated RSHE curriculum is statutory within primary schools from September 2026.

RSHE at Tow Law Millennium Primary School aims to build healthy, respectful relationships, focusing on family and friendships, including on and offline. 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 RSHE 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.

Trips

We offer a variety of trips or workshops 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 2025, year Y5 & Y6 embarked on a 3-day residential adventure to Robinwood and had an incredible experience.



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.

SAFEGUARDING

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.

PASTORAL CARE

Home-School Links

The school's Governing Body has agreed a Home-School and Home-Nursery 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. 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, keep parents informed of activities in school and termly parents' evenings enable parents to become aware of the progress of their own children.

Pupil groups

Our ethos teaches, and gives, children the opportunity to practise the important values of respect, care, valuing difference, responsibility, and friendship - among others. We have many pupil groups in school: School Council, Wellbeing Champions, Green Leaders, Sports Leaders and Head Teachers' Assistants. Our pupil groups meet regularly and have a lead member of staff.

Wellbeing Champions look after and care for smaller, vulnerable children who are just starting school while older wellbeing champions learn the skills associated with empathy and compassion through activities in the classroom and in the playground. Our School Council consult on key issues within school and arrange fundraising for worthwhile causes. Green Leaders are a pro-active group who look at key local and national issues relating to environmental concerns and protection. Our Sports Leaders organise games and equipment for the playground. Head Teachers' Assistants support the Head Teacher with roles around school.

We also have a young carers group in school which meets half termly to support our pupils who we have a caring role at home.

You can easily recognise the responsibilities pupils have by the colour of their sweatshirts/cardigans; purple jumper means they are a Wellbeing Champion, bright green a School Councillor, there are red hoodies for Sports Leaders and dark green jumpers for Green Leaders.

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. We use the restorative approach across the school to build, maintain and repair relationships by focusing on accountability, empathy and resolving conflict.

The focus of our Behaviour Policy is to encourage positive behaviour. We use Class Dojo as our reward system and have a graded reward system for set numbers of Dojo Points.

Medical support and care

Class teachers are responsible for the day-to-day care of children in their classes. In the event of injury or illness, Mrs McNally and Miss Mawson are our trained 3 day 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 Office and handed in along with the medicine(s). Parents of children with diagnosed medical needs are asked to complete an Individual Healthcare Plan. Any training to deal with medical needs 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.

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 needs to be suitable for the school day i.e. wedge-soled shoes, or trainers. High heels and non-fastening sandals are inappropriate. All long hair should be tied back. Make-up and nail varnish are not permitted.

Children need to come into school on their PE days in their PE kit. This consists of blue shorts, a yellow T-shirt, plimsolls or trainers and tracksuit bottoms.

Nursery children are actively encouraged to wear the school uniform, especially the school jumper/cardigan.

Uniform is available to purchase online at 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.

All children are allowed to wear one pair of small plain gold/silver studs only; hoops, earrings with stones, large or dangly earrings and plastic earrings are not permitted. We are insisting that they must have a small stud on the front so there is less chance of earrings being caught during play time and PE lessons. If children wear a stud/pair of stud earrings there must be a parent's/carer's understanding that the school will not be liable in the event of an accident/incident relating to the wearing of earrings.

If your child wishes to have his/her ears pierced, then please ensure that this is done at the beginning of the 6-week summer break to allow plenty of time for wounds to heal.

Community Links

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

- Local Childminder – Ann Marie Paterson
- Tow Law Community Centre
- Community projects such as the 'Building Self Belief CIO'
- St Philip's and St James' Church

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 Coordinator 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 34 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 and Mrs McNally.

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.

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.

ADMISSIONS

Nursery children can start our Nursery the half-term after their third birthday. We have a 32-place nursery on site led by Miss Mawson and a fully equipped Nursery. Sessions are 8.45 am - 11.45am or 11.45am – 2.45pm and full days are from 8.45 am - 2.45 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).

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. All mid-year admissions are also done through Durham County Council.

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

Thank you for taking the time to read this prospectus.

Nicola Mawson
Head Teacher

