

LOCKWOOD PRIMARY SCHOOL

SALTBURN-BY-THE-SEA

CLEVELAND

TS12 3BL

TELEPHONE NUMBER: 01287/650238

FAX NUMBER: 01287/650997

E-MAIL: [lockwood primary school@redcar-cleveland.gov.uk](mailto:lockwood_primary_school@redcar-cleveland.gov.uk)

WEBSITE: www.lockwoodprimaryschool.co.uk

HEAD TEACHER - MR. GRANT HOPKINS

DEPUTY HEAD TEACHER - MRS CHERYL WALKER



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BOOSBECK
SALTBURN
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E-Mail Address:

Lockwood_primary_school@redcar-cleveland.gov.uk

HEAD TEACHER: MR. GRANT HOPKINS

Dear Parents,

On behalf of all the staff, may I welcome you and your child to Lockwood Primary School. Our school logo states that Lockwood is 'a happy place to be' and we hope that you will find this to be true for your child. We try hard to create a stable, secure atmosphere, one where every member of staff knows all the children and where each individual child is important. In this way we feel that the children benefit most from what they are taught and learn.

In this prospectus we have tried to include as much information as possible but if there is anything further you need to know, please do not hesitate to ask.

We realise the importance of working in partnership with you and we welcome your full co-operation and close contact with the school.




Yours sincerely,

Mr. Grant Hopkins
HEAD TEACHER








GOVERNING BODY






LEA REPRESENTATIVES

1.  MR. J. TOMBS (**Chair**)
2.  CLL. J. CARROLLE (**Vice**)
3.  MRS. C. JEFFERIES

PARENT GOVERNORS

1.  MRS A. HILL
2.  MR. D McCALLUM
3.  VACANCY
4.  MRS G. McMAHON
5.  MR M. HARRISON


STAFF GOVERNORS

1.  MR. G. HOPKINS (**Head Teacher**)
2.  MRS D. PATTISON
3.  MRS T TURNER
4.  MRS J. FOX
5.  MRS S. DICKINSON

CO-OPTED GOVERNORS

1.  COUNCILLOR C. MAIDENS
2.  MR G. GREY
3.  COUNCILLOR J. TOMBS
4.  COUNCILLOR D.WILLIAMS

CLERK

 GOVERNOR SUPPORT SERVICE
REDCAR & CLEVELAND
BOROUGH COUNCIL
KIRKLEATHAM STREET
REDCAR

STAFF 2010/2011

TEACHING STAFF

MR. GRANT HOPKINS



HEAD TEACHER

KEY STAGE TWO

MISS SABINA JERZ	-	YEAR SIX	
MRS CHERYL WALKER	-	YEAR FIVE -	DEPUTY HEAD TEACHER
MISS LAURA THOMPSON	-	YEAR FOUR	
MISS EMMA EASBY	-	YEAR THREE	

KEY STAGE ONE

MISS MELANIE BROOKS	-	YEAR ONE
MRS DIANE PATTISON	-	YEAR TWO

FOUNDATION STAGE

MRS CLAIRE GRIFFITHS	-	LOWER FOUNDATION STAGE
MRS GLYNIS REYNOLDS	-	UPPER FOUNDATION STAGE (EYFS LEADER)



NON TEACHING STAFF 2010/2011

TEACHING ASSISTANTS

MRS JUDITH FOX - HLTA

MRS ANN HOOD

MRS KATH LUNN - HLTA

MRS VIVIEN ICETON - HLTA

MRS JACKIE DIXON - HLTA

MS VICKY WALTON

MS CLAIRE SHIPLEY
(Learning Mentor)

MRS CHRISTINE CLAPTON - HLTA

MRS HELEN MAIDENS - HLTA



SECRETARY

MRS JAN PEMBERTON



CARETAKER

MR EDDIE HOOD



CLEANERS

MRS CHRISTINE CLAPTON

MRS JANE SCOTT

MS SAMANTHA DIXON



COOK



MIDDAY SUPERVISORS

MRS MARIE WELFORD

MRS LYNN WETHERELL

MRS VIVIEN ICETON

MRS JACKIE DIXON

MRS SANDRA NAYLOR



KITCHEN STAFF

MS ALISON SCOTT

MRS JANE YOUNG



'OUT OF HOURS CLUB' STAFF

MRS MANDY BURKE

MISS FAYE WEDGWOOD



SCHOOL AIMS

At Lockwood Primary School we aim:-



To create an atmosphere where children are happy, secure and ready to learn



To value each individual child and encourage him/her to reach their fullest academic, aesthetic, physical, social and spiritual potential



To provide a relevant, broad and balanced curriculum which allows each child to work towards achieving appropriate attainment targets required at their National Curriculum key stage



To have a common policy for behaviour throughout the school emphasising a positive approach and also educating the children as to what is acceptable or unacceptable behaviour



To build up relationships of trust, respect and support between staff, governors, parents, advisory colleagues and friends in the local community for the good of the children within our school

ORGANISATION

Lockwood School is a county co-educational primary school for boys and girls between 4+ and 11 years with a nursery forming an integral part. It was opened in April 1984 and serves the communities of Boosbeck, Margrove Park, Charltons, Slapewath and Aysdale Gate.

The building is organised into 8 classes with shared wet areas. The organisation changes yearly depending upon year group sizes.

Lockwood Primary School is maintained by Redcar & Cleveland Borough Council and the Director of Adult and Children's Services, Mr Mike Dillon can be contacted at the following address:-

**REDCAR & CLEVELAND BOROUGH COUNCIL
EDUCATION DEPARTMENT
KIRKLEATHAM STREET
REDCAR
TS10 1YA**

TELEPHONE NUMBER 0845 6126126



ADMISSION POLICY

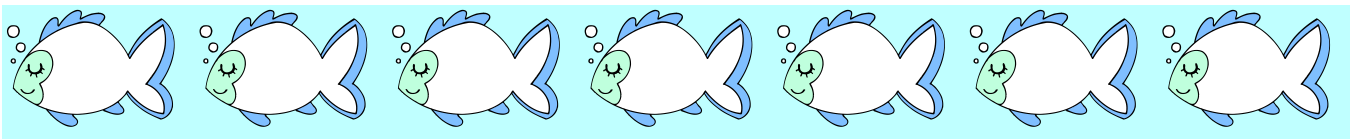
Children are admitted to school in accordance with the policy of the authority i.e.



All children of reception age are admitted in September.

A Nursery forms part of the school and this normally accepts children on a part-time basis when they have reached the age of 3. Morning sessions run from 8.30 a.m. to 11.30 p.m. and afternoon sessions from 12.15 p.m. to 3.15 p.m. Meetings for parents are held to help them become more familiar with the school. Children and parents are also given the opportunity to try a school lunch. It is our aim that the transition between part-time and full-time school is as smooth as possible.

Other prospective parents are welcome to visit the school with their child/children but it would be appreciated if an appointment was made to ensure the Head Teacher and other appropriate staff are available.



THE SCHOOL DAY

SCHOOL SESSIONS



MORNING	8.45 A.M.	-	12 NOON	KEY STAGE ONE
	8.45 A.M.	-	12.15 P.M.	KEY STAGE TWO
AFTERNOON	1.00 P.M.	-	3.00 P.M.	



Time set aside for teaching during each school day is as follows:-

RECEPTION, Y1 & Y2	-	4 HOURS 25 MINUTES (22 HOURS 05 MINUTES PER WEEK)
Y3, Y4, Y5 & Y6	-	4 HOURS 50 MINUTES (24 HOURS 10 MINUTES PER WEEK)

This is excluding daily acts of worship, registration and breaks.

For the children living in Margrove Park and Charltons there is a walking bus service at the beginning and end of the school day. The morning bus collects children at Charltons at 8.15 a.m. and arrives at school at 8.35 a.m. The afternoon bus collects the children at approximately 3.00 p.m. and arrives at Charltons at around 3.20 p.m.

We feel that it is important to keep our school as safe and secure as possible for our children. Therefore, we ask that children enter the building by the side or rear doors. The doors are unlocked at 8.40 a.m. and locked at 8.55 a.m. Children arriving after this time must go to the main front door where Mrs Pemberton will let them in.

The school gates will be closed at 8.35 a.m., lunchtime and at 2.45 p.m.

Can I stress for the safety of the children that cars must not be brought down the school drive or parked near the entrance.



PARENT / TEACHER CONTACT



Parents are always welcome in school. You can talk to your child's teacher or the Head Teacher about anything that may be causing you concern about your child's education. The Head Teacher will be available every Monday morning from 8.00 – 8.45 a.m. on the telephone for any matters you may wish to discuss. Similarly we would communicate with you if, for any reason, your child was not progressing as one would normally expect.





We hold three consultation evenings per year when parents are invited to see their child's work and discuss his/her progress with their teacher. In the summer term, a report on your child will be presented to you which you can discuss and comment on. During the autumn term you will be invited to share in the development of a Learning Contract for your child.

We hold regular class sharing assemblies to which parents are invited.

We regard the role of parents as extremely important in the process of learning and your help in working alongside the children is invaluable. We benefit from practical help with sewing, recorder playing, baking, playing games and hearing children read. If you feel you can help in any way please talk to your child's teacher.

We offer several learning opportunities for parents

In 2009/2010 these will include:

-  Basic Skills Training
-  Basic ICT Courses
-  Lockwood Ladybirds
-  Sure start Parent & Toddler Monday mornings

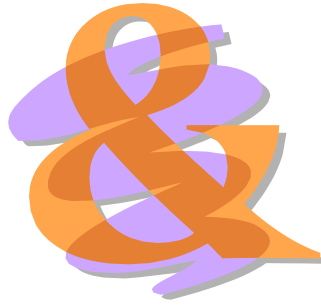


If you are interested in any of the above, please contact Mr Hopkins.

CLOTHING

The school's colours are pillar-box red, grey and white and we do ask you to encourage your child to wear clothing of these colours whilst at school. We also ask that girls wear skirts of a suitable length - too long or too short can be dangerous, as can unsuitable footwear particularly at playtime. We have our own red Lockwood Primary School sweatshirts, fleece jackets and polo shirts; these can be purchased at the school office.

For indoor PE lessons, children normally work barefoot and need shorts and a T-shirt. For outdoor games and PE, appropriate clothing and a change of footwear is necessary. Each child needs a bag to keep his/her kit in and you will be informed at the beginning of the school year on what days PE sessions will take place. Can we request that all items of clothing are named as it is often difficult for children to recognise jumpers, coats etc. that look alike. A lost property box is located in each area but we cannot keep these items of clothing indefinitely.



JEWELLERY/WATCHES/PERSONAL PROPERTY

Jewellery can be dangerous and so for safety reasons children should not wear it to school except for small stud earrings if necessary. These must be removed before PE and swimming sessions.

Watches are easily lost and broken and these and other personal possessions are brought to school at the child's/parents' own risk. We try to ensure that things do not get lost, broken or go missing but we cannot be held responsible. Bringing toys to school is discouraged for the same reason.



SCHOOL MEALS

These are provided by Redcar & Cleveland Catering and are cooked on the premises. There is a wide choice of menu and children are encouraged to choose what they like. The present cost is £1.85 per day, (£9.25 per week). Please send dinner money for the week on a Monday in the envelopes provided by the school. If you wish to pay by cheque, please make it payable to Redcar & Cleveland Borough Council.

Provision is made for children to eat packed lunches brought from home, we do ask that this is packed in a box. If your child wishes to change from a school to packed lunch, two weeks notice is required.



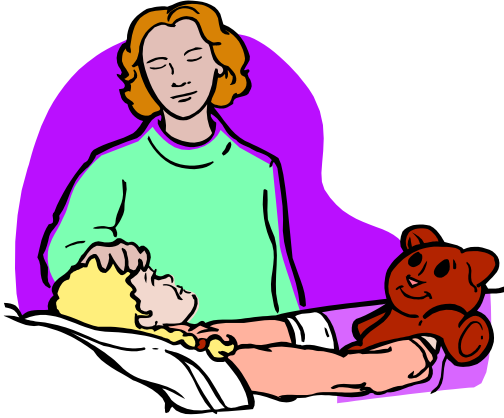
FREE SCHOOL MEALS

A free meal is supplied to some children by reason of the parents' income level in accordance with scales laid down by the local education authority and this includes any parent in receipt of Income Support. If you think your child may be entitled to free meals, please contact the school. Every effort is made to ensure that children receiving free school meals cannot be distinguished from other children.

Please note schools receive extra funding in their budget for the number of children receiving free school meals. It is therefore a benefit to the school and your child to claim if you are entitled to receive free school meals.



ATTENDANCE AND HEALTH AND MEDICAL MATTERS



If your child is absent from school, your child's teacher must be informed either by letter or telephone of the reason for such absence. If we do not know the reason then this will be counted as unauthorised absence. Mrs Pemberton will ring to check on all unauthorised absence.

Please make sure you let us have an emergency contact number where we can contact you or someone else chosen by you, should your child be taken ill or have an accident whilst at school. All our staff are First Aiders and will deal with all minor 'scrapes and bumps' but we will always inform you if anything occurs of a more serious nature. Please also let us know if your child suffers from asthma or any other allergy, we can then deal with this appropriately.

In some cases doctors prescribe medicine and say that a child is fit for school - in this case the medicine must be handed in at the office and a consent form signed by the parent so that staff can administer the medicine. Under no circumstances should children bring any other drug, throat sweets etc. into school.

WE DO NOT ALLOW SWEETS IN SCHOOL. CHILDREN RECEIVE A FREE PIECE OF FRUIT EACH DAY. ALTERNATIVELY, FRUIT MAY BE BROUGHT IN A NAMED BAG FOR YOUR CHILD TO EAT AT PLAYTIMES



From time to time medical and dental inspections are held in school and we will always inform you of these. Our school nurse Pam Reveley comes into school from time to time to check the children's height, weight and test their sight and hearing, she can be contacted for advice on 01287 284033.

SAFETY

In the interest of safety, unless your child is actually with you, we are legally responsible for him/her during school hours. Therefore we ask that should your child have a doctor/dentist appointment or has to leave school during the day for any reason, you come and pick him/her up from school whatever their age.

Also we ask that if you normally meet your child from school and this arrangement is changed so that someone else is meeting them, you as the parent must let us know about this, either by telephone, letter or word of mouth. You will understand the reasons why we have to show such caution and cannot let your child go with anyone who is not known to us.

'FRIENDS OF LOCKWOOD SCHOOL' ASSOCIATION

Membership of this association is open to anyone in our local communities. Our association has done valuable work in supporting the school by organising fund-raising and social events. The school is truly grateful for the generous donations of money we have received which have helped to buy additional equipment and fund Christmas events and summer visits. Planning meetings are normally held about once every half term and we welcome anyone who feels they could spare time to help in this valuable way.

HOLIDAYS

In the event of parents having to take annual holidays during term time, Redcar & Cleveland Borough Council allows a maximum of 10 school days per school year (September - July). Any holidays over and above this will be classed as unauthorised absence. An application form for holidays needs to be filled in and agreed by the Head Teacher, these are available from the school office. Authorisation will not be given to Year Six children during SATs week.

COMPLAINTS ABOUT THE SCHOOL CURRICULUM AND OTHER RELATED MATTERS

The Local Education Authority has established a procedure for considering complaints from parents relating to the school curriculum, the charging and remissions policies of schools and Religious Education and collective worship. It is hoped that parents would raise any concern they might have about such matters with the Head Teacher in the first instance. If parents wish to make a formal complaint, however, details of the procedures available can be obtained from the Head Teacher or from the Local Education Authority (Telephone Number: 01642/774774)

CHARGING AND REMISSIONS POLICY

The governors of the school have adopted the LEA's policy of charging and remission, a copy of which is available from the Head Teacher or the LEA. This means that we are able to ask for a voluntary contribution towards the cost of educational visits etc. On many of these visits the 'Friends of Lockwood School' Association cover the cost of coaches, so the amount of money we ask parents to contribute is kept as low as possible.

THE CHILDREN'S ACT 1989

Parents and Carers should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of its pupils. In cases where school staff have cause to be concerned that a pupil may be subject to ill-treatment, neglect or other forms of abuse, staff will follow Redcar & Cleveland's Child Protection Procedures and inform the Social Services of their concern.

EQUALITY POLICY

We are opposed to any form of inequality on the grounds of sex, class or ethnic group. We try to ensure that all pupils have access to equal opportunities and the best possible education. Behaviour that demeans or denigrates an individual on the grounds of sex, class or ethnic group denies him/her an equal standing with peers. This manifests itself in speech, action or written form: such behaviour is unacceptable and will be suitably dealt with.

PASTORAL CARE AND DISCIPLINE

We hope that by fostering caring and sharing attitudes towards others and encouraging good behaviour, there will be few problems with discipline. All teaching staff are responsible for the pastoral care of children in their charge but overall responsibility lies with the Head Teacher. We endeavour to praise our children when they have worked hard or showed kindness or helpfulness - our token award scheme rewards this behaviour. Punishment for unacceptable behaviour is administered in various ways e.g. short periods of isolation, withdrawal of privileges. If bad behaviour persists we will contact parents so that, after consultation, agreed action can take place. We are also anxious that parents should feel free to discuss any behavioural and emotional problems with either the class teacher and/or the Head Teacher. We are here to help and all confidences will be respected.

‘OUT OF HOURS CLUB’

The club has been set up to provide good quality childcare for the children of Lockwood Primary School. Parents often tell us of the difficulties they face in going back to work or being able to pursue the careers they want as there is no one to look after the children.

Will my child have to go every morning or after school?

No, you may dip in and out as necessary. Some parents will want a regular place for their child; others will want to book in certain time slots. Some will want to ring up and book on the day for emergency cover. We hope to accommodate all of these variables, but remember that your child will feel most secure when they know what is happening to them after school.

What are the club hours?

The breakfast club will take place from 8.00 – 8.45 a.m.

The after school club will take place from 3.00 – 6.00 p.m.

You may book your child a place for any combination of hours.

What will my child be doing in the club?

The main focus will be on play activities.

At the breakfast club your child will eat a healthy, nourishing breakfast (cereal, toast, fruit juice, tea or hot chocolate etc.) and be able to play a variety of table top games.

At the after school club, your child will be encouraged to help prepare a nourishing snack (a range of sandwiches and hot snacks, depending on taste). They will have a wide range of activities to choose from, including construction toys, jigsaws, outdoor and indoor games, art and craft, TV, game boys, books and homework corner – in fact something to suit every age and taste.

How much will it cost?

We have priced the club very favourably compared to private childcare providers.

Breakfast and childcare £1.75 per session

After school club charged by the hour (including snack)

£4.00 for the first hour

£6.00 for two hours

£8.00 for three hours

First child pays full amount

Second child 75%

Third child 50%

Please note you may be entitled to tax credits towards the cost of your childcare. Telephone number 0845 300 3900

If you are interested in using our ‘Out of Hours Club’ please contact the school for further details and application forms.

To help our school run smoothly we have discussed with the children **OUR GOLDEN RULES** which we hope you will also support.

LOCKWOOD'S GOLDEN RULES

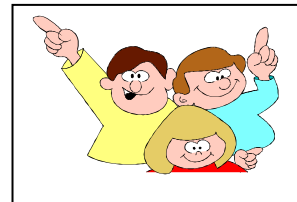
✂ Be friendly and help each other to get along together



✂ Work hard and try your best



✂ Follow instructions from adults at school



✂ Be sensible in school and use an inside voice



✂ Walk around school



✂ Play safe games at playtimes



CURRICULUM

The curriculum is what we teach and the children learn and it is our aim that every child should progress according to his/her own ability so that success is achieved in as many areas as possible. Sometimes children work individually or may be grouped for different activities according to their needs. The school has a strong commitment to the traditional curriculum areas commonly referred to as 'the 3 R's' but regards the provision of a broad and balanced curriculum as essential for the 'all round' development of each child.

We are actively trying to be creative with our curriculum and are adopting more enquiry based learning activities for the children throughout the school.

Throughout the school, the children's work is based on Schemes of Work and topics. This provides for both cross-curricular approaches encompassing the subjects of the National Curriculum, Maths, Science, English, Technology, Geography, History, Art, Music and Religious Education and specific subject teaching. All children will have regular Physical Education experiences.

N.B. THE GOVERNING BODY HAS ADOPTED THE EDUCATION AUTHORITY'S POLICY ON THE CURRICULUM

ENGLISH



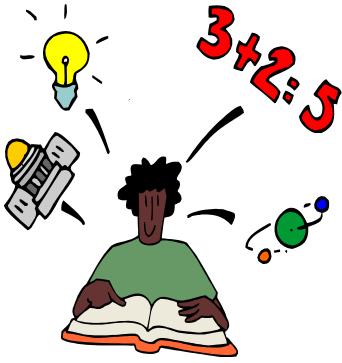
The key to much of a child's success in life lies in the facility to read. Therefore, much time and energy is directed towards the acquisition of these skills. Children in school are reading much of the time and it has a high profile from the earliest time in Nursery. Children are encouraged to appreciate that reading takes many forms and is for different purposes i.e. pleasure and information. We want children to be able to read and go on reading so that it becomes a lifelong habit. However, we recognise that children also need a definite structure when they are learning to read and we therefore teach, from the reception age stage, key vocabulary (i.e. the words the children read most frequently and phonics - the sounds that each letter makes) so that the children can build up words using sounds. We use a variety of reading books for the children to acquire these skills and very much value parental involvement in looking at books, talking about them and hearing your child read. All children from Reception onwards have a daily literacy lesson to teach and reinforce reading and writing skills.

Communication is an important part of the other aspects of English, speaking, listening and writing. The children are given a broad range of experiences to develop their understanding of the spoken word and to enable them to express themselves effectively. These will include the use of drama both as a class activity and as a performance for others e.g. Christmas entertainment and assemblies. Children are encouraged to write for different purposes on both a personal and creative level. Particular attention will be paid to spelling and grammar.

All classes closely follow the National Literacy Strategy which includes a one-hour daily Literacy lesson in all classes from Year One upward. The Foundation Stage are involved in specific Literacy activities.



MATHEMATICS



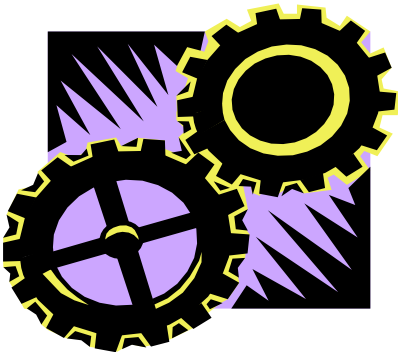
Mathematics is a vital part of our school curriculum. All children have a daily Numeracy lesson. Children also work individually and in small groups according to need and level of ability. The Ginn Mathematics Scheme is used as a core for the work provided but this is supplemented by other materials and activities. We firmly believe in the importance of practical activities and this precedes any formal written presentation. Younger children especially need much time working with concrete apparatus before they can understand the abstract, and present it in a written form. Although throughout school mental arithmetic exercises take place, we aim to enable the children to apply their mathematical knowledge and understanding to solving real life problems which are meaningful to them and help them to understand that mathematics involves much more than mastering basic computational skills of addition, subtraction, multiplication and division.

SCIENCE



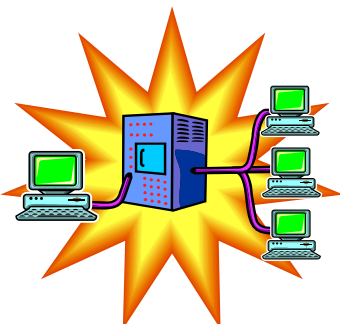
Through our teaching we aim to help children to think and work in a scientific manner. Children are naturally enquiring and through providing suitable activities and experiences, we encourage them to plan, predict what will happen, observe and interpret their findings, hypothesise and construct fair tests. These skills are developed through first hand experience using such materials as sand and water, equipment such as batteries, magnets or bulbs and natural objects such as rock, soil, flowers and plants. They learn to examine, sort, classify and measure and many of these skills in science are common to those used in other areas of the curriculum.

TECHNOLOGY



Within technology children are encouraged to explore and find out about different materials, and their properties and potential use. Therefore, they have experience of scrap, wood, clay, fabrics and foodstuffs. In their work children identify a problem for which there is a possible solution, they then design that solution, plan and make the object and finally evaluate such tasks on an individual basis or in small groups and so have first hand practical experience of materials and appropriate tools. Children at all times are encouraged to use tools safely and materials economically.

INFORMATION COMMUNICATION TECHNOLOGY



We are well resourced and our children have access regular to a networked computer suite. We feel it is important that children become computer literate and our aim is that Information Technology enriches and extends the children's learning whilst helping them to become more knowledgeable and comfortable with new technology and able to exploit its potential.

GEOGRAPHY



These two curriculum areas are introduced at an early age through a thematic, cross-curricular approach.

Geography is concerned with the study of places and people, and the physical process such as weather which can affect these. The younger children start by looking at the environment in which they live and as they grow older, they study more distant places. We hope that the children will gain a greater understanding of and responsibility for the world in which they live.

HISTORY



In History children are encouraged to empathise with the people of the past in addition to the learning of historical facts. Many sources of information can be used - books, artefacts, videos, interviewing people.

Both Geographical and Historical knowledge can be extended by visits to places of interest, special centres and museums.

ART



A wide number of opportunities are given to experiment with different media, to explore different techniques and to develop powers of observation. Young children are encouraged to paint freely and in order to develop confidence and security a child would never be criticised for immaturity but always receive a positive comment. However, as children develop, techniques and skills will be taught and teacher's advice may be introduced where appropriate. Children will also be given the opportunity to look at and discuss the work of famous artists.

We value and respect children's work and feel it is important to convey this to them by displaying their work around the school. Importance is placed by staff on a high standard of mounting and presentation.

PHYSICAL EDUCATION



All children take part in a programme of physical activities. We are aiming for enjoyment and pleasure as well as the development of the child's physical needs and skills. A wide variety of experiences are available to take the form of floor work including dance and movement or participation in a range of team games. Outdoor games include football, netball and rounders. It is our policy to encourage children to swim as early as possible. At present we are able to take a group of 30 children at a time to Guisborough Swimming Baths - this is done on a rotation system. We are also involved with inter-school football. Our older children are given the opportunity to go on a residential visit where they experience orienteering, canoeing, bridge building etc.

MUSIC



All the children experience some form of musical activity within the curriculum provided, as it is seen as an excellent medium for self-expression, creativity and working together as a group. Tuned and percussion instruments, keyboards and voices provide the children with the opportunity to make and enjoy music. Singing and listening to music are also an important part of this curriculum area.

Singing and recorder groups are held for those children in Area 2 who wish to develop these skills further.

For a small group of children identified as having the appropriate skills, tuition on a brass instrument is provided by the Authority with the use of a peripatetic music teacher on a weekly basis. Woodwind lessons are also available.

RELIGIOUS EDUCATION



Religious Education is provided in the school within the framework of the Redcar & Cleveland Agreed Syllabus for Religious Education. Although Christianity is the main religion taught, children will also have the opportunity to find out about other major religions present in Cleveland and in Britain today. We hope to enrich this understanding by the use of artefacts, stories, music, and visits to local churches.

If the parents of any child attending our school request that he/she be excused from attendance at collective worship or religious education lessons, their wishes will be followed.

P.H.S.E. AND CITIZENSHIP



We use the 'Every Child Matters' documentation to support practices throughout the curriculum. Personal, Social & Health Education and citizenship help to give pupils the knowledge, skills and understanding they need to lead confident, healthy independent lives and to become informed, active, responsible citizens. Pupils are encouraged to take part in a wide range of activities and experiences across and beyond the curriculum, contributing fully to the life of their school and communities. In doing so they learn to recognise their own worth, work well with others and become increasingly responsible for their own learning.

Drug education takes place from Key Stage One and covers topics including smoking, medicines and alcohol, how to care for our bodies and coping with peer influence.

The school was recently awarded the 'Healthy School Standard' for its work in drug education.

The school follows SEALS work as part of the PSHE Scheme of Work.

HOMEWORK



From the time children first start school they are given books to take home to be read with parents. As they progress they will be given occasional work sheets for Maths or Topic or games to play. They will also have spellings to learn.

At Key Stage Two children should be:

*reading
regularly at
home*

*learning
spellings, these
are tested every
week*

*learning tables, a few
minutes each night
spent memorising a
times table leads to
excellent progress with
Mental Maths activities*

They will also bring home work sheets or they may be asked to research topics. SATs revision will be given to Year Six pupils.

We value any interest, encouragement and help that parents can give with homework i.e. setting aside time for children to complete work and ensuring there is a quiet area that children can use for study.

Just a few minutes each evening can help children towards their full potential.

SATs RESULTS

SATs results for 2010 were obtained by Teacher Assessment. Our last SATs results are indicated below.

Our results for 2009 were: English 96% Level 4+, Maths 96% Level 4+ and Science 96% Level 4+

If you wish to check our SATs results in more detail please use the website detailed below.

http://news.bbc.co.uk/1/shared/bsp/hi/education/09/school_tables/primary_schools/html/807_2018.stm

If you do not have access to a computer or the internet, please ask in school, and we would be happy to assist you in this.

It should be noted that as Lockwood is a small school, results will vary from year to year as each individual pupil represents a large percentage. However, we are pleased to report that results at Key Stage Two have risen steadily over the past four years resulting in sustained growth and not the peaks and troughs seen previously.

‘SPECIAL NEEDS’

Lockwood Primary has implemented the ‘Code of Practice’ for children with Special Educational Needs. If we think that your child has Special Needs we will inform you and with your co-operation will draw up an Individual Education Plan.

The school works closely with the ‘Skelton Behaviour Support Unit’ and the ‘Learning Support Unit’.

EDUCATION SOCIAL WORK SERVICE

As part of the education service the authority maintains several education social work offices. The office which deals with Lockwood Primary School is located at the following address:-

**C/O
REDCAR EDUCATION DEVELOPMENT CENTRE
CORPORATION ROAD
REDCAR, TS10 1HA
TELEPHONE NUMBER 01642/286633
EDUCATION SOCIAL WORKER**



- MRS S. HAMMOND

COUNTY PSYCHOLOGICAL SERVICE

This support service, provided by the education department, offers help for those children with special educational needs whether of a permanent or temporary nature. If you are concerned about your child's educational development please contact school and if it is felt necessary we will contact the County Psychological Service. In such cases you will be informed that we intend to seek help and will be invited to come into school for discussion with school staff and the educational psychologist.

EXTRA CURRICULAR ACTIVITIES

Various opportunities exist for children to participate in out-of-school activities either on a weekly basis or as a ‘one-off’ activity. However, it must be stressed that these depend entirely upon the voluntary efforts of members of staff and may change according to the particular interests of teachers and auxiliaries. At present we run a Multi-sport and Art club after school and recorder and art groups take place at lunchtimes and break times.

We are strongly committed to establishing links within our local community and beyond.



TRANSFER TO SECONDARY SCHOOLS



Children living in Boosbeck normally transfer to Freebrough College on leaving Lockwood. Contract buses are provided from the village to the school by the education authority. Children living in Margrove Park, Charltons, Slapewath and Aysdale Gate normally transfer to Laurence Jackson School, Guisborough.

A great effort is made to facilitate the transfer of the children to the secondary school. The Head Teacher and/or members of the staff of the secondary school will meet the children during the summer term, talking with them in their normal school environment. Arrangements are made for the children to visit the appropriate secondary school to meet members of staff and familiarise themselves with the building. A meeting is also arranged for parents to discuss matters of interest concerning the transfer. Any parents requiring further information on this subject can refer to the local authority.

PLEASE NOTE

‘THE INFORMATION IN THIS SCHOOL PROSPECTUS WHICH WAS PREPARED AND PUBLISHED IN JANUARY 2010, RELATES TO THE 2009/2010 SCHOOL YEAR COMMENCING AT THE BEGINNING OF SEPTEMBER, 2009 AND THE PARTICULARS IT CONTAINS ABOUT THIS SCHOOL YEAR WERE CORRECT AT THAT TIME. IT MUST NOT BE ASSUMED THAT THERE WILL BE NO CHANGES AFFECTING THE RELEVANT ARRANGEMENTS OR CERTAIN MATTERS BEFORE THE START OF OR DURING THE 2009/2010 SCHOOL YEAR OR IN RESPECT OF SUBSEQUENT SCHOOL YEARS, ARISING FOR EXAMPLE, FROM VARIATIONS IN GOVERNMENT OR LOCAL EDUCATION AUTHORITY POLICY FOR EDUCATION’.

THANK
YOU

HOME / SCHOOL AGREEMENT – SEPTEMBER 2007

Lockwood School aims to meet the educational needs of all pupils. This involves providing:-



An education appropriate to the individual needs of pupils



A balanced curriculum within which children reach their full potential



A safe environment with high expectations of behaviour



Information to parents of their child's progress at regular meetings

The school likes to work in partnership with parents to enable the needs of children to be met. In order that all parties are aware of how this is to be achieved, we would like parents, pupils and the school to sign an agreement. This is to show that they are aware of, and understand, the commitment they make and their rights and responsibilities.

If the agreement is broken, the child becomes subject to the school's behaviour policy. This policy applies to all pupils.

As the school, we will endeavour to:



Provide a balanced curriculum to meet the child's individual educational needs.



Provide the opportunity and encouragement to ensure children reach their full potential as valued members of the school community.



Create an environment where children feel safe and happy. High standards of behaviour are expected and Children should follow the 'Golden Rules'.



Make sure that parents feel welcome in school and have the opportunity to discuss problems with staff.



Keep parents informed effectively about the school and each pupil's progress. Meetings will be arranged when there are concerns about progress or behaviour.

Signed: _____ For Lockwood Primary School _____ Date

As the parent/guardian I will:



Ensure that my child attends school regularly and on time. If for any reason my child is unable to attend I will inform the school that morning.



Inform the school if I feel there are any concerns which may affect my child's work or behaviour.



Make sure that my child brings any items necessary for lessons. I will provide support at home when there are opportunities for home learning.



Take part in meetings to discuss my child's progress.

Signed: _____ Parent/Guardian _____ Date

As a pupil I will endeavour to:



Keep the school's 'Golden Rules':-

- ✓ Be friendly and help each other to get along together
- ✓ Work hard and try your best
- ✓ Follow instructions from adults at school

- ✓ Be sensible in school and use an inside voice
- ✓ Walk around school
- ✓ Play safe games at playtimes

LOCKWOOD PRIMARY SCHOOL FAIR PROCESSING UNDER THE DATA PROTECTION ACT

Schools, local education authorities and the Department for Education and Skills (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

Lockwood Primary School holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the pupil is transferring, to the Department for Education and Skills (DfES), and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The **Local Education Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have, and delivering services such as school transport or administering school admissions, amongst others. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. On occasion the LEA may pass information to other parties such as the local Primary Care Trust who use the information to deliver services in schools such as health checks. Information is also shared with other partner organisations for strictly statistical or research purposes only. All statistics derived by both the LEA and partner organisations are used in such a way that individual pupils cannot be identified from them, unless the information is to be returned to the school to support pupils' teaching and learning.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DfES in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Department for Education and Skills** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfES will feed back to LEAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- the school
- the LEA's Regulatory and Research Officer at Redcar & Cleveland Borough Council, Town Hall, Fabian Road, South Bank, Yorkshire, TS6 9AR
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, W1J 8QA
- the DfES's Data Protection Officer at DfES, Caxton House, Tothill Street, LONDON, SW1H 9NA.

Separately from the Data Protection Act, DfES regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.



LOCKWOOD PRIMARY SCHOOL

Data Protection Act 1998

Form of consent for use by the School of photographs of children

To: Name of the child's parent or guardian

Name of Child:

Occasionally, we may take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown and return the completed form to the school.

		Please circle your answer	
May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes?		Yes / No	
May we record your child's image on video or webcam for educational purposes as noted above		Yes / No	
May we use your child's image on our website? <i>Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.1</i>		Yes / No	
Are you happy for your child's image to appear in the media		Yes / No	
The condition of use of photographs and recordings are on the back of this form. Please sign to confirm that you have read and understood the conditions of use.			
Parent's / Guardian's Name (capitals)		Date:	
Parent's / Guardian's Name (capitals)		Date:	

Conditions of use

This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time. You have the right to withdraw your consent at any time within this period.

We will not re-use any photographs or recordings after your child leaves this school.

We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image, on video, on our website, in our school prospectus or in any of our other printed publications.

We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

If we use photographs of individual pupils, we will not use the names of those children in the accompanying text or photo caption.

If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

We may include pictures of pupils and teachers that have been drawn by the pupils.













We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.

We will only use images of pupils who are suitable dressed, to reduce the risk of such images being used inappropriately.



Acceptable internet use Policy and the Internet for Learning

Remember that we use the computers and the Internet for learning

-  All children must have written permission from their parents or guardians to use the internet.
-  Only access those services and site you have been given permission to use.
-  Do not use Internet chat rooms.
-  You may only use the Internet when supervised by a teacher or other responsible adult.
-  Your use of the Internet is restricted to activities that relate directly to your schoolwork.
-  Do not reveal any personal information about yourself or any member of the school, adult or child.
-  Do not engage in any conversation or dialogue without the permission and supervision of the class teacher.
-  Downloading of any material from the internet is now allowed.
-  In any communications you should always be polite and considerate. The use of bad language or aggressive behaviour is now allowed.
-  If you see anything you are unhappy with or you receive messages you do not like, let a teacher know immediately.
-  Remember that all internet and e-mail use is checked.
-  If you deliberately break these rules you may be banned from using the internet or computers at school. A letter may be sent home detailing your actions.

LOCKWOOD PRIMARY SCHOOL

Acceptable Internet Use and Inclusion of Children's Work on the School Website and Use of Photographs

The purpose of this form is to seek your permission so that children can have access to the internet as part of their Information and Communication Technology work.

Please read the 'Acceptable Internet Use and the Internet for Learning'.

Child's Name _____ Class: _____







Pupil Agreement

I have seen and had explained the school's 'Acceptable Internet Use' rules. I understand that these rules are to protect me and other users of the school's computers and the internet. I agree to follow the rules.

Signed: _____ Date: _____

Parent / Guardian's consent for Internet use, publication of work on the school website and the use of photographs

I have read and understood the school's 'Acceptable Internet Use' rules and give permission for my child to access the internet. I understand that:-

-  The school uses a combination of filtering and supervision to ensure that pupils cannot access inappropriate materials;
-  Whilst every effort will be made by the school to ensure the suitability of materials, the school cannot be held responsible for the nature or content of all materials accessed through the internet;
-  Children's work may be selected for the school's website but their full names will not be used on examples of their work;
-  The school will have an e-mail address but children will not be given individual e-mail accounts;
-  Photographs will be displayed in school only to support children's work;
-  Photographs for external use will not be allowed without parental permission (e.g. for newspaper articles etc.)

I agree that the school is not liable for any damage arising from the use of internet facilities.

Signed: _____ Date: _____