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**Our vision for Valour Academy is that all children will feel loved, happy and safe.**

We will provide each child with many and varied opportunities to develop their character to feel accepted; to develop a sense of belonging; to be driven and resilient and to be inspired and be inspiring.

Becoming part of our school community is hopefully one of the most rewarding and important decisions you are likely to make. As a parent you have an important role in ensuring your children goes to a school that is safe, friendly and secure. We aim to create an environment where the children are happy and excited about coming to school; where they will succeed; where the curriculum is broad, balanced and enriching and where standards are high.

We aim to offer outstanding, exciting and stimulating learning experiences for all of our children across all areas of the curriculum. We strive to make learning appropriate and relevant matched to the individual needs of our unique and special pupils.

We hope this prospectus gives you a brief taste of life in our school and helps you as you develop greater confidence in becoming a member of our school community. We look forward to welcoming you to our school so that you can see for yourself what we have to offer to your child.

We pride ourselves on our links with parents and the wider local community. We work closely with parents and carers to foster caring attitudes, mutual respect, self-discipline and self-confidence. We look forward to building upon our achievements in future years with your child as part of our learning community.





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### **Staff Information -**

Dame N. Stephenson – CEO  
Mrs A. Oliver – Head Teacher / SENCO  
Mrs S. Peverall – Deputy Head Teacher / Class Teacher  
Mrs F. Sample – Assistant Head Teacher / KS1 Lead / Class Teacher  
Mrs A. Ingles – School Standards Lead / Class Teacher  
Miss R. McDowell – KS2 Lead / Class Teacher  
Mrs R. Reilly – EYFS Lead / Class Teacher  
Miss K. Wilmshurst – EYFS Lead / Class Teacher  
Mrs D. Thackray – School Business Manager  
Mrs S. Cullen – Administration Officer  
Miss Z. Atkinson – Class Teacher  
Mrs H. Crompton – Class Teacher  
Mrs C. Ridley – Class Teacher  
Miss F. Sewell – Class Teacher  
Miss L. Ward – Class Teacher  
Mrs S. Conway – Higher Level Teaching Assistant (HLTA)  
Mrs T. Brown – Teaching Assistant  
Mrs P. Abbott – Teaching Assistant  
Miss B. Baird – Teaching Assistant  
Mrs D. Tanner – Nursery Nurse  
Mr J. Thackray – Facilities Manager  
Mrs E. Dey – Cleaner & Catering Assistant  
Mrs Y. Close – Cleaner  
Miss L. Vasey – Cook  
Miss J. McAllister – Lunchtime Assistant

### **Admission Arrangements**

All of our Main School Admissions, including In Years go through the Local Authority – More information can be found on the Newcastle City Council website -

<https://www.newcastle.gov.uk/services/schools-learning-and-childcare/apply-school-place>

All Nursery admissions are dealt with internally by our school office. More detail regarding our Nursery can be found in the Nursery section below.

We follow our school admission policy which can be found on the school website. If you require a paper copy, this can be requested from the school office.

Our intake number throughout the school is 30 pupils per year group.

After their time at Walbottle Village children can choose from a range of secondary schools.

A separate booklet giving details of the system for transfers is provided by the Local Authority at the beginning of Year 6. More information can also be found via the link above.



## **Our Nursery**

Nursery admissions are dealt with internally. Our Nursery has up to 30 places.

There are 3 Pattern Options -

-**Standard Offer** – This is 15 Hours made up of 5 morning sessions – 8.45am – 11.45am.

-**30 Hour Offer** - We are thrilled to be able to offer every child the opportunity of a 30 Free Hour place, even if families are not entitled to the government 30 hours funding. This is made up of 5 full sessions - 8.45am – 3.05pm

-**Mixed Offer** – This is a mix of the Standard Offer with additional afternoons. If your child does not attend the set 30 hours, you will receive a booking form every half term to book afternoon sessions on top of your 15 hour entitlement if required.

School Meals are compulsory for all Nursery children staying a full day.

30 Hours Funding - We do ask that families still check if they are entitled to the 30 hours funding even though we do offer this to all Nursery children. It is important that school receives the funding for families that are entitled.



## **The School Day**

It is very important to us that each child starts the school day feeling happy and secure. Being punctual is a very important part of this so that learning can begin with a minimum of fuss or disruption. School starts at 8.45am. Finish time varies depending on Year Group –  
Finish Times - 11.50am for 15 hour Nursery, 3.05pm for 30 Hours Nursery and 3.15pm for Main School.

For the safety of all children, during pick up and drop off we ask that parents do not park in front of the double gates, across local resident drives or on the yellow zigzag. **Please park safely and considerately.**

## **Extra-Curricular Activities**

At Walbottle Village we provide a range of after school clubs. After School Clubs usually run for a full term. We do encourage children to participate as this can strengthen their learning and social skills considerably. Class teachers also offer booster sessions after school for small groups of children.



## **The Curriculum**

At Walbottle Village we are looking closely at the curriculum to develop an exciting framework for learning based on the children's interests. We fully deliver the National Curriculum and Early Years framework. Throughout the curriculum we have created units of work that are interesting, stimulating and relevant to our children. Wherever possible we make use of the enormous wealth of history and culture that we have around us. We make frequent trips to Newcastle City Centre and the Quayside alongside visits to other parts of the North East. Educational visits also play a large part in our curriculum planning such as history days at Beamish Museum or Art projects at the Laing Art Gallery.



Through our curriculum, Walbottle aims to develop effective communicators and confident learners who are resilient and recognise they are unique. Our progressive and purposeful programme of study gives opportunity for children to be independent, creative and critical thinkers as they develop knowledge and transferrable skills. We will support our children to form positive relationships and be respectful, kind and compassionate.

### **Technology and the Curriculum**

Technology is very much part of the world we live in and at Walbottle Village children have many opportunities to work with laptop computers, iPads and interactive whiteboards. The whole school is linked to a network and all PCs have broadband internet connection. Access to the internet is carefully monitored and restricted.

In addition to developing ICT skills we use technology to support learning across the whole curriculum.

### **Rewarding and Celebrating Success**

At Walbottle Village we value all children and celebrate the achievements that each child makes during their time at school. We have weekly celebration assemblies for outstanding work, achievement and effort. We also publicly praise excellent class attendance. Many of our children take part in sporting, dancing or musical events outside of school and we are always delighted to share their success in whole school assemblies.



### **Religious Education and Multi-Cultural Education**

The school is not affiliated to any particular religious denomination, although assemblies are broadly Christian in nature. The content and timing of R.E teaching will be in accord with the Agreed Syllabus provided by the LA.

Parents do have the right to remove their child from acts of collective worship or R.E lessons by applying in writing to the Leadership Team.

We also help children to understand different religions by holding daily assemblies, whole school celebration afternoons or focusing on whole school displays to impact on children's learning. We recognise that Britain is now a multi-cultural society and as such requires other faiths to be explored. We hope to make children aware of the diversity of cultures, traditions, customs and beliefs that we find in Britain and around the world.

Every term each class teacher sends home an information sheet that details the main learning areas for the term, class and school events and suggestions of how parents can help with their child's learning at home.

### **Sex and Relationships Education**

Sex and relationships education is also incorporated into the wider curriculum for Science and PSHE. We begin at Key Stage 1 by looking at changes as we grow from babies into older people, life cycles and growth of plants.

In Year 3, children are introduced to simple plant reproduction and in Year 4 they begin to name body parts. In Year 5 and 6, we bring in the support of the school nurse and talk about body



change and puberty. Parents will be informed when children will be tackling issues, which may raise queries at home.

### **Special Educational Needs (SEN)**

There is a SEN Code of Practice which the school follows. Children with S.E.N will be catered for initially by differentiated work within the classroom. Their progress is carefully monitored and regularly reviewed by the class teacher and Special Educational Needs Co-coordinator (SENCO) Mrs Oliver.

When necessary, extra support will be given to children in small groups and/or individuals. This will follow a personalised learning plan to suit each child's needs. Regular reviews of pupil's progress take place and parents support is invaluable in this area.

Further information about our SEN offer can be found on our school website.

### **Homework**

The school operates a homework policy. There may be occasions when children need to do more work at home: your child's teacher will keep you informed. Key Stages 1 & 2 children are regularly tested and support from home in learning spellings is most valuable. Children in Year 6 will normally have increased homework as preparation for end of Key Stage 2 tests.



### **Parent Partnership**

All parents automatically become 'Friends of Walbottle Village Primary school'. We hope that you will be able to come to some of our meetings and events. We hold a 'Parent Voice' meeting at least once a term where we offer all parents an opportunity to voice their opinion about school life. We also encourage parents to support us in our fundraising efforts at different times of the year.



### **Bullying**

Bullying is considered to be a very serious offence. Children are actively encouraged to tell teachers and parents if they are being bullied. Prompt and appropriate action is taken if bullying occurs to eliminate the problem. Fortunately this is a rare occurrence in our school.

### **Child Protection**

Parents should be aware that the school would take any reasonable precaution to make sure of the safety of its children. In cases where the school has reason to be concerned that a child may be the subject of ill treatment, neglect or other forms of abuse, staff will always follow the school



and LA Child Protection Procedures and inform Social Services of their concern. Mrs Oliver, Mrs Peverall and Mrs Sample are the named child protection officers in school.

### **Uniform**

Our school uniform can be purchased from Top Class Uniforms.

You can place orders via their website or visit the shop directly, details of which can all be found on our school website. You can also contact them via telephone 0191 271 0000 and email [sales@tcugroup.co.uk](mailto:sales@tcugroup.co.uk)

The children **must wear the school uniform**, which consists of:

- Clip On Tie (Years 1-6) (Optional for Nursery & Reception)
- Grey V Neck School Jumper
- Grey Trousers
- Purple Tartan School Kilt/Skirt
- Grey Tights/Socks
- White Shirt
- Black School Shoes
- Lilac Gingham Summer Dresses



PE uniform found below.

Children can also wear a Plain Grey Kilt Style Skirt.

With children wearing uniform, it is **ESSENTIAL** that names are written in labels or that name labels are attached inside clothing.

We ask parents to ensure that their children's clothing is suitable both for the time of year and for the activities the children are likely to be engaged in.



### **PE – Physical Education**

Children in Reception to Year 6 have PE once a week. Your child's PE day can be found on our website or in their curriculum booklet.

Our PE uniform is a purple T-Shirt/School PE T-Shirt, with black shorts, leggings or jogging bottoms depending on the time of year.

PE sometimes takes place on our school field or in our school hall. As of September 2022, for indoor PE we do ask a change of shoes are worn (Black plimsolls.)

You may choose to purchase our school PE hoodie from the uniform shop but this is not compulsory.

### **Jewellery and Valuables**

The wearing of jewellery such as bracelets, necklaces and earrings **is not allowed**.

Children wearing jewellery which may be dangerous to themselves or others, or which may interfere with their work, will be asked to remove it.

Children with pierced ears are allowed to wear earrings of the stud type only.



NO earrings must be worn for PE/Swimming. Staff **cannot** assist in removing your child's earrings & to avoid jewellery being lost we suggest that they are removed before your child comes to school. The rules regarding jewellery are to help keep your children safe - please help us to help them.

### **School Meals**

Our school kitchen runs off a 3 week menu cycle which can be found on our school website.

At Walbottle Village we have a banding system in place. This means that each morning, the menu is displayed on the class whiteboard and the children can choose the corresponding colour band for the meal they would like at the beginning of each day.

Due to us needing a cut off time for kitchen numbers, in the rare occurrence your child may be late or misses 8.50am registration, they will get a white band when they arrive in school. Please do not worry, they still receive a fresh meal as normal with their peers but just miss out on a choice. The kitchen cooks more of the most popular option each day to cater for white bands or any spillages.



Currently, it is compulsory for all children in Reception, Year 1 & Year 2 to have a school meal as they are entitled to Universal Free School Meals, which are paid for by the government.

### **Dinner Money**

We ask that dinner money is paid on a Monday morning for the week ahead (You can pay further ahead if you wish.)

Payments can be taken by card, cash or cheque. Please call school on 0191 267 5320 to make payment by card via phone. Cash needs to be in a clearly labeled envelope with child's name, school meals and amount.

Current Charges (As of 01/01/2024) –

Nursery School Meals - £2.10 per day or £10.50 per week

Main School Meals - £2.20 per day or £11.00 per week

If you think you may be entitled to Free School Meals you can apply via <https://www.newcastle.gov.uk/services/schools-learning-and-childcare/help-school-and-learning-costs/apply-free-school-meals>



### **Packed Lunches**

Children in Years 3-6 are able to bring a healthy packed lunch. Packed lunches should be labelled with your child's name. Water can be provided for children having packed lunch.

Children are not permitted to bring fizzy drinks, chocolate bars or products containing nuts.

Please see our Healthy Packed Lunch guidance on our website.



## **Attendance and Absence from school**

The reason for **ALL** absences from school must be reported to the school office.

Absences can be reported via a message on our Absence Line, Email or call to the school office.

Where the school has not been told the reason for an absence, the Head Teacher may ask the Family Support Coordinator or Attendance Officer to visit the home.

Where no reason has been given for an absence, the child will receive an unauthorised absence mark on the register.

Parents are encouraged not to take children out of school throughout the school day for routine appointments, however we understand this is not always possible.

If appointments are necessary then the school office must be informed.

Please provide a copy of the appointment card/letter or email a photograph to our admin address and inform us of any relevant information e.g pick up time, if they will be back for lunch etc.



## **Holidays during term time**

Parents are discouraged from taking holidays during school time. If you do wish to take a holiday during term time, please request a holiday form from the school office so that it can be recorded correctly and no concern is raised for your child. All holidays during term time will be marked as an unauthorised holiday.

Please note taking your child on holiday during term time may result in you being fined. Please contact school office for more information.

## **Medicine**

School can only administer medicine if it is prescribed and needs to be taken 4 or more times a day or at a specific time. You will need to complete a medication form at the school office and hand in any medicine so it can be kept in the first aid safe. Please do not send your child into school with medication in their bag.





### **Contacting us**

We are always interested in your opinions about the school and its activities. If you have suggestions that would improve the school or help the education of your child, please contact Mrs Oliver. Your views will be welcomed and carefully considered, and we always look forward to hearing from you.

**Address:** Walbottle Village Primary School  
The Green  
Walbottle Village  
Newcastle upon Tyne  
NE15 8JL

**Telephone:** 0191 267 5320

**Email:** [admin@walbottlevillage.newcastle.sch.uk](mailto:admin@walbottlevillage.newcastle.sch.uk)

### **Complaints Procedures**

If at any time you are unhappy with any element of the school your first point of call would be your child's class teacher.

If you are unhappy with the response of the class teacher please make an appointment to meet with Mrs Oliver who will resolve your issue.

If you wish to make a formal complaint this should be in writing to Dame Stephenson at the address above.

If you are unhappy with how your complaint was examined you may then write to the chair of the Local Advisory Board -

Mr Gareth Harrison  
c/o Newcastle City Council  
Education department  
Children's services  
Civic Centre  
Newcastle upon Tyne  
NE1 8PU