

*Care, believe, achieve together!*



# Cockfield Primary School Prospectus



**Updated: September 2022**



**Cockfield Primary School**

*Care, believe, achieve together!*



Cockfield Primary School

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## Message from the headteacher . . .

### Welcome to our family . . .

As headteacher of Cockfield Primary, I'd like to welcome you to the Cockfield family. At Cockfield Primary School our motto is care, believe, achieve together and our ethos of care runs through everything we do.

Families and our community are at the heart of all we do and all staff and Governors at Cockfield are committed to providing the best possible education. We have high expectations of all of our children and every child is valued and encouraged to reach their full potential. All children engage in an exciting, high quality broad and balanced curriculum that equips them for today and tomorrow with lots of fun and smiles along the way.

We are a happy school where alongside the requirements of the National Curriculum we provide many other experiences and opportunities for the children to broaden their horizons. Our aim is to help children become good people who achieve great things and leave us with a life-long love of learning. We welcome everyone into our school, we value diversity and we promote an understanding that everyone is equally important and special.

We are proud of the caring and understanding attitude our children display. They have a strong understanding of other cultures and display a thoughtful attitude towards others. Visitors to the school comment on the children's exemplary behaviour, their politeness and enthusiasm.

Our highly skilled, caring staff are committed to the children in our school. They want the best for every child in the school. They recognise that exam results are important but they are passionate about children's personal and social development and dedicated to making school a happy and enriching environment.

Every child deserves the best, a high-quality education in a safe, caring and stimulating environment. We believe we have achieved this for every child in the Cockfield family.

Mrs K. Costello, Headteacher (M.Ed, NPQH)

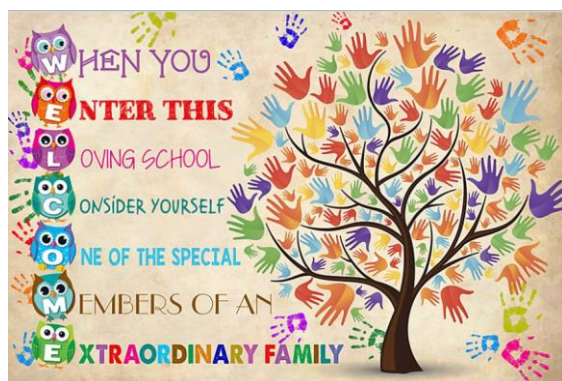
***Care, believe, achieve together!***

## Admissions

The school has four classes organised by age into three stages, **Foundation Stage Unit**, which includes Nursery and Reception children, **Key Stage 1**, Year 1 and Year 2 children (5-7 year olds), and **Key Stage 2** which includes all children in Years 3 – 6, (7-11 year olds). Most activities occur within the class structure although on occasions a mixed Key Stage system is used for some activities, we believe this helps foster co-operation and caring between children.

The Local Authority is currently admitting children in the September of the year in which they are five

Parents of children moving into the area who are interested in a place are advised to visit us and in the first instance to contact the Head Teacher by telephone.



Cockfield Primary School  
*Care, include, achieve together!*

## How to contact us . . .



School Website: [www.cockfield.durham.sch.uk](http://www.cockfield.durham.sch.uk)



E-mail: [cockfield@durhamlearning.net](mailto:cockfield@durhamlearning.net)



Telephone: 01388 718263



Cockfield Primary School  
Front Street  
Cockfield  
DL13 5EN

*"The first five years  
have so much to do  
with how the next 80  
turn out." Bill Gates*





## Aims, Ethos & Vision

At Cockfield Primary School our whole school vision statement is

*Care, believe, achieve together!*

This reflects the ethos of the school and how every member of the school community, children, parents, staff and governors has a role to play in ensuring the school's continuing success. We believe in developing children's positive attitudes. Our aim is to help children to be good people who achieve great things. Our ethos of care is central to the Cockfield family and runs through everything that we do.



*"Educating the mind, without educating the heart, is no education at all." Aristotle*



### **This is supported by our Mission Statement:**

- Everyone will feel welcomed, respected and valued as part of our family
- We will provide a safe and caring learning environment where everyone has the opportunity to reach their full potential.
- We will promote a culture of respect, responsibility and understanding of others.
- We work together to ensure our school is a happy place where excellent behaviour is expected and all children enjoy their educational journey

# Our Staff



Cockfield Primary School  
*Care, believe, achieve together!*

## Teaching Staff

### Teachers

Mrs Costello (HT)  
Mrs Woods (DHT)  
Mrs F Gregson  
Mrs A Hancock  
Mrs L Hargraves  
Miss C Racher

### Teaching Assistants

Mrs C Bonnett (HLTA)  
Mrs H Howe  
Mrs M Paterson  
Mrs M Hodson  
Mrs A Flynn  
Miss R Lindsay  
Mrs T Watson



## Office Manager

Mrs S Harrison

## Caretaker

Mr D Blackett

## Supervisory Assistants & Breakfast Club

Mrs S Blackett

Mr C Armstrong

## EYFS Lunchtime Staff

Mrs K Bennett

## After School Childcare Staff

Mrs H Howe

Mrs K Bennett

Mrs J Brunskill

## Cleaning Staff

Mr C Armstrong

Our designated safeguarding leads are Mrs Costello & Mrs Woods.

## The Governing Body

### Chairperson

Mr M Goy

### Vice Chair

Mrs G Fox

### Parent Governors

Mrs K Vart

### Co-opted

Mrs E Woods (Deputy Headteacher)

Mrs G Fox

Mr C. Hopper

Cllr J Cosslet

### Staff

Mrs K Costello (Headteacher)

Miss C Racher

### Message from Mr Michael Goy (Chair of Governors)

As Chair person of the Governing Body of Cockfield School I hope you will find this brochure informative and helpful.

We see education as a partnership with governors, parents, pupils and staff within the school. If you have any queries or problems relating to your child's education my colleagues and myself like to feel that we are readily available to discuss issues you wish to raise.

Included in the brochure is a list of members of the governing body, which you may wish to refer to in the future.

If you need to contact any of our Governors please call the school office on 01388 718263 or email: [cockfield@durhamlearning.net](mailto:cockfield@durhamlearning.net)

*Children want the same things we want.*

*To laugh, to be challenged, to be entertained, to be delighted. " Dr Seuss*



# The School Day



**Reception** 8.55am - 3.15pm children enter via the EYFS entrance door  
The gates to the yard will open at 8.45am

## KS1 and KS2

The bell will ring at 8:55 am.

**Class 2** – 8.55am - 3.15pm line up on the school yard

**Class 3** – 8.55am – 3.20pm line up on the school yard

**Class 4** - 8.55am – 3.20pm line up on the school yard

An adult from school will be on the yard each morning to welcome the children.  
We do ask that **children do not arrive at school before 8.45 am.**

In wet or severely cold weather conditions, the school building is open at 8.45 am.  
We encourage all children to enter school independently after the first few weeks of starting school.

The lunch break for the main school is from 11.55am to 12.55 pm.

## End of the day

School gates will open at 3.05pm to allow parents to come onto the school grounds to collect children.

Nursery & Reception – 3.15pm EYFS entrance (Please can parents with older children collect the youngest one first and then come onto the yard to collect siblings).

Class 2 - 3.15pm Class teacher / teaching assistant will escort the children to the school yard

Classes 3 & 4 – 3.20pm Class teacher / teaching assistant will escort the children to the school yard

## Childcare Provision

Breakfast Club begins at 8.00 am in the Den - no need to book  
Costs £1.50 per day (£1.00 for children on free school meals)

A variety of afterschool clubs run every night for all children until 4.30pm.

After this time we provide childcare until 5.15 pm

*After School Club – 3.15 – 4.30pm - £2.50*

*Wrap around care - £1.00 per 15 minutes*





## Illness



**If your child is ill** or needs to be absent for an appointment (out of school hours if possible please) it is important that you inform the school by telephone on the first day of absence as soon as possible. For safety reasons the school will contact a parent to find out about the whereabouts of the child before 9:30 am.

### Contact Forms

Upon your child joining the school, and every following year you will be asked for an emergency address or telephone number where you can be contacted if your child becomes ill at school. It is important if you change your number you let us know immediately.

## Holidays

Following changes in legislation Head Teachers can no longer authorise family holidays in term time except in extremely exceptional circumstances. If families do go on holiday during term time they are liable to be fined after the 7th day of absence. This is enforced by the Local Authority and not by school. If you must go on holiday in term time, particular times to avoid holidays are at the beginning of the school year (September).

Year 2 and Year 6 children have End of Key Stage Assessment Tasks throughout the month of May, Year 1 Phonics Tests take place in June and the Year 4 Multiplication Test will take place in May or June so please try not to disrupt your child's schooling at these very important times.

We ask that you complete a holiday form for our records, which can only be given by the Head Teacher or Office Manager.

**Please remember 5 days holiday means 21 missed hours of learning for your child.**



**Attend today, achieve tomorrow!**

# Uniform

The school encourages children to be smart and tidy in appearance and practically dressed for the variety of needs of a school day.

From September 2021 we introduced an 'active' school uniform. Wearing an active school uniform means that staff can take advantage of key points in the school day to get the pupils active. This might be through doing the daily mile, having some time outside or taking part in an online fitness video.

## **Our School Uniform consists of the following:**

- Red jumper, cardigan or sweatshirt
- Plain white or red polo shirt
- Plain grey or black tracksuit bottoms
- Plain grey or black leggings (long leggings or cropped leggings)
- Plain grey or black sports shorts or legging shorts (not fashion or denim)
- Plain grey or black skirt or trousers (if parents prefer)

Good quality, smart sweatshirts, cardigans, fleeces, waterproof jackets, polo shirts and PE Kit with the school motif can be bought directly from our uniform suppliers, to order uniform please visit <https://totstoteams.com/schools/cockfield-primary-school>.

However all uniform can be bought from other sources. More details of our uniform guidelines can be read [here](#)

## **We sincerely ask parents to avoid the following:**

- **Nail varnish/fake nails/jewellery/piercings**
- **Make up/cosmetics**
- **Extreme haircuts e.g. tramlines**
- **Earrings**

Most educators now accept that students can become distracted by fashion trends and status symbol clothing. Therefore, when all students are dressed in school uniforms, there is less focus on fashion in the classroom and more focus on learning. We also find that wearing a uniform five days a week often make students appreciate their weekend fashions more – maybe enough to even take good care of them! Please note in particular, that make up and jewellery should not be worn in school and we may need to ask children to remove earrings that could distract or catch on clothing. Additionally we would ask that parents remain firm in the face of requests for fashionable hair styles and excessive colourings that might likewise distract. We would also ask that if parents are planning for their children to have their ears pierced, that this could happen over a holiday period so that their child can continue to take part in PE.



# Security

The school operates a security system. If your child is late, or you need entry to the school during the day, it will be necessary to come to the main door and ring the doorbell. Please report to the school office the second room at the top of the stairs and sign the visitor's book if necessary.

**No adults should enter the school via the infant or junior doors.**

# Rights & Responsibilities

Discipline is based around rights and responsibilities. Each classroom has agreed rights and responsibilities which the children are encouraged to follow. There are also agreed rights and responsibilities at break and lunch times. If children do not behave responsibly a firm word (warning) or temporary debarment from the playground is usually enough. In cases of persistent irresponsible behaviour parents will be contacted to discuss the situation and possible solutions, such as Home/School Book, parent's agreement and loss of privilege. We would ask parents to stress to their children the need for considerate and sensible behaviour. Our aim is to help the children develop a sense of self-discipline and a caring attitude to other people and their property.

The right is reserved, in extreme circumstances of irresponsible behaviour – in accordance with County Regulations, to exclude or suspend a child from school. No form of corporal punishment is ever used within the school.

# Bullying

The school recognises that from time to time incidents of bullying may occur between children. We always ask children to tell someone if this is happening to them. We do a lot of classroom work on anti-bullying strategies. We would be grateful if you think you child could be the subject of bullying that you inform the Class Teacher or the Head Teacher immediately.

**Bullying is always dealt with.**

The school has a policy on bullying and other anti-social behaviour, which you are welcome to read.

# Safeguarding

We are committed to providing a safe environment for children to learn as part of an overall approach to safeguarding. We have a Safeguarding Children's File and a Child Protection Policy. The designated Child Protection members of staff are Mrs Costello and Mrs Woods. Every member of staff is responsible for safeguarding and we recognise our responsibilities to protect children.

As you will know from tragic cases in the media, schools and child care providers have a responsibility to record and report any incidents where they believe a child may be being hurt, mistreated, exploited or neglected. Please do not be offended or alarmed if we ask you about bruises or marks on your child or if we ask you to clarify something your child has said. We all know that three and four year olds get bumps and bruises all of the time, we also know that they can say the most bizarre things, but it is best to be vigilant rather than to miss a real case of abuse.

# Sports Provision

Cockfield School is fortunate to have large playing fields, tarmac areas and school hall. Sport is planned and taught as part of the National Curriculum. At other times coaches and trainers are invited to further develop sport with groups of children. This includes football, touch rugby, kwik cricket, gymnastics and athletics. We make full use of the local Sports Centre for swimming session.

We enter sports festivals and competitions. We are a member of the Teesdale Junior Football League.

Many after school sports clubs are run – see extended services section.

The school has been awarded the following National Awards: 'Activemark', 'Artsmark Gold' and 'North Pennine Champion School'.

## Snacks

Children are offered fruit everyday so it is not necessary to bring a snack.

### **“Cool Milk for Schools”**

If your child is under 5 they will be eligible for a free drink of milk. All other children can buy milk through Cool Milk. Registration forms are available from the school office.

Fresh filtered and chilled water is available at all times.

## Homework

There is a formal policy for the giving of homework in the school.

Children take home a homework grid at the beginning of each half-term, from which they choose activities they would like to complete. This is then brought in to school at the end of each half-term

Children also take home reading books

## Visits

During the course of their studies children may be taken out of school on visits to places of interest, to reinforce or supplement their classroom learning and to broaden their experiences. Another method of widening children's experience is to hire experts, Theatre Groups or Puppet Shows, to talk or perform in school.

The Durham County Policy for charging for school activities is in force in this school.

In accordance with that policy on charging, the school will invite parents to make a voluntary contribution up to the average cost per child of the activity. No child will be excluded from any activity because his/her parents have not made such a contribution towards the cost. However, the school reserves the right to cancel any proposed activity for which it feels unable to bear the discrepancy between contributions made and the actual total cost. In that event all monies received will be refunded. (A full policy statement on charging is available in school and on the website).The above applies to activities during school time not after school activities.

The school follows Health and Safety Guidelines when organising all educational visits/visitors.

# SEND

We place a high priority on ensuring that all children receive an education suited to their individual needs. Specialist teaching staff are available to assist children who may be experiencing difficulties with aspects of their learning or behaviour. Special learning programmes are implemented when appropriate. Such programmes are monitored and evaluated by the SEND Co-ordinator, Mrs Woods, in accordance with the SEN Code of Practice.

Children who have learning difficulties or who are making less than expected progress are monitored by their own class teacher and their progress is reviewed at regular intervals. Parents/carers are consulted at all stages and encouraged to become involved with extra learning programmes if they wish. These are set out in Short Notes or Support Plans. In some cases, it may be necessary to involve external professionals such as Educational Psychologists, the Behaviour Intervention Team or Speech and Language Therapists either on a short or longer-term basis.

Educational Psychologists are able to provide expert advice about learning programmes to best suit individual needs. We always ensure that parents/ carers are fully informed at all stages of outside agency support so that all decisions made about their child are agreed together.

## More Able Pupils

All children in our school are given the opportunity to shine in as many areas as possible. Children who are exceeding the expected level of progress are provided with special learning programmes to ensure that they work to the best of their ability. These children are closely monitored by our More-Able and Talented (MAT) Co-ordinator (Mrs Costello).

## Medicines

Medicines should only be taken to school or settings when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting 'day'. Schools and settings will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. If your child needs to take prescribed medicine a medical form will need to be completed before a member of staff can administer any medicines.

## Medical Information

If your child has a serious or recurring medical problem e.g. ailments such as asthma, allergies, eczema, epilepsy or any worry regarding hearing or sight, it is necessary and advisable for parents/ carers to make this information known to the Head Teacher. A care plan will then be written up so that we can support your child fully.

## Health & Welfare

The School Nurse will make frequent visits to the school to carry out sight screening and audio tests. School Nurses are now not designated to specific school but can be contacted via the school office.

## Individual Music Tuition

Woodwind tuition is given to those children who show an interest or aptitude towards music. A charge of £32.00 per term is made for this service by Durham County Council. Music in KS2 is taught by a specialist music teacher.

# Lunch

Meals are cooked on the premises by Mrs D Wardle and her staff, menus and ingredients comply with the Durham County 'Healthy Eating' Policy. The meals cost £2.15 (£10.75 a week). Children have a choice of two main courses every day. They also have a choice of fruit, yogurt or a pudding and are offered water or milk (through Cool Milk) everyday.

All Infant children (Reception, Year 1 and Year 2) currently receive a free meal via the Universal Infant Free School Meal scheme (UIFSM). The school also receives additional funding known as Pupil Premium for pupils whose families receive certain benefits. We can however, only claim the pupil premium if we are aware of parents receiving one of the eligible benefits. Even if your child is on a packed lunch the school will still be able to claim the premium if you are eligible. It is therefore important that you complete the FSM verification form when your child starts with us in September.

# Water

We provide a water bottle for your child, and will write their name on to avoid confusion. These stay in school and are washed every day by staff. Children are encouraged to drink plenty of water throughout the day.

# Snacks

Children are offered fruit everyday so it is not necessary to bring a snack.

## “Cool Milk for Schools”

If your child is under 5 they will be eligible for a free drink of milk. All other children can buy milk through Cool Milk. Registration forms are available from the school office.

Fresh filtered and chilled water is available at all times.

# Fruit

Children from EYFS to Y2 receive a piece of fresh fruit every day. Fruit time is a lovely social activity, and the children really enjoy this part of the day. Giving fresh fruit to children is part of the Government's policy on healthy eating.

# Packed Lunch

Pupils are entitled to bring a packed lunch from home; they eat at the same time as the rest of their class and are subject to the supervision of the dinner supervisory staff.

**Children are asked to bring their food in a lunch box with their name on it.**

Please make sure that all drinks are in a plastic bottle or carton, cans or glass are not suitable (only healthy drinks, fresh juice, semi-skimmed milk or water – no fizzy pop please). Drinks should fit inside the packed lunch container; they are frequently dropped if separate. If you give your child yoghurt please provide a spoon from home. Please do not put sweets/chocolate/crisps into lunch meals; we encourage our children to eat healthily and to avoid processed foods such as sausages, breakfast bars etc. A healthy lunch box should contain one portion of bread, pasta or rice, one portion of fruit or vegetables, one portion of meat, fish or cheese/yogurt and one portion of cake.

We have a 'No Nuts' Policy in school.

# Parental Partnership

Parents join us for special events throughout the year. These include Class Assemblies, Harvest, Easter and End of Year Assemblies. Parents also come into school for workshops, information meetings and courses.

**Parent evenings are held in the Autumn and Spring terms.** A detailed report will be provided towards the end of the Summer Term for each child. If you are concerned about any aspect of your child's schooling, the first step is to speak to his or her teacher either before or after school. Please bear in mind that the class teacher will not be available during normal teaching time unless by prior arrangement. If you would like to speak to the headteacher, please contact school to make an appointment either by telephone or email in order to allow the head teacher to arrange the necessary time to collect information and discuss the problem in full confidence. We will always be willing to meet you.

The school newsletter will be published fortnightly on the school website.

## Curriculum

For full details of our curriculum please visit the school website - [www.cockfield.durham.sch.uk](http://www.cockfield.durham.sch.uk)

The school provides all pupils with an ambitious, broad, balanced and relevant curriculum matched to their individual needs. We ensure that they gain knowledge of the world about them and develop a desire to learn more about that world.

All staff teach the subjects English, Maths, Science, Technology, ICT, History, Geography, French, Physical Education, Music, Art and Design, Personal, Social and Health Education in accordance with the National Curriculum requirements, LA and Cockfield School. Religious Education is taught in accordance with locally Agreed Syllabus requirements.

Teachers work hard on long term, medium term and short term planning of the curriculum to deliver it in line with national requirements and make it as interesting, exciting and creative as possible for the children. They take account of the differing abilities and interests of the children in their class as well as the development of skills. They teach in a variety of styles including whole class, groups and individual teaching. Basic literacy and numeracy skills are taught every morning to all children.

**The National Curriculum** is described in terms of separate subjects by the DfE documentation, which has been published. Whilst the National Curriculum is being taught throughout this school the subjects may or may not be taught as separate items. Teachers often plan the work for the children around a topic. Topic and thematic work provide pupils with the opportunity to study related aspects of History, Geography, Science, Technology, English, Mathematics, PE, Music, Art, RE and a half-termly topic e.g. 'Ourselves' can present the children with an involved and imaginative curriculum.

During the course of the year pupils will cover the full range of subjects within the National Curriculum, though at different stages of the year there may be a different emphasis allocated to each curriculum area. Children will also have the opportunity to improve their knowledge of Health Education, Local Studies, Conservation and Pollution as an integral part of their studies throughout the year. The National Curriculum as delivered in this school is a legal requirement.

The school is committed to achieving the five outcomes of Every Child Matters, enjoying and achieving, being healthy, economic well being, staying safe and making a positive contribution.

## Class Sizes

Class sizes generally depend on how many pupils of an age group are admitted into the school. It is our policy, and currently Government policy, to keep the KS 1 classes below thirty pupils whenever possible.

Pupils may be grouped according to a variety of factors, age, ability and friendship groups.

## Class Organisation

**In autumn 2021 the school is to be organised as below:**

<b>Pupils:</b>	<b>85</b>	main school
	<b>26</b>	place nursery
<b>EYFS Unit</b>		EYFS
<b>Class 1</b>		Y1/Y2
<b>Class 2</b>		Y3/Y4
<b>Class 3</b>		Y5/Y6

*Children want the same things we want. To laugh, to be challenged, to be entertained, to be delighted." Dr Seuss*

Each class will have one teacher, teaching assistants will work throughout the school.

## Complaints

Both the school and the LA have established procedures for considering complaints from parents relating to the school curriculum, the charging and remissions policy and the religious education and collective worship policies. It is hoped that parents would raise any concern they might have about such matters with the Head Teacher in the first instance. If the complaint is to proceed the procedures available can be obtained from the LA/school website.

## Collective Worship

The school conforms to whole school assembly National requirement and has a variety of forms of collective worship and assemblies: whole school, class assemblies, merit awards assemblies. Occasionally local ministers are invited to participate in school assemblies and may lead the worship.

### RSE

As from September 2020 this is taught in a formal way and children's questions will be answered in a manner, which is appropriate to their age, their stage of development and experience of life. This is in accordance with the policy of the Governing Body, which is available from the school upon request. Pupils in Y6 listen to a talk given by the school nurse before they move on to secondary.

### RE

Religious Education at Cockfield Primary School is taught in accordance with Durham Agreed Syllabus 2020.

RE plays a vital role in preparing children for life in a multi-cultural, multi-religious society. Pupils may be withdrawn from Religious Education and Collective Worship if parents wish, however there is no alternative provision made. The Head Teacher is willing to discuss this matter with any parent who feels they may wish to withdraw their child.

## Equal Opportunities

Children are provided with equal access to all curriculum areas, and no child is excluded from any activity organised by the school on the basis of gender, race, class or disability. The only exception is school representative teams which compete in leagues which are affiliated to national bodies and therefore are subject to their conditions of competition. The school's Equal Opportunities Policy is available for parents to read.

As part of our duties we publish:

- *an Equalities Information profile of our school based upon the protected characteristics of the Equality Act 2010 – this is updated and published every year*
- *our school's Equality Objectives – these are reviewed annually and updated at least once every 4 years*
- *you can view the Equalities Policy and the Equalities Information and Objectives in the School Policies section of our website*

The school has a comprehensive Equality, Diversity and Cohesion Policy and Plan; this is available from the school office.

Copies of Durham County Council Policy Documents, School Policy Documents and Curriculum Documents are available for inspection and many are on the school website.

Please telephone to arrange an appointment with the Head Teacher.

### OFSTED

The School was inspected by OFSTED in May 2011. A copy of the report is available to read at school. Further copies can be obtained from OFSTED, local libraries and the Internet.

## Data Protection

Cockfield Primary School collects and uses pupil information under the Data Protection Act 1998 and the Education Act 1996 which are a lawful basis for collecting and using pupil information for general purposes (and from Article 6 and Article 9 where data processed is special category data from the General Data Protection Regulation from 25 May 2018). See policies regarding Data Protection and Privacy Notice on School Website.

## **WE HOPE THIS PROSPECTUS HAS ANSWERED SOME OF YOUR QUESTIONS ABOUT OUR SCHOOL.**

If you would like to learn more about us then please arrange a visit to come and see us in action.

For more information please contact Mrs Costello, the Head Teacher, (01388 718263)

*At the time of publication the information in this brochure was complete and accurate.*