

# Swalwell Primary School Prospectus 2024 - 25

**'Working together, learning together.'**

Further information about our school is available at:

[www.swalwellprimary.org](http://www.swalwellprimary.org)

[www.facebook.com/swalwellprimaryschool](https://www.facebook.com/swalwellprimaryschool)

# Headteacher's Welcome

Welcome to our happy, inclusive school where every child is valued as a unique and special individual. At Swalwell, everyone is celebrated for who they are and what they bring to our school. We have high expectations of every member of our school community; we work hard, make lasting friendships and accept everyone as a member of our school family.

It is our core belief that every child has the right to become the best they possibly can be. The children in our school are the future generation; it is a privilege to shape the future lives of our youngsters and instil in them the determination, resilience and self-belief needed to enable them to become life-long learners. If you would like to consider our unique school and are interested in a visit, please contact the school office where our friendly staff will be more than happy to make arrangements. I have no doubt you will be overwhelmed by our fabulous children, hardworking and caring staff and our supportive Governors, all of whom play a vital role in making our school the special place it is.

Our school is proudly at the heart of the community and provides a safe, caring and respectful environment which enables pupils to develop academically, emotionally, physically, socially and spiritually whilst promoting fundamental British values. We provide a broad and engaging curriculum which allows every child to develop their individual educational potential and equip them with skills for life.

Everyone is welcome at Swalwell.  
Together we are one.  
Together we are Swalwell.

Mr Russell Warren – Headteacher



# Our School Organisation

Our organisation for September 2023 consists of:

- Early Years Foundation Stage, which consists of a Nursery and a Reception class
- Key Stage One which consists of a Year 1 and a Year 2 class
- Lower Key Stage Two which consists of a Year 3 and a Year 4 class.
- Upper Key Stage Two which consists of a mixed Year 5/6 class.

## Timings of the school day

The school day begins at 8:50am and ends at 3:20pm for all pupils in Reception to Year 6.

The school day ends at 12pm for Nursery children except those who are entitled to 30 hours FREE through the government scheme, who will finish at 3:20pm along with the other pupils.

## Breakfast Club and After School Childcare

We have a FREE breakfast club which begins every day at 8am for all children from Nursery to Year 6. This is funded by Greggs.

After school care is provided by school and is £8 per session from 3.20- 5pm. Please contact the school office to register your child.

# Key Stage 1

In Key Stage 1, we build upon and respect the very good start the children receive in the EYFS. We aim to create and provide a safe, secure, motivational and thought-provoking environment that encourages children to become curious and independent learners. There is a balance between adult directed, child led and independent activities; which incorporates creativity and investigative learning with a solid foundation in more formal methods. This approach allows for a smooth transition for the children from the Early Years Foundation Stage and encourages the development of self-esteem, independence and mutual respect.





# Early Years Foundation Stage

At Swalwell Primary School, we believe that young children learn and develop through play and exploration. We provide a play-based curriculum focusing on the children's own interests and needs with lots of opportunities for investigation, learning and fun. Our foundation stage is split into our Nursery class and our Reception class. The two classes are taught separately on a morning and come together for afternoon activities.





# Lower Key Stage 2

In Years 3 and 4, we work on building positive relationships in a caring environment where the children feel happy, safe and secure. We promote a love of learning and curiosity through exciting topics and opportunities. The children will become enthusiastic, independent learners by questioning, investigating, evaluating and creating whilst building their confidence and becoming more resilient when trying new things. In the transition from Key Stage 1 to Key Stage 2, we work hard but always have lots of fun along the way!



# Upper Key Stage 2

Years 5 and 6 are times of exciting opportunities, rewarding experiences and challenge! These are the years to shine. As well as reaching academic potential, there will be plenty of opportunities for pupils to participate in key roles and responsibilities within the school that will equip them for their transition to secondary school.

Pupils will be expected to work hard but in return, they are rewarded with many happy memories, lasting friendships, and an increased confidence to take them onto their next adventure.



***I could not have asked for a better environment for my child to grow in and to develop the skills that he needs for his life than at Swalwell. Fun and laughter have been an integral part of life for my child whilst in your care and a growing sense of achievement has given him the foundation that he needs for his new adventure into High School – Year 6 parent 2022***



# Life Skills

We are committed to the holistic development of each child, developing the skills they need to succeed in life along with all children achieving their potential academically.

As part of our additional curriculum offer, each year group has a life skill curriculum which allows them the opportunity to develop and support the learning of these valuable skills. Whether it be learning to use a knife and fork or tying shoe laces, the children will be given the opportunity to develop these life-long skills.

For some identified children in school, we deliver bespoke life skills lessons. During these weekly sessions children learn a range of skills that fall in to three categories: independent living in the home, health and wellbeing and employment and the wider world.

To further support our life skills curriculum in Autumn 2022 we opened our designated life skills room, which includes a kitchen area so that children can develop their food preparation, cooking and cleaning up skills.

## Outdoor Learning and Forest School

At Swalwell Primary School we understand the importance of outdoor learning. As such our Early Years and Key Stage 1 children get a forest school session every week delivered by a qualified Level 3 Forest School practitioner. Depending on the age of the children, sessions last between 20 minutes to 1 hour, with all activities being risk assessed.

Although these are stand-alone sessions, they will have a half termly focus and where possible will link to work being done in class. Through our Forest School sessions there are also plenty of opportunities for child led learning, team work and the building of self-esteem. For more information about the half termly focus please see the Long Term Plan on our school website





# Admission Arrangements

This is a Community Primary School catering for pupils from 3 - 11 years. At present there are 143 children on the school register and 14 children on the nursery register.

To apply for a place in our school please contact the school office by telephone or email and an application form will be sent to you. If your child is transferring from another school you must also complete an In Year Transfer Form for Gateshead Council, the school office can send this to you to complete and return to the council.

Education Support Service, School Admissions Team, Floor 2

Civic Centre, Gateshead, NE8 1HH

0191 433 2756 / 0191 433 2757

[schooladmissions@gateshead.gov.uk](mailto:schooladmissions@gateshead.gov.uk)

Prospective parents wishing to view the school are asked to contact the school to arrange an appointment. Admission to the School is in accordance with Gateshead LA policy for admissions.

## Admission to Nursery

To apply for a place in Nursery, you must complete and return an application form to the school office.

All children are entitled to 15 hours FREE Nursery from the term after their 3<sup>rd</sup> birthday. Eligible families are able to start earlier, from the week after their 3<sup>rd</sup> birthday - these families will receive a letter from Gateshead Council, please bring a copy of this when applying.

The 15 hours are offered as standard from Monday to Friday 9am to 12pm but Nursery children are also welcome to use our FREE breakfast club from 8am. If you would like to use your 15 hours differently to this, please contact school and we will do our best to accommodate families, where possible.

We currently offer 30 hours FREE places in Nursery for eligible families. This is a government scheme and must be applied for at

<https://www.gov.uk/apply-30-hours-free-childcare>

Families who are not entitled to 30 hours free Nursery through the government scheme can choose to pay for additional sessions. These are charged at £10 per session (12pm-3:15pm). Lunch is an additional £2 or alternatively you can provide a packed lunch. Nursery sessions must be booked and paid for in advance through an online system.

# School Uniform, Jewellery and Mobile Phones

The school uniform is worn by all pupils in school (Nursery to Year 6) and parents are asked to support our uniform policy.

The uniform is as follows:

- White polo shirt
- Royal blue sweatshirt or cardigan
- Grey or black trousers, skirt or shorts
- Blue and white gingham dress (summer)
- Plain black sensible shoes
- No jewellery other than a wristwatch
- No make up

It is essential that all children are dressed sensibly for school.

Parents can purchase uniform bearing the school logo from Logos Unlimited. They have a store located at Unit 1 Sands Industrial Estate, Swalwell, NE16 3DJ, or purchases can be made online at [www.logosunlimitedschoolwear.uk](http://www.logosunlimitedschoolwear.uk)

Our Family Support Worker, Katie Doyle, can also assist families who may struggle with the financial costs of uniform. We also have a pre-loved uniform bank.

If parents wish to have their child's ears pierced, it is strongly advised that this is done at the beginning of the Summer Holidays, so that by the time the Autumn term begins they can be removed.

All items of school clothing should be clearly marked with the pupil's name. No responsibility is accepted for the safe keeping of personal property brought into school.

## PE Kit

School has provided each child in Year 1 - Year 6 with a PE kit. The PE kit includes a white t-shirt, black shorts and a drawstring bag which is kept in school and washed by staff. We ask that children provide trainers or plimsoles. These can either be kept in their PE bags or brought into school for each PE lesson.

## Mobile Phones

It is strongly advised that mobile phones and other communication devices are left at home. However, if brought into school, these should be switched off and handed to the school office at the beginning of the day. The school does not accept responsibility for loss, theft or damage to any personal items of property.



# SEN Provision, ASD ARMs & Physical Disability ARMs

***Never underestimate the work you do with the SEN and ARMS kids, you change lives and not only that of the children! You create an environment for all that is all inclusive, a place I never really believed existed when I was looking for a school and it's not the building but those who work inside it, you! – ARMS/SEN parent***

At Swalwell School we provide 2 additionally resourced mainstream settings (ARMs), one for children with a physical disability and one for children with Autism Spectrum Disorder.

Places in our ARMs are offered by Gateshead Council SEND service. Prospective ARMs parents are encouraged to book an appointment to meet our SENCo and view our school by contacting the school office.

The school's policy for SEND outlines procedures to ensure that early identification of special needs takes place, thus allowing suitable provision to be arranged for individual pupils. Provision will take one of several forms and may be delivered by a Learning Support Teacher, a Teaching Assistant or a SEND Assistant employed by Special Educational Needs Support Service (SENDSS). Additional support may take place in the classroom or in an alternative teaching area. The school policy for pupils with special educational needs follows the L.A. guidelines and includes procedures which comply with the Code of Practice for Special Educational Needs.

The school has full provision for pupils who are disabled. We strongly endorse both the Equality Act 2010 and the School Admissions Code of Practice by ensuring that all applications to this school from parents of children who have SEND will be considered and treated fairly and in line with current guidance. Our equal opportunities policy, all reasonable efforts will be made to treat pupils who have disabilities in the same way as other pupils. Many measures are in place to support full access to all parts of the school, and additional changes can be made according to the needs of individual pupil. Swalwell Primary has accessible toilets and corridors, ramp access, designated parking bays and a specialist physiotherapy room. We are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, social and cultural needs. We are further committed to challenging attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. The Local Authority has made a commitment that wherever possible, children with physical disabilities will be educated in their local primary school. if shown to be necessary, and is practicable and reasonable



# School Meals

The school receives a high quality school meals service, which is operated by Gateshead Local Authority. Swalwell Primary School promotes healthy eating and encourages all children to eat a well-balanced diet. Special dietary needs, for medical or religious reasons, can be catered for.

We have a 3 weekly rotating menu for school lunches which can be viewed below. In addition to the main meal, jacket potatoes and wraps are available daily.

## Week 1

Monday	Pizza, potato dumplings and mixed salad	Fruity cake with custard
Tuesday	Pork sausages, mashed potato, vegetables and gravy	Ginger biscuit snap
Wednesday	Roast chicken, Yorkshire pudding, roast potatoes and vegetables	Lemon drizzle cake
Thursday	Beef bolognese, pasta and garlic bread	Ice cream and fresh fruit
Friday	Fish fingers, chips and peas	Strawberry tray bake

## Week 2

Monday	Pizza and pasta twists with garlic bread	Sticky toffee and apple cake
Tuesday	Beef burger in a bun, potato wedges and salad	Fruit smoothie
Wednesday	Roast pork, stuffing, potatoes and veg	Shortbread biscuit
Thursday	Chicken curry, rice and mini naan bread	Carrot and orange muffin
Friday	Fish and chips, peas	Peach and jam puff pastry

Monday	Pizza with potato wedges	Pineapple upside down cake
Tuesday	Sausages, garlic and herb potatoes and gravy	Mini pavlova
Wednesday	Beef mince and dumplings, new potatoes and mixed vegetables	Jelly and fruit salad
Thursday	Sweet chilli chicken wrap, mexican rice and salad	Brownie traybake
Friday	Fish fingers and chips, peas	Fruity Friday

The cost of a meal is £2.50 per day for all children in Key Stage 2 and £2 per day for Nursery children. All Children in Reception, Year 1 and Year 2 are entitled to a universal free school meal each day. Payment for the week's school meals should be paid in advance online using ParentPay.

Families in receipt of certain benefits may be entitled to free school meals even if in Reception to year 2. Parents can apply online at <https://www.gateshead.gov.uk/article/7433/Free-school-meals> or alternatively you can collect a paper form from the school office.

Your child may bring in a packed lunch if you wish. We request that, in line with the school's healthy eating policy, children should not bring sweets, fizzy drinks and chocolate in their packed lunches. Please can we also ask that children do not bring

# Extra Curriculum

We offer a wide range of extra-curricular activities to support your children's learning including a range of after school and lunchtime clubs. These are open to all pupils and are offered on a first come first served basis, however the pupils who can attend are changed on a termly basis.

## Educational Visits

Experience is a vital element within learning, therefore at Swalwell Primary School, staff incorporate educational visits as often as possible. These visits are an important tool to support pupils with their curriculum work and extend learning. Visits are linked to termly themes and lots of preparation work linked to learning focuses is carried out before the visit, as well as the subsequent endeavours to build on the actual events and reactions of the visit itself. Voluntary contributions are sometimes necessary to fund visits and travel arrangements, if insufficient money is collected for a visit it may need to be cancelled. Similarly, we also have frequent visitors to school, such as Theatre Groups, Musicians, Health Professionals, etc. These visitors are crucial in sharing experiences and developing the skills the children need to engage fully in the wider community.

## Our School Values

At Swalwell Primary School we aim to create a happy and inclusive learning environment where we work hard and make lasting friendships.

The school is at the heart of the community and aims to provide a safe, caring and respectful environment which enables pupils to develop academically, emotionally, physically, socially and spiritually whilst promoting fundamental British values. We provide a broad and engaging curriculum which allows individuals to develop their educational potential and skills for life. We firmly believe every child has the right to be the best they can be and we strive to ensure each child reaches their academic, social, physical and emotional potential.

Children's rights are at the core of our practice, we firmly believe every child has:

- The right to learn
- The right to be safe
- The right to be heard
- The right to be happy
- The right to be me

# Attendance, punctuality and holidays during term time

Average attendance is considered to be around 97% by the government and we must aim to ensure that pupils and parents are aware of this and how good attendance impacts on their achievement.

We have a range of reward schemes in place to acknowledge and celebrate those with good attendance and improvements in attendance.

In line with government guidelines, we have an obligation to contact parents of children whose attendance has fallen below 97%. We use an automated system which monitors attendance and has a 4 -stage approach including home visits. We will always endeavour to work with families but there is a duty on schools to work within statutory guidelines so there may be instances where parents are referred to the Local Authority Legal Intervention Team.

## **What is expected of Parents/ Carers?**

- To keep requests for their child to be absent to a minimum
- To offer a reason, or medical proof, for any period of absence, preferably before the absence or on the first day of absence by telephoning the school or reporting the absence via the ParentPay app
- To ensure that their child arrives at school on time, a reason should be offered for any lateness
- To work closely with the school to resolve any problems that may impede a child's attendance
- To take family holidays during school holiday periods and be aware that requests for holidays during term time will be refused except in exceptional circumstances in line with government guidelines
- To be aware of curriculum requirements and be especially vigilant with regards to attendance during important academic times such as SATS
- To support their child and recognise their successes and achievements

We adopt a supportive approach and work with families who may be experiencing difficulties which affect attendance and punctuality. Our Family Support Worker, Katie Doyle, will contact any families whose children's attendance has been identified as a cause for concern to offer support.



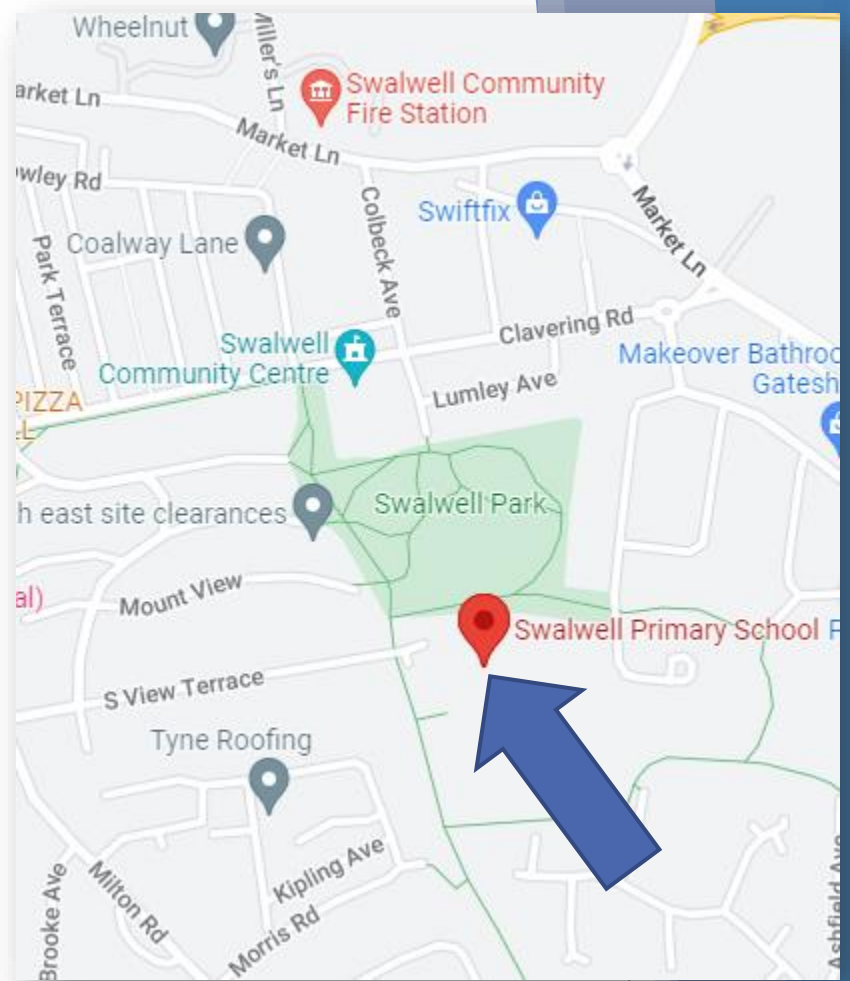
# How to find us

Our school address is

Swalwell Primary School  
South View Terrace  
Swalwell  
Newcastle Upon Tyne  
NE16 3HZ

The school can be accessed by vehicles or foot along South View Terrace or by foot through Swalwell Park.

If you require further direction, please contact the school office.



# How to contact us

School can be contacted by telephone 0191 433 4000 or email [Swalwell@gatedu.org](mailto:Swalwell@gatedu.org)

Calls will be answered by our friendly admin team, Miss Graham (Admin Assistant) or Mrs. Elliott (Business Manager).

**Further information about our school is available at:**

[www.swalwellprimary.org](http://www.swalwellprimary.org)  
[www.facebook.com/swalwellprimaryschool](https://www.facebook.com/swalwellprimaryschool)