

Tweedmouth West First School

Prospectus 2024-2025



Respect

Responsibility

Resilience

Tweedmouth West First School



Dear Parents and Carers

Welcome to Tweedmouth West First School. The staff and governors are very pleased that you have chosen our school for these important years of your child's education.

We will do our very best to give your child a good education. They will be part of a happy, caring community, where everyone is valued and encouraged.

This brochure gives you lots of information about our school, but please do not hesitate to speak to us if you have any concerns.

I look forward to working with you.

Yours sincerely

Jacqueline Dalrymple

Head Teacher

Tweedmouth West First School

Respect Responsibility Resilience

Aims of the School

It is our aim to create an inclusive happy, caring, stimulating and secure environment with the opportunities for each child to fulfil their potential.

- We promote respect and friendship and are committed to keeping everyone safe from bullying whatever it's form.
- The school will promote a healthy lifestyle where children are encouraged to value themselves and others.

The school will provide:

- ◆ A creative curriculum that is broad, balanced and inclusive.
- ◆ Opportunities to develop the fundamental skills of reading, writing, numeracy and computing to encourage enquiring minds, independence and the lifelong love of learning.
- ◆ A safe, well ordered learning environment which promotes a sense of belonging, self respect, self control, respect for the feelings and property of others and positive attitudes to life.
- ◆ Opportunities for the understanding of their own and other cultures and religion.
- ◆ An understanding and appreciation of human achievement in all its forms.
- ◆ An understanding of citizenship so that pupils can think globally, value diversity and promote community cohesion.
- ◆ Opportunities for children to be creative and critical thinkers in order to reflect upon their learning and deepen their understanding.
- ◆ A vision for oracy in which we value a voice for everyone.

Our School Ethos

At Tweedmouth West we nurture the individuality of every child. We give everyone a sense of belonging, self-worth and value.

The children are at the heart of everything we do. We promote inquisitive, imaginative and lively minds encouraging them to thrive and believe in themselves.

We take every opportunity to meet the needs of our children, and enable them to fulfil their potential. We deliberately create opportunities for them to broaden their horizons, and think creatively. We give oracy high priority. "We value a voice for everyone. Talking with kindness, clarity and confidence. Listening with patience, flexibility and eagerness to learn."

Through a creative, enquiry based curriculum, both outdoors and in, we encourage children to come out of their comfort zone, and take a risk.

We enable the children to be independent decision makers, unafraid to use their own initiative; to show respect for the ideas of others, so that they can collaborate and learn to work as part of a team. Through challenges and responsibilities the children develop perseverance, tenacity, and resilience.

We aspire for our children to grow up as responsible people with a clear sense of right and wrong; well rounded citizens, able to make a difference in the world.

Children are treated with respect and explicitly taught to respect others, to know the difference between right and wrong and to make good choice. Bullying is never tolerated.

General Information

The information in this booklet relates to the school year 2024/2025.

Website: www.tweedmouthwest.northumberland.sch.uk

The address of the school is:

Tweedmouth West First School

Osborne Road

Tweedmouth

Berwick Upon Tweed

TD15 2HS

Tel: 01289 306 151

E-mail: admin@tweedmouthwest.northumberland.sch.uk

Head Teacher: Mrs Jacqueline Dalrymple

Deputy Head: Mrs Joanne Anderson

Chair of Governors: Mrs Julie Riley

Staffing

Head Teacher:	Mrs J Dalrymple	
Deputy Head / SENDCO:	Mrs J Anderson	
Class Teachers:	Mrs J Anderson	Reception Class
	Miss E Gray	Year 1
	Mrs P Fairnington	Year 2
	Miss S Campbell	Year 3
	Mrs V Poole	Year 4
	Mrs J Dalrymple	Year 4
Support Staff:	Mrs H Hodgson	Office Manager
	Mrs J Pick	Higher Level Teaching Assistant
	Mrs J Newton	Higher Level Teaching Assistant
	Miss S Patterson	Teaching Assistant
	Mrs S Cowe	Teaching Assistant
	Mrs L Mole	Teaching Assistant
	Mrs H Shields	Teaching Assistant
	Mrs S Bell	Cleaner
	Mrs S Taylor	Cleaner / Caretaker
	Mrs J Straughan	Unit Manager (Kitchen)
	Mrs P Garland	Kitchen Assistant
	Mrs L Hastie	Kitchen Assistant
	Mrs S Bell	Midday Supervisor
	Mrs A Dixon	Midday Supervisor
	Miss S Patterson	Midday Supervisor
	Mrs H Shields	Midday Supervisor
	Mrs L Mole	Midday Supervisor

Governing Body

Governors hold regular meetings at least once a term; they discuss national and local issues as well as the general management and leadership of the school.

When the period of office expires for a Parent Governor then nominations and elections will be organised as appropriate, and all parents will be notified.

Our current Governor's are:

Local Authority Clerk - Karen Carnaffin

Mrs J Riley (Chair)

Mrs C Richards (Vice Chair)

Mrs J Dalrymple

Mrs J Anderson

Mrs J Newton

Mrs H Hodgson

Mrs L Mole

Mrs A Deakin

Mrs E Scambler

Mr G Garland

Mr P Virtue

For more information on our governing body please visit our school website.

Admissions

We comply with the guidelines laid down by Northumberland County Council regarding admissions.

All parents are required to apply for first school places online, on the Northumberland County Council School Admission website. The admissions portal opens during November for children due to start school the following September. The portal closes during January. (Exact dates differ from year to year, please check with the school or on the Northumberland County Council Website to confirm).

Copies of the full admissions policy are available from school or online.

If you would like to view the school prior to making your application you are very welcome to do so, please contact the school office to make the appointment.

Northumberland County Council allocate all school places in April, confirmation will be sent directly to the parent / carer who applied for the place.

If you are allocated a place at Tweedmouth West, the Head Teacher will contact you to confirm details of the new starter induction which will begin during the Summer Term prior to your child starting school in September.

Starting School

Our new starter induction includes an open evening for parents during the summer term where we discuss curriculum and special educational needs. Parents are also able to chat to staff and view the school. In addition to this we offer a new starters lunch and a Stay & Play session.

The Reception children are admitted in September and are full time from the day they start, 8.45am-3.15pm.

Prior to starting school we ask that you enable your child to dress and toilet themselves independently. We also expect children to be able to use a knife and fork and to behave appropriately. Please practice these things at home before they join us in September.

Parents

We want the very best for our children. We want to work together with you so that we know and understand the needs of our children and can do everything we can to support them.

We hold several fundraising events during the academic year to raise essential funds to buy books, equipment and supplies for school. In recent times we have Dribbled to the Euro's, done a Jubilee Jog and sold our Tweedmouth West Portrait T-Towels. The children always enjoy these sponsored events and they all benefit from the money raised.

We share termly learning webs with parents outlining the work we plan to cover in class. We offer guidance and advice about how to support children's learning both in school and at home.

Please use Seesaw to see what your child is learning at school and add your own experiences and comments from home.

The school day

In the school year we expect to have approximately 100 children on roll and they will be placed in five classes.

School gates open at 8.40am until 8.55am for drop off and again at 3.05pm for collection at the end of the day.

Teachers assume responsibility for the children from 8.45am until 3.15pm. The school doors are opened at 8.45 and children enjoy the opportunity to mix with their peers, to chat informally to their teacher and read before the start of the school day at 9am.

Parents are asked to leave their children at the school gate or classroom door where you will have the opportunity to speak to your child's teacher. If you wish to discuss something in more depth please make an appointment at the school office.

Breaktimes are supervised by Teachers and Teaching Assistants.

Most days look like this:

8:00	to	9:00	Breakfast club
8:55	to	9:00	Registration
9:05	to	10.30	Teaching session (9:05 to 9:30 Assembly on Mon, Wed, Fri)
10:40	to	11.00	Break
11:00	to	12:00	Teaching session
11:50	to	12:10	Staggered Lunch sittings for all year groups
1:00	to	3:15	Teaching session
3:15	to	5:15	Tweed Tigers after school club

Normal school hours finish at 3:15 and you can collect your child from their classroom door.

Each day children will need their reading folder and a water bottle in school. PE bags should be brought into school on Monday and taken home on Friday.

(Reading folders, art portfolios, water bottles and PE/swimming bags are available for sale in the school office or in your Parentmail shop.)

In school the children are part of house groups, this encourages team work and a sense of belonging. The children have many opportunities for leadership during their time at Tweedmouth West. This may be standing as a house captain, school councillor or sports leader, as well as always being a good role model and ambassador for our school.

Breakfast Club and Tweed Tigers - Out of hours childcare provision

Breakfast Club

Breakfast club is run by Mrs Garland and Mrs Dixon, from 8am until 8.45 children are offered a choice of breakfast options, cereals, toast, pancakes, yoghurts and sausages on a Friday. Breakfast club costs £1.50 per child per day unless entitled to benefit related free school meals.

Tweed Tigers

Our after school child care provision is very popular and should be booked in advance using the weekly parentmail booking forms. Children are offered a drink and a snack and have a wide variety of activities to choose from daily. Help is also available with homework as required.

Sessions can be booked in 30 min slots up to 6pm and cost £1.25 per half hour.

Tweed Tigers is run by teaching assistants, Mrs Mole, Miss Shields and Mrs Cowe.

Both Breakfast Club and Tweed Tigers are charged as used to your parentmail account

Punctuality & Attendance

Please ensure that your child arrives on time, before 8.55am as it is very stressful for children to rush into school at the last minute.

Good attendance is important. They miss a great deal both in terms of learning and socialising with just one day off.

For safety reasons, we need to know why children are absent from school, therefore it is important that parents contact school on the first day of illness and preferably every day a child is absent from school. Absence can be reported via the parentmail app or by calling the school office 01289 306151.

You will be kept informed if your child's attendance is not above 96%.

If your child has to visit the clinic, doctor or dentist please make an after school appointment wherever possible. If your child is being collected from school by someone different please let us know.

Holidays in Term Time are not authorised

It is important that your child is at school everyday in order to learn and to be part of the school community. Taking holidays during term time is very disruptive for your child. In exceptional circumstances term time absence may be authorised by the head teacher. A request form must be submitted for any planned term time absence.

School Contact with Parent / Carers

Tweedmouth West use an app called Parentmail to communicate with parents / carers. All parents need to register with parentmail. Using this online platform we are able to safely and effectively:

- ◆ Request information from you
- ◆ Communicate relevant information with you regarding your child or things that are happening in their class.
- ◆ Send out school diary and term dates.
- ◆ Send you forms for you to give permission for trips etc.
- ◆ Send you menu choice for our school dinners.
- ◆ Receive payments.

Please ensure you keep us updated with any change of address or telephone numbers in case we need to contact you in the event of illness or accident. We need to have two emergency contact numbers on file.

School Uniform

Please make sure all children's clothing is clearly labelled and that children do not wear any jewellery to school.

At Tweedmouth West we encourage children to wear school uniform. It gives children a sense of belonging, and is very hardwearing. Children may come home from school dirty, and school uniforms are designed to withstand everything the children need to do to learn.

Tweedmouth West logo'd jumpers, cardigans and hoodies are available to purchase from Fantasy Prints or Border Embroideries but are not compulsory.

Second hand uniform is encouraged and is often available at the school office.

Please be aware that as we transition to become a Primary School, our uniform and logo will change with the old uniform being phased out from September 2025.

Our **uniform includes:** Red jumper or cardigan, White shirt or polo shirt, Grey skirt or trousers, Black shoes.

PE kit: Red t-shirt, black shorts, sandshoes / plimsoles / trainers.

Red hoodies and plain black tracksuit bottoms are optional – these are useful for swimming / field days, and for outdoor PE sessions.

Year 3/4 can wear **plastic** studded football boots for outdoor football / tag rugby, but are not compulsory.

Swimming Kit: Suitable swimwear*, towel, goggles (if your child likes to wear them).

*Girls must wear one piece swimming costumes and boys must wear trunks or shorts no longer than knee length (These are the guidelines set by our swimming pool staff).

Field Kit: Our children will spend lots of time outside in all seasons and we therefore provide a water/wind proof suit for each child. Children will need to have their own wellington boots, hat, gloves and scarves which will be brought into school weekly as needed.

Helpful things to know

Free School Meals & Tax free Childcare

Families who have a low income may be entitled to **Free School Meals**, this is different from the free lunches that children in Reception, Year 1 and Year 2 receive. Benefit related free school meals will also entitle your child to free milk, free breakfast club, and subsidised school trips etc.

Tax Free Childcare is a government scheme to help working families with the costs of childcare. Eligible families can get up to £500 every 3 months (up to £2,000 a year) for each child to help with the costs of childcare.

For more information on benefit related Free School Meals or Tax Free Childcare please check out the Northumberland County Council Website or speak to Mrs Hodgson in the school office.

Availability of Documents

Policies are available on the school website. Please contact the school office if you wish to have access to documentation.

Concerns and Complaints

When concerns arise it is best to make an appointment to speak to the Head Teacher and every effort will be made to resolve the problem as soon as possible. If, however, you feel that the problem has not been resolved to your satisfaction you can follow the complaints procedure which is on the school website.

Children's Records and Data Protection

We are GDPR compliant. Basic information about pupils is held on computer to assist with the organisation of the school and the children's educational needs. Security measures are taken to ensure that the information is kept confidential and is only available to authorised staff.

Safeguarding

SAFEGUARDING AND CHILD PROTECTION

Tweedmouth West is committed to safeguarding and promoting the wellbeing of all our pupils. Every child's welfare is of paramount importance.

[We are an Operation Encompass and Operation Endeavour school.](#)

The School Safeguarding and Child Protection Policies are available from the office and website. They apply to all adults, including volunteers, working in or on behalf of the school. These documents demonstrate how everyone working in or for our school, shares a duty to help keep children safe from danger, harm and abuse. Safeguarding is everyone's responsibility.

We aim:

- To ensure that children within our school feel safe at all times.
- To ensure that all stakeholders know how to share information appropriately.
- To ensure that all adults in school have been properly assessed as suitable to work with children in our care.
- To ensure that all adults who have contact with children in school have been trained to undertake their Safeguarding responsibilities effectively.

PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

Safer Recruitment and Selection

The school pays full regard to DFE guidance. We ensure that all appropriate measures are applied to everyone who works in the school, including volunteers and staff employed by contractors.

Safeguarding Information for Pupils

The school is committed to ensuring that pupils are made aware of how to keep safe and become aware of behaviour towards them that is not acceptable.

We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

Personal, Social, Health and Relationships education, computing lessons and assemblies are used to help pupils learn how to keep safe.

All pupils know that we have senior members of staff with responsibility for Child Protection and know who they are.

The Senior Designated Persons for child protection in our school are:
Mrs Dalrymple, Head Teacher and Mrs. Anderson, Deputy Head teacher.

Partnership with Parents

The school shares a responsibility with parents and carers to educate children, keep children safe from harm and promote their well-being.

We are committed to working with parents and carers positively, openly and honestly. We ensure that all parents and carers are treated with respect, dignity and courtesy.

Tweedmouth West will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We respect their right to privacy and confidentiality. We encourage parents to discuss any concerns they may have with us.

“This is a happy, caring school where pupils thrive. Staff go the extra mile to make sure that they understand the needs of each pupil.”
Ofsted February 2020

Health and Safety Policy

The school has a Health and Safety policy, (available on the school website) which is monitored each year by the Resources committee of the School Governing Body.

Site Security

Children are not allowed on site out of school hours.

Rules

At the beginning of the academic year members of each class discuss and set their own class rules; these rules are displayed and referred to during the year. Staff model excellent behaviour and mentor children who may be experiencing difficulties in their relationships with others.

We have a clear Behaviour policy which is understood by everyone and sanctions are implemented where necessary.

Children feel very safe from bullying and any other discrimination and they are confident that they can confide in staff should they feel threatened. The Behaviour and Anti-bullying policies are available on request from the school office and the school website.

Online safety

Children are taught about online safety and parents are offered online safety awareness training each year. Wake Up Wednesday is shared every week on our parentmail and social media feed. In addition we have lots of resources available on our website.

All parents are required to read and sign the Acceptable Use policy when their child starts school.

Photographing Children

For reasons of data security and for the safety of the children, videoing is NOT PERMITTED at any school events.

On occasion permission may be granted to take still photographs of their own children, but not to capture images of other children, or to share the pictures on social media.

For full details of our Photograph Policy please visit the school website.

Please be aware that some of our children are not allowed to be photographed as it may pose a safeguarding risk.

Before your child starts school you will be asked if you are happy for your child to be photographed:

- A - for use within school
- B - for use on the school website
- C - for use on the school Facebook page
- D - for use by outside agencies

“There is a supportive atmosphere in the school. Pupils respect the needs of others. Older pupils help younger ones in the playground. Pupils understand how to recognise bullying, and they are confident that staff would sort out any problems.”
Ofsted February 2020

Health

Access Policy Statement

We recognise that for some students, the nature of their disabilities may mean that they experience specific difficulties related to accessing education, and the physical environment. As part of the ongoing commitment to the delivery of an inclusive educational service, we will endeavour to ensure that disabled students receive the same standards of education as able bodied students.

Mrs Anderson is our school SENCO (Special Educational Needs Co-ordinator), supported by Miss Campbell, and will discuss any areas and answer any questions about special educational needs.

Medicines in School

Sometimes children need to take medicine throughout the school day, in the first instance we would ask if a parent or carer could come into school to give the medicine to the child themselves, if this is not possible then a permission form must be completed by the parent/carer for a staff member to administer the medicine. Exceptions to this can be made for children with ongoing health problems. Children with inhalers are always supervised when using them.

Health Checks

Reception aged children have a Height and Weight check, vision screening, and all five year olds have their teeth checked, any concerns are reported to parents.

Headlice

All parents will be made aware of any incidents of headlice, please check your child's hair regularly and treat as necessary. If your child has headlice they need to be treated before they can come to school. If your child comes to school with lice they will be sent home to be treated to prevent spread, please ensure you treat the whole family.

Healthy Eating

Breakfast Club: Runs daily and great care is given to ensure we are providing a well-balanced breakfast, children are also given the opportunity to complete homework tasks in preparation for the school day.

Snacks: As part of the national School Fruit and Vegetable Scheme children in Reception, Year 1 and Year 2 are provided with a free piece of fruit or vegetable every day. Fruit can also be brought from home.

Lunchtimes: We encourage a positive social interaction at lunch times, staff supervise the children, promote good table manners, encourage use of a knife and fork as well as encouraging children to try new foods. Children have the choice of two lunch options each day which are chosen in advance, please discuss the options with your child before placing your order.

We encourage all children to have a healthy, balanced diet. We ask parents who provide a packed lunch for their child to ensure that it is healthy and nutritious, please provide a drink and an ice pack for freshness. **We are a nut free school.**

Milk: All children are able to pre-order a daily carton of milk which is paid for termly. Children under 5 and those entitled to benefit related Free School Meals receive this for free.

Free school Meals: All children in Reception, Year 1 and Year 2 receive a free school meal. However it is important that low income families apply to the Local Authority for benefits related free school meals as your child may be entitled to additional funding (Pupil Premium which provides free milk, free swimming and subsidised trips etc). If you think you may be entitled please contact the school office.

Curriculum

We aim to develop first rate attitudes to learning, co-operating with others, using initiative and taking pride in ourselves and our community.

To achieve this, we plan a stimulating and challenging curriculum which engages children's interest and motivates them to achieve and be independent learners.

We believe children learn effectively if they can discuss their thoughts and ideas with their peers so lessons frequently include *o r a c y* to help consolidate concepts, answer questions or to build new knowledge together.

Inclusion Policy:

'All children, regardless of race, gender and educational ability have the right to the same educational opportunities as their peers, and have the same right of access to a broad and balanced curriculum'

We encourage and support children with Special Educational Needs or disabilities (SEND) within the classroom environment. When specific learning difficulties arise interventions will be put in place by the class teacher in consultation with the Special Educational Needs and Disability Co-ordinator (SENCO).

English

To be a fluent reader is our priority for all our children. We want them to read for pleasure when they are adults.

We offer a rich language environment in school where the children are immersed in high quality literature. This enables them to discover new worlds, new facts, and develop their imagination.

Children who are good readers become good writers, and so regular reading in school and at home are vital.

We use Literacy Tree and Read Write Inc Phonics.

Being read to is a planned part of each day and promotes vocabulary and comprehension beyond the children's own experience as well as an enjoyable way to talk together. Reading together should be a pleasure.

Mathematics

Our children need to be confident and numerate in order to achieve economic well-being as adults. To equip them with the right skills we teach mathematical exploration, discussion and reasoning about numbers and problem solving. Children use and apply mathematics with great emphasis placed on discussing methods of working out and opportunities for collaborative work with classmates.

Children use mathematics across the curriculum, such as co-ordinates in Geography, weather recording in Science, weighing and measuring in Technology and ICT for Data Handling.

"Leaders' curriculum plans identify what pupils need to learn in every subject. These include the knowledge, skills and vocabulary that pupils learn each term. Pupils are enthusiastic about their learning in subjects such as art, science and PE. They show a strong knowledge of these subjects."

Ofsted February 2020

Physical Activities

We provide a range of opportunities to be physically active, both through the curriculum and out of school clubs. Children are taught how physical activity can help them to be healthy, and how it can contribute to their every day life.

All our children receive a minimum 2 hours of structured physical activity each week. We also provide opportunities for pupils to participate in a broad range of extra-curricular activities such as hockey, games, cricket, rounders, netball, tennis and golf. These clubs run on a rota basis over the year and are open to years 3 and 4.



We participate with other schools within the partnership in tag rugby, football, cricket and rounders. Some of these activities are co-operative and some are competitive.

PE is an integral part of life at Tweedmouth West and we are a Platinum Mark School.

Emotional Health and Well Being

We believe in promoting positive emotional health and well-being to help pupils to understand and express their feelings, build their confidence, emotional resilience and their capacity to learn.

Children's behaviour is managed in a positive way, which includes a clear reward system. We celebrate children's achievements at regular assemblies. We participate in Anti Bullying week and have a clear policy which not only deals with bullying but offers ideas on support and guidance.

In order for our children to be emotionally healthy and enjoy a sense of well-being we encourage children to participate in school activities in order to build their confidence and raise their self-esteem.

We have Thrive trained practitioners in school and this is a way of developing childrens' mental wellbeing.

We use the [Zones of Regulation](#) to help identify feelings and strategies to help us regulate our emotions.

“Pupils attend a wide variety of clubs, from yoga and gymnastics to cooking and gardening. The strong PE curriculum encourages pupils to push themselves. Many pupils are inspired to join local clubs and continue to enjoy sports after they leave the school.”
Ofsted February 2020

Learning in the Outdoors



The outdoor learning area provides us with a rich environment where children can play and learn on a large scale. They have access to water, sand and construction, and natural resources that constantly change and engage them creatively.



In the outdoors, the children can experience the changes in the weather, the seasons and discover nature for themselves.

We have developed a sustainable village on our school field where the children engage in forest school activities.



Children learn through play, especially outdoors. We value outdoor learning as a means to develop problem solving skills, encourage team work and improve thinking skills, which ultimately lead to deeper learning.

Children take part in activities such as cooking, gardening, maths, art, music, English RE and Design.

***“The school’s motto is ‘Respect, Resilience and Responsibility’. Leaders make sure that these themes underpin everything that the school does. Pupils learn from the example set by the school staff. Pupils respect each other’s differences and show a strong sense of responsibility when helping their friends.”
Ofsted February 2020***