



SCHOOL PROSPECTUS

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WELCOME

Corbridge Church of England First School is a small school with a big heart and a passion for its community. We all pride ourselves on acting with dignity and integrity. We speak the truth kindly and this makes us strong. We know every child personally and value them as individuals. We believe that every child is capable of great success and work hard with them every day to achieve their personal best. We empower them to be whatever they want to be and give them the self-confidence to know that they can achieve this. We are blessed with a team of dedicated staff who are committed to providing the very best for our children.

With God's guidance we all strive every day to be 'the best that we can be'.

If you are looking for a school that will help your child thrive please come and visit us. I am sure your child would enjoy playing a full part in the Corbridge CE First School family. I look forward to meeting you and answering any questions you may have.



Miss J Ainsley
Headteacher

STAFF

Head Teacher	Miss J Ainsley
SENDCo	Miss L Storey
Early Years Foundation Stage Leader/ Reception Teacher	Mrs N Burton
Nursery Class Teacher	Mrs W Wood
Year 1 Class Teacher	Mrs C Sommerville
Year 2 Class Teachers	Miss J McGowan/ Mrs C Thompson
Year 3 Class Teacher	Miss E Florek
Year 4 Class Teacher	Mr D Harrison
Teaching Assistant – Nursery	Mrs E Forsyth
Teaching Assistant – Reception	Mrs Orrick Mrs Harrison
Teaching Assistant – Year 1	Miss Pattison
Teaching Assistant – Year 2	Miss Clark
Teaching Assistant – Year 3	Mrs Dickinson
Teaching Assistants – Year 4	Miss Beresford
Office Administrator	Mrs B Shevlin
Caretaker	Mr K Lee
Cook	Mrs Z Dobson
Catering Assistants	Mrs H Bowman Mrs S Tulip
Lunchtime Supervisor	Mrs M Wilkins
Cleaner	Mrs M Wilson

SCHOOL GOVERNORS

Corbridge Church of England First School Governing Body

The Governing Body meets for its statutory meetings once per term, but much of its work is done in two smaller delegated sub-committees:

Curriculum, Pupil Performance & Community

Staffing, Finance and Premises

All parents are encouraged to attend the annual meeting of parents and governors. This is an opportunity to meet and exchange views.

Governors are appointed for a four-year period and play a vital role acting as link between school, church, parents and the Local Authority.

They work closely to ensure the interests of your child are met.


Foundation Governor	Mr David Watson
Foundation Governor	Mr Michael Collins
Foundation Governor	Mr Craig Johnston
Foundation Governor	Mrs Ruth Forster
Foundation Governor	Mrs Monica Philbrick
Foundation Governor	Vacancy
Parent Governor	Mr Andrew Neal
Parent Governor	Mr Andrew Patton
Local Authority Governor	Mrs Laura Horn
Governor appointed by Newcastle Diocesan Education Board	Rev David Hewlett
Teaching Staff Governor	Miss Louise Storey
Head Teacher Governor	Miss J Ainsley

Chair of Governors – David Watson

Vice Chair of Governors – Andrew Neal

A DAY IN THE LIFE OF KS1 and KS2

See EYFS Welcome Booklets for General Day Information in Reception and Nursery.

8:50am	Teachers welcome the children on the playground before school begins are available to talk to parents.
8:55am	The bell rings, the children say goodbye to parents and line up. Staff walk children to the classroom ready to begin their day. 
The playground gate is locked at 9.00am. Children arriving after this time should be taken to the school office to ensure they are marked in the class register. Mrs Shevlin will safely see the children to their class.	
8.55 – 9.00am	The children are registered and learning begins.
9:00 – 9:20am	Phonics (KS1) and Guided Reading Teaching (KS2)
9:20 – 9:30am	Whole School Worship
9:30 – 10:30am	Session 1 (Maths or English)
10:30 – 10:45am	Outdoor Playtime and Snack
10:45 – 11:45am	Session 2 (Maths or English)
11:45am – 12:05pm (KS2 - 12:10pm)	Guided Reading Teaching (KS1) Non Core lesson introductions (KS2)

LUNCH TIME – 12:05/12:10pm

1.00-2.00pm 2.00–3.00pm	Afternoons are generally divided into two sessions. Class timetables are posted on the website but are subject to change.
3.00pm	Children are taken by their teacher to the playground to be collected by their parent. Teachers are again available to talk to parents.

SCHOOL UNIFORM



Our children look very smart in their school uniform. It is also practical for everyday wear. It helps them to feel a part of the school community and our family. This year uniform can be ordered online direct from our uniform supplier.

The children wear:

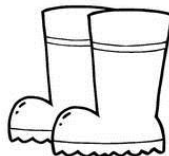
- A blue sweatshirt or cardigan
(available with the logo but not essential)
- A yellow polo shirt
- Grey skirt, pinafore dress / trousers or shorts
- A blue checked dress in the summer
- Practical black flat shoes or all black trainers.
(Sling back, mules, heeled shoes are not safe for the children in school)

PE Kit

- Yellow t-shirt
- Blue shorts
- Plimsolls

Wellington Boots

The children are outside at some point every day and in all kinds of weather. In addition to a suitable coat, could you please make sure your child has wellington boots which can remain in school.



We recommend all school uniform, including wellies, are clearly marked with your child's name

BEHAVIOUR AND REWARDS

At Corbridge First School we expect children to make good choices and we promote good behaviour using praise and positive reinforcement. We are very successful at this and are proud to have created an atmosphere of respect, where all children feel safe and secure.

On the rare occasion when a child is making bad choices, parents/carers will be informed and we will work together to find a happy resolution.

Good choices are promoted through the use of the:



We reward and celebrate the success of the children with a variety of systems including stickers, certificates, notes home, Head Teacher awards and the Golden Book.

COLLECTIVE WORSHIP

Worship lies at the heart of our life in school. All that we do is based upon a foundation consisting of an awareness of God's love and truth in Jesus Christ.

Acts of Worship seek to focus this awareness in different ways every day, through prayer and praise, through silence and reflection, through reading the Bible and applying it to our lives.

The children enjoy a range of worship activities including the use of drama and song. We regularly welcome members of the Church Communities to lead worship, which the children enjoy and can reflect upon. Our worship is always entirely Christian, but the whole school community are welcome to share this special time irrespective of their faith.

SCHOOL COUNCIL

Each year every pupil from Years 1 to 4 takes part in the democratic process of electing their class councillors.

The CFS School Council has great responsibility for helping make suggestions and improvements to the school on behalf of all their class members.

Each year new representatives are elected following a proper voting process just like real council or government elections. Candidates are nominated and selected by their classmates and then a vote is taken.

Pupil Voice at Corbridge First School is very important. The children understand they play a vital role in helping us continue to achieve our mission.

OUTDOOR PLAY

The children go out to play every day unless the weather conditions are extreme.

Please make sure that your child has appropriate clothing for all weathers. That means named hats, gloves, warm coats for winter time, sunhats, sun cream for summer. The children are reminded about dressing sensibly for play and are asked to apply their own sun cream and reminded to wear hats when out – in particular during the lunchtime play.

Children are naturally active. To keep fit and healthy they need plenty of fresh air and active play. When children play outside they:

- Enjoy using their seemingly inexhaustible reserves of energy
- Develop muscle control and coordination
- Learn to negotiate obstacles and become aware of space
- Practise skills such as skipping, throwing and catching
- Use all their senses to enjoy the different seasons
- Experience playing with larger toys and materials
- Find out about their environment by exploring, observing and recording what they discover.

Water Bottle	All children should bring a labelled water bottle to school so they can access water throughout the day. Children must not bring juice.
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READING HOMEWORK AND HOME HELP

When your child starts in school they will need a book bag which they will need **with them every day**. We ask parents to check the bag each night, when they read with their child, for any letters, information or home tasks and activities.



Your child may not get a reading book for the first few weeks in school. Your child will be given a **reading diary**. Children learn to read through individually taught reading and guided group sessions.

The reading diaries have five spaces and we ask that a family member **records each day** (Monday – Friday) that they have read with their child. By sharing the books and practising key words daily the children can make the best possible progress.

Homework is issued on a Wednesday and should be returned the following Monday. It will include a literacy based and a mathematic based piece of work. Children in KS1 and KS2 also receive weekly spellings.

SPECIAL EDUCATIONAL NEED / DISABILITY SEND PROVISION

Our SEND Leader is Miss Storey.

The SEND Leader (SENDCo) is responsible for coordinating the support for children with special educational needs or disabilities (SEND) and developing the school's SEND Policy. This ensures all children get a consistent, high quality response to meeting their needs in school.

Miss Storey will

- Ensure you are involved in supporting your child's learning.
- Ensure you are kept informed about the support your child is receiving and are involved in reviewing their progress.
- Liaise with other professionals who may be involved with supporting your child's learning e.g. Speech and Language Therapist, Educational Psychologist, Specialist Teacher; to ensure a coordinated approach.
- Update the school's SEND register (a system for ensuring all the SEND needs of pupils in this school are known) and make sure that there are excellent records of your child's progress and needs.
- Provide support and organise training for teachers and support staff in the school so they are able to deliver with confidence the necessary programmes and targeted interventions to enable your child to achieve their potential and learn.
- Report to the Governing Body on provision for Special Educational Needs and Disability (SEND)

We work successfully in partnership with a range of outside agencies to ensure we are supporting both individual children and families.

SAFETY AND CHILD PROTECTION

All staff, volunteers and visitors' identity and safety checks are monitored stringently and recorded in our school Single Central Record.

Our Child Protection Officer is Jennifer Ainsley and all staff have completed child protection training.

Visitors to our school are all issued with a child protection information leaflet to ensure they know what action to take if they have a concern.

When your child enrolls at Corbridge First School there are a number of safety documents we will ask you to complete including

- Going Home Arrangements to identify who you authorise to collect your child from school
- E-Safety Acceptable Use Policy – to support your child's online safety
- Digital/Video Images Permission Form

ILLNESS, FIRST AID AND MEDICINES

Occasionally, children become ill at school. If this happens we will do our utmost to contact you or, if necessary, your emergency contact using the contact numbers provided by you on our school admission form. If your child has an accident at school which requires a visit to hospital we will try to inform you beforehand, but if necessary we may have to get your child to hospital first and will inform you as soon as possible afterwards.

We ensure that appropriate school staff have completed First Aid training.

Please keep us up to date with changes of telephone numbers, addresses and emergency contacts to ensure that we can contact you quickly in the event of an emergency.

Administering Medication in School

It is possible for staff to administer prescription medicine if it is essential. Parents must complete an 'Administering Medication' form which is available from the school office. This form must also be completed if your child requires an inhaler to be kept in school.

Reporting Sickness Absence

If your child is ill and cannot attend school please phone the school office at 8:30am to report their absence.

My child is unwell – how long should they be kept away from school

When children are unwell, parents often ask us for advice on how long they should be kept away from school/nursery. For example, where a child has diarrhoea and/or vomiting the recommended period to be kept away is 48 hours from the last occurrence. This advice is taken from guidance produced by Public Health England – guidance on infection control in schools and other childcare settings. A copy of the guidance is posted on our website – under the Information tab. The guidance covers all the illnesses and infections you are likely to come across...chickenpox, impetigo, ringworm, conjunctivitis, tonsillitis and many more.

SCHOOL MEALS/PACKED LUNCHES

Mrs Dobson, our Cook, provides excellent nutritious school lunches every day. It is good value at only £2.20* (price correct at Sept 2016) for a main meal and a pudding. The children are encouraged to make choices about their meals and are always encouraged to try something new. Our menu is often enhanced with freshly prepared fruit or vegetables harvested from our very own allotment. The children love to try what they have grown.

*All children from Reception to Year 2 receive a free hot school meal every day as part of the Universal Meal offer.

We do understand that some parents/carers would prefer to opt out and to provide their child with a healthy packed lunch.

Whichever option you choose, the children will eat as a class in the school hall.

We are a 'nut free' school and ask parents/carers to support us by ensuring that packed lunch or snacks are 'nut free'.

MILK

Milk can be ordered for children to have at breaktime. We will only order milk for those who request it. There is no charge to children who are aged under 5 for the whole school term e.g. if they are under 5 in September and do not reach the age of 5 before the school breaks up for the Christmas break. If your child turns 5 during a school term, parents/carers will need to pay for milk if they wish to order it.

FRUIT AND VEGETABLE SCHEME

Fruit is available during break for children in Nursery, Reception, Years 1 and 2, as part of the National Fruit and Vegetable Scheme. We encourage the children to take advantage of this in order to give them a boost of energy mid-morning. Children in Years 3 and 4 are welcome to bring in a mid-morning fruit snack.

THE FOUNDATION STAGE CURRICULUM

Our Nursery and Reception classes are part of a key stage in education known as The Early Years Foundation Stage.

The carefully planned broad and balanced curriculum incorporates the following areas of learning:

The Prime Areas:

- ❖ Personal, Social and Emotional Development
- ❖ Communication and Language
- ❖ Physical Development

The Specific Areas:

- ❖ Literacy
- ❖ Mathematics
- ❖ Understanding of the World
- ❖ Expressive Arts and Design



Within each area of learning there are a set of Early Learning Goals which the children work towards during their time in the Foundation Stage. We build up a profile of how each child is progressing towards these and use this record as a basis for planning appropriate activities to meet the needs of individuals.

When planning activities we will also take into account the ***learning characteristics*** of your child:

- playing and exploring
- active learning
- creating and thinking critically

KEY STAGE ONE AND TWO CURRICULUM

We offer a broad and balanced curriculum which will promote the spiritual, moral, cultural mental and physical development of all pupils in the school.

English, Mathematics, Science and RE form a major part of the curriculum. Other subjects including Computing, History, Geography, Music, Design Technology, Art and PE and RE are also taught in line with National Curriculum requirements to ensure we deliver a broad and balanced curriculum.

Personal, Social, Emotional and Citizenship Education is also a key area of learning at Corbridge First School as we prepare our learners to be the best they can be. We aim to promote confident well rounded young people who are ready to be successful in each stage of their life.

Pupils currently work in pure age classes and work is planned according to their age and ability. As much as possible we work using a cross-curricular method and this helps us ensure learning come alive.

ENGLISH AND LITERACY

Teaching is planned based on the National Curriculum guidance. The literacy curriculum includes activities inside and out, drama, use of videos and visitors. Work is planned and based on the needs of the individual. Children have personal targets and each child is challenged to be their personal best.

Reading

We use a variety of reading schemes supplemented by a wide range of other reading materials (poetry, drama, scripts, fiction, reference books and audio resources).

Parents and pupils are encouraged to comment in their child's home/school reading record each week.



Writing

We write for a purpose - letters, diaries, poems, scripts, questionnaires, recipes, instructions and stories. Some of this work is published using word processing programs.

Handwriting skills are also taught.

Speaking and Listening

We aim to help our pupils develop confidence when speaking to others and to strive for clarity of meaning. We give children access to a variety of speaking and listening activities which also include participation in school productions, assemblies, and projects.

MATHEMATICS AND NUMERACY

Teaching is planned based on the National Curriculum guidance. Teachers use regular assessment and feedback to ensure children understand their next steps and work is planned to challenge them as individuals.

It is our aim to provide all children with the opportunity to acquire knowledge, skills and understanding through practical and mental work. They spend time solving problems and applying their mathematical skills to real life situations.

Corbridge Church of England First School follow a Calculations Policy which outlines strategies used to teach the mathematics curriculum. The policy has been adopted by the Hexham Partnership of Schools to ensure consistency in strategies when our pupils move on to their Middle School Provision. The strategies are shared with parents and class teachers are always happy to give more information on how you can help at home.

SCIENCE

Science is a core subject in the National Curriculum - it has four attainment targets and a statement of breadth of study. These are:

- ☐ Sc1 Scientific enquiry;
- ☐ Sc2 Life and living processes;
- ☐ Sc3 Materials and their properties;
- ☐ Sc4 Physical processes.

Our role is to teach scientific enquiry through the contexts of the three main content areas. The breadth of study statement in the National Curriculum is concerned with issues such as the use of ICT, scientific language and health & safety.

COMPUTING

Planning for computing is implemented using two core documents: the National Curriculum Programme of Study for Computing and the Statutory Framework for Early Years Foundation Stage.

A progressive e-Safety curriculum ensures that all pupils are able to develop skills to keep them safe online.

All children are given the opportunity to use computers, laptops, iPads, digital cameras and programmable toys. Our aim is to use Information Technology appropriately and effectively to handle information, and to communicate in a variety of ways and for a number of different purposes.

Each classroom also has an interactive whiteboard to enhance teaching through the use of the internet and technology.

RELIGIOUS EDUCATION

Corbridge Church of England First School is a Christian school which aims to help children learn and grow in the context of a Christian Community.

Religious Education is a statutory part of the curriculum. Through our teaching of Religious Education we aim to provide opportunities in which our pupils can develop:

- an understanding of what they believe, and discover its relevance
- attitudes of openness and enquiry;
- an understanding of what is right and what is wrong, personally and socially in everyday living;
- respect and tolerance for those who express a different faith from their own.

The school follows the syllabus agreed by the Diocese of Durham and Newcastle. Pupils will be given opportunities to explore Old and New Testament stories, learn about the life of Jesus, study and participate in Christian worship and festivals, learn about other sacred writings and faiths and about people whose lives were changed because of religious beliefs.

The teaching of RE is approached in many different ways – through drama, music, art, thinking skill activities and through the use of the outdoor environment. We enhance our teaching through visits and visitors.

We encourage the children to vocalise their own opinions and beliefs and to respect all other views.

PHYSICAL EDUCATION

At CFS we provide a well balanced curriculum which covers the statutory requirements for the PE National Curriculum.

Pupils in both KS1 and KS2 engage in two hours of high quality PE during the course of each week. In KS1 the curriculum focuses on fundamental movement skills to develop agility, balance and co-ordination. Curriculum content includes ball skills and team games, gymnastic and dance activities. At KS2 pupils continue to apply and develop a range of skills and units of work include a range of invasion, net / wall, and fielding and striking games, gymnastics, dance, athletics and swimming. We also enrich children's experiences through opportunities for outdoor and adventurous activities.

Through good use of the Sports Premium we use funding to enhance all areas of our physical education provision. Specialist teaching includes football, rugby, tennis, netball, cricket, athletics and dance. Swimming is also taught in KS2.

In addition, the children participate in special events to enhance their PE curriculum. These include annual Sports Day, Football Tournaments, Partnership Sport Events and Sports Days hosted by Corbridge Middle School and Young Sports Leaders.

PERSONAL SOCIAL, HEALTH EDUCATION & CITIZENSHIP

Personal, Social, Health Education and Citizenship encourages the development of the whole child and is at the forefront of everything we do at Corbridge CE First School. Whilst PSHE education remains a non-statutory subject, section 2.5 of the National Curriculum framework document states that:

‘All schools should make provision for personal, social, health and economic education (PSHE), drawing on good practice.’

‘An important and necessary part of all pupils’ education.’

‘Schools should seek to use PSHE education to build, where appropriate, on the statutory content already outlined in the national curriculum, the basic school curriculum and in statutory guidance on: drug education, financial education, sex and relationship education (SRE) and the importance of physical activity and diet for a healthy lifestyle.’

HISTORY

The teaching of history is planned to address National Curriculum requirements. It helps our children gain a coherent knowledge and understanding of Britain’s past and that of the wider world. It is developed to inspire the children’s curiosity to know more about the past. Teaching will equip the children to ask perceptive questions, think critically, weigh evidence, sift arguments, and develop perspective and judgment. History helps pupils to understand the complexity of people’s lives, the process of change, the diversity of societies and relationships between different groups, as well as their own identity and the challenges of their time.

GEOGRAPHY

Geography lessons are planned to inspire in pupils a curiosity and fascination about the world and its people that will remain with them for the rest of their lives. Teaching will equip pupils with knowledge about diverse places, people, resources and natural and human environments, together with a deep understanding of the Earth's key physical and human processes. Geographical fieldwork will provide children with opportunities to develop their investigative skills.

ART, DESIGN AND MUSIC

Creative subjects make a vital contribution to the development of the “whole child” emotionally, aesthetically, spiritually, intellectually and socially. These subjects are planned to address the National Curriculum expectations and create a sense of enjoyment and purpose in challenges for our learners.

They provide the children with a unique way of perceiving themselves and expressing their understanding of the world around them, which is essential to basic education.

DOCUMENTATION

Documents relating to the curriculum policies and schemes of work are available on our website or on request.

EXTRA CURRICULAR ACTIVITIES

We are fortunate enough to have some extra-curricular activities run by staff on a voluntary basis. These can include such activities as computer clubs, choir, drama, sports and art.

We also offer other clubs that are run by approved providers and skilled coaches including dance, karate, tennis, football, French, archery and orienteering. Clubs run by external providers do charge, however, they are all very reasonably priced.

After-school clubs change based on interest and capacity and aim to give as many children as possible the chance to join in with different activities.

ADMISSIONS POLICY

Nursery

Our Nursery has places for 26 children. Admission forms are available from school. Priority will be given to those who meet the following criteria:

- Children who are in the care of the Local Authority
- Children living within the school's catchment area
- Children with older brothers and sisters who already attend Corbridge C of E First School
- Children who have special educational needs who have been referred by a health visitor, Social Services or other relevant professionals
- Those who request admission on other educational grounds.

This policy is open to review annually and operates at the Headteacher's discretion.

The tie-breaker, when there are more children meeting the above criteria than there are places available, will be the date when the application was received.

Children will begin Nursery in the academic year in which they are four. We offer five morning sessions in order to effectively cover the seven areas of learning in the Early Years Curriculum.

Reception and Years 1-4

Admissions to Corbridge Church of England First School are managed by the Local Authority. The Governors adhere to following the Northumberland admissions guidance. Please click on [NCC School Admissions](#) for information on how to apply for a place in Reception or if your child is transferring/moving school.

Children are normally admitted to school in the September of the academic year in which they are five. They are not legally required to attend school until the term after they are five.

Parents who live outside the catchment area of the school and who wish their children to attend must submit an official school request form to the Director of Education at County Hall, Morpeth, Northumberland. If you live outside of Northumberland and wish to apply for a Northumberland School, you must complete a Common Application Form from your home local authority.

The school's standard number for entry is 30.

Any parents wishing to visit school prior to applying for a place are most welcome. Two open mornings will be advertised locally and on the school website during the autumn term each year.

ATTENDANCE AND LEAVE OF ABSENCE

You will know that the government has high expectations for local authorities and schools to deliver quality education to the nation's children and it is therefore of the utmost importance that all children attend school regularly and punctually. There is a clear link between a child's poor attendance at school and resulting under-achievement across the curriculum.

There will be occasions when a child has to miss school, for example, if she or he is unwell and parents/carers are expected to exercise their judgement on whether their child is fit to attend school if there are signs and symptoms of illness. Any other absences should be kept to an absolute minimum. In particular, parents/carers do not have the right to take their children out of school during term time in order to go on holiday. Government regulations state that a Head Teacher 'may not grant any leave of absence during term time unless there are exceptional circumstances'. In exceptional circumstances where leave of absence is granted, the pupil's attainment and ability to catch up on missed schooling will be the primary consideration. The secondary consideration will be the pupil's current attendance.

The Hexham Partnership Leave of Absence information leaflet is posted on our website (or request a copy from the school office). The leaflet gives more detail on what exceptional circumstances are and other issues parents/carers need to be aware of.

We all want the best for the children and there are some interesting statistics available, for example:

- a two week period of absence is over 5% of a child's school year
- out of pupils who miss between 10% and 20% of their primary school education, only 35% achieve 5 A*-C at GCSE
- a child's absence from school is seen as significant if they are absent for more than 6.4% (12 days) of the school year and persistent if they are absent for more than 15% (24 days) of the school year

CHARGING POLICY

In accordance with sections 450-461 of the Education Act 1996, the Governing Body make no charge for education or educational activities provided during school hours as part of the published curriculum.

However, for some activities, for example, visits to Aydon Castle, Kirkley Hall, Roman Army Museum, there are entrance/transport costs incurred. In such cases, voluntary contributions from parents are essential. No child will be excluded from participating in an activity during the school day, however, if there is a shortfall of contributions an activity may not take place.

We make a charge for children receiving private specialist music tuition. Year 3 swimming lessons in Hexham are funded by the school but a transport payment is needed in order for us to take the lessons.

Our Charging and Remissions Policy is posted on our school website or you can request a copy from the school office.

EQUAL OPPORTUNITIES

We are committed to ensuring equality of opportunity for all pupils, providing an environment and education which does not discriminate on any grounds, valuing each child as an individual with equal rights.

PARENTMAIL AND COMMUNICATION

ParentMail is our preferred method for communication. It allows you to receive letters and reminders from school direct into your home and/or work email accounts helping us to communicate with you more effectively.

Weekly Newsletter

A weekly newsletter is circulated to parents and carers every Friday. The newsletter tells parents and carers about events and activities in school and includes a 'dates for your diary' page.

Welcome Meetings

Parents/carers are invited to their child's class welcome meeting at the start of the autumn term.

Parent Consultations

We hold termly parent consultation evenings. These give parents/carers the opportunity to meet with the teacher to talk about their child's progress, targets and how we can work together to ensure they do their very best.

Class Assemblies/Celebrations

There are many other opportunities for parents/carers to come into school throughout the year, for example:

- Shared learning lessons with their child in class
- to attend their child's class assembly
- to join your child for lunch when it is their year group's 'bring a parent/carers to lunch day'
- to celebrate Christmas and Harvest Festivals
- Sports Day

DATA PROTECTION AND FREEDOM OF INFORMATION

We, Corbridge Church of England First School, are a data controller for the purposes of the Data Protection Act 1998. Parents/Carers are issued with a copy of the school's Privacy Notice (also posted on our website) to inform you about the data we hold for your child and what we do with it.

How to make a Freedom of Information request

Any request should be in writing (by letter or by email) and should contain as much information as possible to enable us to supply you with the precise details that you need. If you have any difficulty with this you should contact us on the phone via 01434 632534.

The written request can be made in either of the following ways:

- email us at: admin@corbridgefirst.northumberland.sch.uk
- In writing to: The Head Teacher, Corbridge First School, St Helen's Lane, Corbridge NE45 5JQ

SCHOOL CONTACT DETAILS

Address	Corbridge C of E First School St Helen's Lane Corbridge Northumberland NE45 5JQ
Telephone	01434 632534
Fax	01434 634568
Email	admin@corbridgefirst.northumberland.sch.uk
Website	www.corbridgefirst.northumberland.sch.uk

SCHOOL OFFICE HOURS

Mrs Shevlin is our Office Administrator.

Office open times are:

Monday	8.30am – 3.30pm
Tuesday	8.30am – 3.30pm
Wednesday	8.30am – 3.30pm
Thursday	8.30am – 3.30pm
Friday	8.30am – 3.30pm

