



Spring Gardens Primary School

2025-26



Caring Learning Achieving

Contents

	Page
Welcome Letter	3
School Contact information	4
School Aims and Values	4
School Organisation	4
Foundation Stage – Nursery and Reception	5
Admissions to our school	5
School Times	5
School Uniform	6
Jewellery	6
Reporting progress to parents / carers	6
Communication	6
How can parents / carers get involved?	7
Organisation of the school curriculum	7
Extra Curriculum	8
Special educational needs	8
Homework	8
Behaviour	8
Bullying	9
Pupil Voice	9
Absence and Punctuality	9
Holiday during term time	10
Contact details	10
End of the day	10
Transition	10
School Security	10
Visitors to school	10
Health and Safety	11
Medicines	11
Lost Property	11
School Meals	11
Milk and Fruit	11
Swimming	12
Charges	12
Out of school provision	12
Complaints	12



Spring Gardens Primary School

Brightman Road
North Shields
NE29 0HP

Tel: 0191 3009750

springgardensprimary.org.uk

Headteacher: Mr. Tim Jones

Dear parent/carer,

I would firstly like to welcome you to our school. We understand what a difficult decision it can be choosing the right school for your child and hope that the information in this prospectus goes someway to answering your questions.

At Spring Gardens Primary School, we pride ourselves in being a warm, friendly and caring school. Our main aim is to educate the whole child so that when leaving us, the children are happy, well rounded and confident individuals who have a sound understanding of themselves and the world around them.

Our experienced and motivated teaching and support staff work extremely hard to offer a high quality, creative learning experience, tailoring it where appropriate to the needs of the children. We appreciate that parents and carers have a key role in everything that we do. With this in mind, we actively promote parents and carers to be involved in school life through helping on trips, coming into school for events such as class assemblies and supporting learning by attending workshops and information sessions. Staff are always happy to discuss your child's individual needs and are available before and after school should they be required.

My staff and I look forward to working with and alongside you over the time your child is at Spring Gardens Primary School. We hope that you find all the information that you need in the following prospectus, should you wish to discuss any specific needs you or your child may have, then please do not hesitate to contact me.

Yours sincerely,

*Mr. T Jones
Headteacher*

School Contact Information

School Address	Spring Gardens Primary School Brightman Road North Shields NE29 0HP
Telephone	0191 3005790
E-mail	office@springgardensprimary.org.uk
Website	springgardensprimary.org.uk

School Aims and Values

At Spring Gardens Primary School pupils, parents (carers), governors and staff will work in partnership as a whole school community to create a welcoming, safe and stimulating environment for learning.

As a school we recognise there are specific character skills and values which we promote as we believe they underpin our school's Golden Rules. These skills are;

Resilience, Empathy, Self-awareness, Positivity, Excellence, Communication and Teamwork (RESPECT)

These are regularly shared with the children and celebrated where they have been recognised.

School Organisation

We are a two-form entry primary school with 12 classes plus a morning and afternoon Nursery to cover the eight year groups from Nursery to Year 6.

The Nursery Class within the school offers Nursery education to children between the ages of 3 and 4 years. We have a total of 52 nursery places (26 in the morning and 26 in the afternoon). We also offer 30 hour provision. This can be provided for by childcare vouchers or parents/carers can pay school directly for. If you would like to enquire further about this please contact the school office.

In the September after the children reach the age of 11 years, our pupils transfer to one of the local secondary schools. There is considerable liaison between this school and the local secondary schools to ensure that pupils have a smooth transition.

The pupils are organised in classes according to their age:

Key Stage	Age of Pupils	Classes
Foundation Stage	3 to 5	Nursery and Reception
Key Stage One	5 to 7	Year 1 and 2
Lower Key Stage Two	7 to 9	Year 3 and 4
Upper Key Stage Two	9 to 11	Year 5 and 6

Foundation Stage - Nursery and Reception

The main emphasis during your child's time in the Foundation Stage is placed on the transition between home/school and class to class. All children are encouraged to visit with parents/carers during open days/weeks when beginning school or changing classes. These visits also allow parents/carers and children to form relationships with staff and peer groups, which are central to the well-being of the young child. The children come into school in small age-related groups to enable them to settle. Staff look at the overall development of the young child and children are encouraged in their learning to become independent and self-motivated.



Admissions to our school

Nursery admissions

Spring Gardens is responsible for the admission process into Nursery; however the policy follows the regulations set out by North Tyneside for statutory school age. There are 52 places in the Nursery, and these are allocated according to parental preference, distance from the school, whether there is a sibling in the school or extenuating circumstances. The school then considers the need for a balance of gender and age when organising morning and afternoon places. All parents/carers are invited to a meeting in the summer term (May/June) preceding their child's entry and to an allocated session(s) in our Open Week during which parents/carers and children visit the Nursery class.

Reception admissions

There are 60 places available in our two Reception classes. These are allocated according to North Tyneside regulations which can be found on the school's website. Priority will be given to children living in catchment, siblings of existing pupils, any children with Special Needs or those who are looked after by the Local Authority. Parents/carers who do not receive a place are entitled to appeal to North Tyneside Education Committee. All Reception parents/carers are invited to a Parents' Evening in June and children visit the Reception class before admission. Parents/carers should note, a Nursery place does not automatically mean registration for the Reception class. Parents/carers must register their child again for their Reception year. In the September, children are admitted into school in small groups dependent on their age and specific needs.



Main school or Mid-year transfer

We encourage any parents/carers wishing to transfer their child to our school, including the Nursery, during the school year to arrange a visit prior to making any decision. During this visit, time can be spent with the Headteacher / member of the leadership team, discussing options and seeing the prospective class. Visits can be arranged by contacting the school office.

School Times

Breakfast club	08:15
School starts	08:50 (first bell at 08:45 to line up on yard)
Assembly	10:25 - 10:45
Morning play	10:45 – 11:00
Lunch time	12:00 – 13:00

Afternoon session	13:00
Reception finish	15:10
Main School finish	15:20
Nursery sessions	
Morning	08:30 – 11:30
Afternoon	12:30 – 15:30

Staff are present on the yard from 08.45. Parents/carers are asked not to leave their children on the yard unsupervised before this time as school cannot be responsible for them. Children should be lined up for 08.45 ready to enter the school building with their class.

School Uniform

Children are to wear appropriate items from the choice of :-

- Red and white checked dresses
- Gold or white shirt, blouse or polo top*
- Maroon cardigan/pullover*
- Grey/black skirt
- Grey/ black trousers
- Grey/white/black socks
- White/Gold/grey tights
- Black shoes

*Parents/carers are free to choose if these items have the school logo on

P.E. kit - black shorts and white/gold vest or t-shirts. Black sandshoes for indoor P.E. and trainers for outdoor P.E. **Trainers are only to be worn for outdoor P.E.**

P.E. kit is to be kept in a named bag, which can be hung in the cloakroom.

Please label all items of clothing. P.E. kits need to be kept in school during the week and then taken home at weekends.

Jewellery

Children are only allowed to wear a watch and **one stud earring in each ear**. If your child does have their ears pierced, then they must be able to remove them for P.E. in line with official guidance. If your child cannot remove their earrings they will not be able to participate in P.E. If you are considering getting your child's ears pierced, please do this in the summer holidays and not during the school term so they have sufficient time to heal. For their own and others safety, no children should have any body piercings or be wearing acrylic/gel nails for school.

Reporting progress to parents / carers

Parents/carers receive a detailed written report about their children's progress during the Summer Term. There are Open Evenings and Showcase Events for parents/carers to see their children's books and work within classrooms. We are always pleased to answer questions about pupil's progress. Staff are available to speak to before school, however, for longer discussions, parents/carers are asked to arrange an after-school appointment.

The Headteacher or a member of the senior leadership team is generally available on the yard before school. For confidential discussions please contact the school office to arrange an appointment.

Communication

It is imperative that we have contact details for your child's key adults. Please make sure that phone numbers and addresses are updated as soon as they change.

At Spring Gardens, we will communicate with parents/carers in a variety of ways and hope that you find these effective, efficient and easy to follow;

Whole school communications

- Text and email – main school communication such as important reminders or updates – parents/carers are asked to download the Arbor APP
- Social Media – Follow us on either our Twitter account @SGPS18, Facebook Spring Gardens Primary School or Instagram *springgardensprimary*. On here we will share whole school achievements such as pictures from the Achievement Assembly each Friday or participation at events such as football tournaments
- The [school website](#) can be used as a main focal point for school information such as the school diary and letters.

Nursery and Reception

For our Early Years we use an APP called class dojo to share your child's achievements and snap shots of their time in school.

How can parents/carers get involved in school?

We always welcome parents/carers in school and we believe that they are an integral part of school life. Many parents/carers offer their help in the classrooms or for school trips / activities and we are truly grateful for this support. All parents/carers who help in school must complete a DBS online disclosure and will be given an induction prior to starting. Please speak to office staff to organise this.



Friends of Spring Gardens

We are very lucky to have a fantastic number of parents/carers working endlessly to help raise funds and organise events. This group, Friends of Spring Gardens PTA, organises all types of events such as the

Christmas and Summer Fairs, water fights and school discos.

Parents/carers are welcomed at FOSGPS meetings and should contact school for more information. Dates of meetings can be found on the school calendar.

Parent voice

We welcome any new parents or carers to our parent focus group meetings which are held throughout the year. The focus for these meetings will be shared in advance.

Organisation of the school curriculum

There are fourteen classes in the main school, two classes per year group. Parallel teachers work very closely to plan and deliver the curriculum across the year group to ensure a consistent approach. All classes include children of mixed abilities. Teaching methods are whole-class, group and individual as the subject/topic and approach warrants. There is differentiation within curriculum work to ensure that all abilities are catered for.

The Curriculum

Our curriculum is designed and planned to ensure breadth, engagement and depth of learning which meets the needs of all our children. We enrich the basic skills taught in our daily maths and English lessons with a variety of inspiring and innovative teaching and learning to enthuse and challenge our learners. We strive to equip all our pupils with the fundamental skills and enthusiasm for life-long learning.

We deliver a rich, skills based curriculum that helps pupils to acquire



knowledge, skills and understanding in line with the statutory requirements set out by the National Curriculum. Our curriculum design allows for thorough teaching, practise and repetition through a range of opportunities to allow for depth of learning and mastery across each of the subject areas.



We effectively link subjects and real-life contexts through our topics to make learning more meaningful and engaging for the children. The topics are taught in year groups and are changed every term or half term. Parents/carers are issued topic overviews at the beginning of each topic. When planning our topics, staff embrace the use of visits and visitors to enrich the curriculum and ensures there are lots of opportunities for outdoor learning. We also take consideration for the promotion of British Values and ensure that every opportunity is taken to celebrate diversity and actively promote mutual respect.

Extra Curriculum

At Spring Gardens, we are excited to offer diverse and engaging extra curriculum opportunities to enhance the curriculum. Children have the opportunity to participate in a range of sports such as; golf, rugby, basketball, street dance, fencing and football with specialist coaches. All our sporting after school clubs are subsidised for children to access as are supported through our PE funding grant.



Our older children have the opportunity to participate in a 2-night residential at Robinwood. During the trip, children get the chance to rock climb, abseil, canoe and take on the piranha pool! We believe that this trip is an essential part of the children's time at school, promoting independence and self-belief amongst other things and would encourage all children to attend. We recognise this could be a financial strain on families so offer the chance to pay in instalments.

Special Educational Needs

The school makes full use of the North Tyneside Support Services to help it devise programmes of work for pupils. Spring Gardens caters for the more able child as well as those experiencing difficulties or challenges in their learning.

The school adheres to the identification and assessment of Special Educational Needs Pupils laid out in the Department of Education Code of Practice January 2015. This policy forms the basis of good practice across the school for pupils with special educational needs. Whenever any pupil is deemed to not be making appropriate progress, is working below the expected standard or has specific educational needs then a meeting will be arranged with the parents/carers. This will be a chance to discuss any barriers to learning and what support differentiation there needs to be. We always ensure that parents/carers are involved at every stage and ask that parents/carers who may have concerns themselves about their child's progress or needs speak to the class teacher or the school's special educational needs co-ordinator Mrs Wankowicz.

Homework

Children and parents/carers are expected to take part in our Home/School Reading Scheme. Children have diaries for Home/School Reading and parents/carers are invited to write any relevant observations about their child's reading in these diaries.

We ask Early Years parents/carers to help with letter formation and the early stages of writing and phonic work for reading. Pupils are sometimes requested to research some



information for a topic or try out some practical ideas, which are an extension of school work.

Older children will be given a range of homework activities to develop their skills across the curriculum. We ask that parents/carers aid their children by giving encouragement and help to learn with vital areas of learning.

Behaviour

At Spring Gardens Primary School we have high expectations for our behaviour. All children and staff are expected to follow the schools Golden Rules at all times which have been agreed in consultation with the children and staff. These are;

- We use kind hands and words
- We listen to others
- We share and take turns
- We try our best

To support, enhance and underpin these rules we, as a school, believe that every child needs to have a clear understanding of our core values of RESPECT; Resilience, Empathy, Self-awareness, Positivity, Excellence, Communication and Teamwork.

More information about the behaviour policy and how we reward the children can be found in the policy section of the school website.

Bullying

The School has a full Anti-Bullying Policy available on the school website.

The following is a summary:

We are a 'telling' school. The Headteacher regularly describes the policy in Collective Worship and teachers discuss it frequently in their classroom.



It is unacceptable for children to be hurt verbally or physically. If it happens, children are to tell their teacher or their parents/carers, who will contact the school promptly. The Headteacher will be personally involved with those concerned.

There is a set protocol for reporting and recording any incidents of bullying in the school. In common with all other North Tyneside schools, corporal punishment is not an accepted form of discipline. There are however,

sanctions for those pupils who break the few and simple school rules, which are there for the safety of all pupils.

Children are given every opportunity to gain skills in personal relationships and to become more aware of their own important contributions to the school community and, as a result of these skills being fostered, the incidence of major discipline problems within the school are few and isolated.



Pupil Voice

We have a School Council which meets regularly with our PSHE lead and the Headteacher. At the start of each year, children who are interested in being on the school council are asked to complete their own manifesto and present this to their class. They are then voted for by their peers with the two children with the highest number of votes representing their class. Each year the council are involved in a range of activities and asked to have influence in different areas of school life from playground equipment to charity work.

Absence and Punctuality

It is important that children arrive promptly at school in the morning as punctuality establishes good habits and prevents children from missing valuable learning time. Please ensure that children arrive at School by 8.45am. The school gates will be locked at 8.55a.m. If you are late, please come to the Brightman Road entrance of the school where the Headteacher or Administrative staff can check your entry by means of a camera and door opening system. The school's Care, Guidance and Support Lead will monitor attendance and punctuality on a daily and weekly basis. The parents/carers of any children who slip below the schools' thresholds will be contacted and support offered in the first instance. More information can be found in the punctuality and attendance policy on the website.

Parents/carers are asked to telephone school if their child is absent through illness so that the class teacher can be notified and the register marked accordingly.

Please also notify us if your child has a Hospital, Medical or Dental appointment so that we can mark the absence correctly. When collecting or returning your child from these appointments please show the relevant appointment confirmations to the office staff. Failure to do this will result in the absence being marked as unauthorised. Wherever possible these appointments should be arranged outside of school time.

Holiday during term time

Current guidance states that **Headteachers may not grant leave of absence during term time unless there are exceptional circumstances**. Please book holidays during the holiday period and not during term time. If there is a time when you need to take your child out of school parents/carers need to complete a leave of absence form. These can be collected from the school office or found on the school website.

Please be aware that from August 2024, the Government has updated its guidance around attendance and issuing fixed penalty notices for absence from school. Further information can be found on the attendance section of our website [here](#)

Contact details

It is essential that we have an up-to-date emergency number for your child so that we can contact someone quickly in the case of sickness or an accident. If this proves difficult, please ensure we have a relative's or work telephone number where someone can be contacted.

End of the day

Please be prompt when collecting your child(ren). If you are held up, please let us know so that we can explain to your child and also hold onto them until your arrival.

Parents/carers are asked not to collect other children, unless this has been arranged with the parents/carers concerned and the school has been notified. Where staff are not clear on the collection arrangements, we will always contact parents/carers to clarify who is collecting their children before releasing into someone else's care. Please note, we have a clear collection policy at Spring Gardens where only children in year 5 & 6 will be allowed to leave site at the end of the day and only where we have had the appropriate form completed. Further information can be obtained from the school office.

Transition

Transition is an important part of a child's journey through the school system and we recognise the importance of getting this right. During the summer term we give all children the opportunity to spend some time in their new class and with their new class teacher. We also plan in time for our staff to pass on information about the children to ensure that there is a seamless move from one year to the next.

We also find transition can be difficult for parents/carers. Therefore, we hold transition meetings at the end of the term where we share with parents/carers where their child's new class will be, what the curriculum in the Autumn term will be like and the sort of activities their child will be doing.



School security

For the safety of pupils and staff, the entrance doors are only opened to admit children first thing in the morning by the staff on duty. The same teachers open and shut the doors at playtimes. These doors only open from the inside. No pupils or parent should open these doors. Playground gates are locked at 8.55a.m. and re-opened at 3.05p.m.

Visitors to school

Visitors to school are asked to sign in and out and to wear the relevant badge. Anyone not wearing a Spring Gardens security badge will be challenged. Please help us keep the

school safe. When arriving at school please make sure you orientate yourself with the school's visitor protocol.

The School has a "No Smoking/vaping" Policy and this applies to buildings, playgrounds and outside areas. We ask everyone to respect this at all times. This also includes the use of electronic cigarettes.

Health and Safety

When bringing children to school please walk with your child if possible. If you have to come by car, then please use the Aldi car park accessed from Hawkey's Lane.

The school is covered by the Health and Safety Act 1974. All accidents must be listed in an accident book and they are dealt with by our trained First Aiders, who maintain a First Aid area. During the lunch-hours the Dinner Supervisors cover First Aid, but accidents are also reported to the school

office. Parents/carers are informed immediately should any serious accident befall a child, hence our need for an emergency contact number.

Please be aware that no dogs except assistance dogs are allowed onsite unless for educational purposes which have been agreed with the Headteacher.

Medicines

Please refer to the school website for details of the North Tyneside Guidelines concerning medicines in schools.

Forms must be filled in for any medicine required to be administered in school. The forms are available from the School Office or from the School Website.

Any medicines to be given at school should be brought and collected by the parent/carer of the child.

Inhalers may be kept in the office/classroom or carried by the child and they should be named. We also ask that you complete a form if your child requires an inhaler so that we are aware of his/her requirements. The forms are obtainable at the office.

To avoid cross infecting other pupils, if your child has a skin condition or any other possibly contagious infection/condition please check with the school office if they are able to attend school. To assess conditions school will always refer to most recent NHS England guidance.

Children with sickness or diarrhoea should have 48 hours clear before they return to school.

Lost Property

Whilst we do not have a designated lost property area, parents/carers should speak to their child's teacher in the first instance should items be misplaced. If items are not named then we will have difficulty in returning.

School Meals

These are cooked on the premises and served in the school's Key Stage 2 Hall. All children from Reception – year 2 are entitled to a free school dinner through the Governments 'Universal Free School Meals' initiative. Please ask for an application form if you haven't registered for this.

School meals for 2024-25 will be £2.55 per day. Our meals provider, Hutchisons, have their own online payment system for school dinners called 'Appetite'.

Pupils may also bring a packed lunch for their dinner. All lunch containers and flasks must be labelled. Please do not send cans or bottles in a packed lunch as they are dangerous. Sweets/chocolate are not allowed in school as we encourage healthy eating. Children should also **not have any food which contains nuts** as we have children with severe allergies.

Milk & fruit

Milk is free for pupils under 5. If, after the age of 5 you would like to order milk please register at www.coolmilk.com. The cost is around £15 per term.

If your child does not register for milk please send in a bottle of water (flavoured water or juice is not allowed).

A mid-morning snack of fruit is provided for all children.

Swimming

Children in upper key stage 2 have the opportunity to attend swimming lessons at Tynemouth Pool. The half-hour lessons are delivered by a qualified instructor from the Leisure Pool staff. Our aim is that all children will be able to swim at least 10 metres by the time they leave Year 6.

To attend swimming lessons, the children will walk to the pool and back as part of their PE sessions for that term.

Charges

The Governing Body of this School recognises the valuable contribution that the wide range of additional activities, including educational visits, can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities, both as a part of a broad and balanced curriculum for the pupils of the School and as additional optional activities.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school: school journeys out of school hours and sports activities outside school hours. All other activities are covered by voluntary contributions wherever it is deemed to be necessary. In these cases there is no obligation for parents/carers to contribute and no pupil will be excluded from the activity. Should voluntary contributions in such cases not be sufficient, the school reserves the right to cancel the activity.

Out of school provision

On site, the school provides before and after school care. Breakfast club is free of charge and starts at 8:00am. Children must be booked in prior to the session which can be done online using the Arbor system. If attending, children must be in the hall for 8:30am. Anyone coming after this time will not be given access to the club.

After school provision can be booked using the Arbor app. This is a paid for provision;

3:20pm to 4:30pm - £7.50

3:20pm to 6:00pm - £9.00

Children are provided with a snack when attending.

The school often has Holiday clubs running during school holidays. These are generally ran by a third party and booked independently to school.

Complaints

Parents/carers are asked to bring any complaints to the School's notice first. The complaints policy can be found on the school website or a copy can be requested from the school office. Where appropriate, the Headteacher, or appropriate senior manager, with the agreement of parents/carers will deal with the complaint and inform parents/carers of the outcome. If parents feel the complaint is unresolved then Governors will consider it.