



23rd September 2026

Dear Parents/Carers

Sorry this letter is a little later than normal in the new school year. It has been lovely to see the children so settled. Well done especially to all of our new children in Nursery, Reception and in other classes across the school. We are all looking forward to working with you this year

Just to remind you children at Church Street site come in to school from 8:40 - 8:50.
Children at Moor Lane come in from 8.30 – 8.40.

The school day ends at 3:10 at Moor Lane and 3:20 at Church Street. Teatime Club runs till 5.30pm every day at Church Street & Moor Lane for children from Reception to Year 6. Booking is essential for this club.

Curriculum maps have been sent and will be sent out each half term to give you information about what your child will be learning. Your child's class teacher/year group staff will also be emailing you information about general organisation of the year such as PE days and homework.

Arbor Parent App

As most of you know we use Arbor, a secure on-line system for holding our pupil information. This system is cloud based and fully GDPR compliant. Within the Arbor system, there is a Parent App for improved communication between parents/carers and school. This can also be accessed via desktop, tablets, phones, etc.

This app will allow parents/carers to book parent evening appointments, confirm trips, book after school clubs, advise of absences (not holiday), change of address and telephone numbers. You will also be able to view current attendance for your child.

We send out all letters and other important information through the App and e-mail, reducing the need to send out paper copies which can be lost or misplaced, whilst helping the environment.

Our Admin staff have set up accounts for new parents/carers where we have been provided with an e-mail address. You will have received a sign-up email, so could you please activate this as soon as possible.

If you have not received an Arbor set up email in the next few days, please contact school.

If you have any questions regarding this please contact Mrs Clarke (Moor Lane) or Mrs Wilson (Church Street).

Personal Contact Details

Please can you ensure you log in Arbor and ensure all contact details and people who can collect your child are up to date. We must have **at least** 2 contacts for every child. We also need contact details for adults with PR for your child, however we will not contact them without first informing you if there are any extenuating circumstances.

Packed Lunches

Just a reminder that your child's packed lunch must not contain a drink. Fresh water is always provided for all children at lunchtime regardless of the type of lunch they have. We do have an approved packed lunch policy which details the types of food children can bring – this is available on the website or a copy can be obtained from the school office. Please make sure any **grapes or small berries are cut up**. Nuts **are not allowed** at all in school, including chocolate spread containing nuts, due to allergies.

Please contact the office if your child is changing to packed lunches or to school meals and provide one weeks' notice. If we are not notified then you may be charged for the school meal.

End of the day

All children from Reception to Year 3 will be handed over 1 by 1 to parents/carers. The Governors and I would like to stress that all children need to be kept safe (of course) and so only if you give permission for your child from Year 4 – Year 6 to walk home on their own will we let them go on their own. Please ensure consent for your child walking home from school alone from the Moor Lane site is completed on Arbor – this is for Years 4 and above.

Parents/Carers of children in Nursery can speak to the Early Years Staff if they have any questions about times of sessions for their child.

Contacting School

The contact number for both sites Church Street (Infant) and Moor Lane (Junior School) is **01429 836843** – there are 4 options to choose from:

- 1 Reporting Pupil Absence
- 2 Teatime Club bookings and Pupil collection information
- 3 Church Street
- 4 Moor Lane

You can also text school on our mobile phone – this number is 07880 044653

Leave of Absence requests

Any leave of absence requests MUST be made directly to school. Forms must be completed and returned to the school office prior to taking the holiday. It is a LA policy to fine for unauthorised holidays and both parents/carers will be fined per child. Families will now be fined after 5 days of holiday within any 12 week period. If your child's attendance is below 90% this can incur a fine outside of these dates. We have also been told that if parents/cares do not ring in to inform us when their child is absent for any reason this has to be marked as unauthorised so please make sure you contact school if your child is going to be absent for any reason. Suspected holidays may also incur a fine.

Cash into School

We operate a cashless system across both sites and currently use the Parent Pay system for payment of clubs and events within school. Activation letters for new Reception children have been sent out – for all other parents if you have misplaced this please call into the office to get a further copy.

If you do not do on-line banking, please call into the office and we can arrange a payment card for you. This will enable payment to be made in cash at local shops that offer the Pay Point service, (eg Local Co-ops).

School Lunch & Free School Meals

The cost for a school lunch is £3 per day (£15/week) for pupils attending the junior site. All children in Reception, Year 1 and Year 2 will receive a Universal Infant Free School Meal (UIFSM). However, we encourage all parents to complete a check for Free School Meals, due to criteria changes or if your circumstances change.

The school receive a premium for children who are eligible for a Free School Meal and it is in all our interests that we bring in as much money as we can to support our school and ensure all of our children get the best possible education.

Apply here - Custom Link: [5830](#)

Facebook

Many of you will know that there is a Facebook page for the school – if you have any problems accessing this, please come into the school office and someone will help.

Accidents and Bumps in School

Most of the staff in our school are First Aiders and they deal with any bumps, cuts and grazes. In the case of head injuries, parents/carers will be informed by school via a telephone call and will receive an email from Meditracker so that they can monitor their child when they get home and seek further medical advice if necessary. This is school policy and does not mean that the injury is very serious but we need you to be aware in case of any after effects- obviously we cannot see into your child's head! If it is inconvenient for you to answer the phone during the day and do not want to receive such calls, please advise the school office. You will still receive bump notes - the phone call is so that you are aware prior to the end of the school day or in case another adult collects your child after school.

Water in school

Every child in our school has been given their own cup or water bottle to use within school. The cups have children's names on. The bottles and cups will stay in school and be washed and reused in school each day. Please rest assured that your child will have the opportunity to access fresh clean water at all times.

Breakfast club is available on both sites at the following times:

From 7.30am - at a cost of £2.00 per session

We offer a free Breakfast Club on both sites, from 8.00am – 8.40am at Church Street and from 8.00am – 8.30am at Moor Lane and all children are able to attend – there is no booking required for Breakfast Club.

Can parents please ensure that if their children are leaving the house early to attend Breakfast Club that they come straight into school and do not hang around on Moor Lane or surrounding streets. This is for their safety and well-being and I am sure you will encourage them to come straight to school.

Teatime Club is available on both sites at the following times:

3.10 – 4.00	£2	
3.20 – 4.00	£2	
3.00 – 5.00	£5	
3.00 – 5.15	£7.50	
3.00 – 5.30	£10.00	
After 5.30 – 6.00	£15.00	MUST BE BOOKED IN ADVANCE
4.00 – 5.00	£3	Charge following attendance at after school club
4.00 – 5.15	£5.50	
4.00 – After 5.15 Late Fee	£8.00	
After 5.30 - 6.00	£13.00	MUST BE BOOKED IN ADVANCE

Unfortunately, if your child is not picked up by the booked time, this will incur the additional charges of the next session.

All bookings for Teatime Club must be made the previous day. As your circumstances may change over a weekend bookings for Teatime Club on a Monday can be made by 9.30am on the Monday morning. Alternatively advise us of regular bookings and daily notification will not be necessary.

If your child will be attending Teatime Club on a regular basis, either daily/weekly, please complete the attached form.

Breakfast and Teatime club is only available from 8am until 8.40 and 3.20pm until 4.30pm for children in the Nursery 3-4 yrs.

Payment for Breakfast Club, Teatime Club and School Meals

Payment for Breakfast & Teatime club and school meals **must be paid in advance of attending**, at the beginning of the week. If we do not receive payment your child will not be allowed to attend. We will provide a school meal for your child on the first day of non-payment, but following that you will be contacted and advised to send a packed lunch in with your child until we receive payment for the week ahead. Unfortunately our Pastoral Manager is spending a considerable amount of time chasing up non-payment of the above and this can no longer continue. We will therefore be monitoring this much more closely and inviting parents/carers into school for meetings to discuss any outstanding amounts owed.

If this arrangement causes any difficulties, please do not hesitate to contact me or Annie Docherty, Pastoral Manager.

If there are any outstanding amounts owed from last term can you please ensure that these are brought up to date by the end of this week. We will be contacting parents next week to arrange meetings/ payments plans for any not brought up to date.

Health and Safety

Dogs are not allowed on school premises at all. We have children with severe allergies, as well as the risk of biting!

Please do not stand at the top of the steps at the end of the day when you collect your child from Church Street. It is very difficult for staff to see you at such a distance. Please rest assured we will help and keep your child at the infant site if you need to collect from the Junior site first.

Children cannot wear earrings, nose piercings or any other jewellery in school. If your child must have their ears pierced, they will need to sit at the side of the yard during break times and not take part in PE/swimming lessons.

Children must not come to school with false nails or false eyelashes for Health and Safety reasons.

Obviously, smoking including use of vapes is not permitted on any Trust or Durham County Council site including our school.

When dropping your child at Church Street please do not use the main entrance unless they are attending Breakfast Club or are in Nursery. Children should use the pupil entrance when staff are on the yard.

PE Kits

PE Kits need to be labelled clearly with your child's name.

Please send your child's PE kit to school on a Monday and it will be returned on a Friday for washing. This is because other opportunities may arise for PE and we do not want the children to feel upset. Our PE Kit is, blue/black shorts or joggers and a white t-shirt. We do have some spares in school if children do not have the correct kit.

Children in Year 1 and KS2 all need trainers or plimsolls as some of their PE lessons are outside.

Outdoor Play

As part of our outdoor play provision, children will be allowed to play on grassed areas of the school ground so long as they have appropriate footwear. Please could you send spare wellies into school for your child to keep in school so that they can engage in play at break and lunch times. If you have any additional wellies that your child has grown out of these will be greatly accepted as spares. If you are sending wellies in please write your child's name inside.

Parental Consent

Can we please ask all parents to complete the following consents on Arbor in respect of your child, you will have received an e-mail link to complete this:

Photo consent

Consent to walk home (Year 4 & above)

School visits consent

Year 6 Transition Information

Please see attached letter about applying for Secondary School. Any information we receive from local schools will be put on our Facebook page, the school website and fliers will be put up in school giving information about Open Evenings, etc.

School Admissions – 2027/2028 Academic Year

Parents/carers are being encouraged to apply on-line for a school place for their child for Secondary and Reception school places.

All the information you need to be able to do this is available on the Council's website from 1 September 2026

www.durham.gov.uk/schooladmissions

Information regarding this is displayed in school and available on our Facebook and website.

School Crossing Patrol

Unfortunately, there is no crossing patrol at either site so please take extra care, especially at drop off and pick up times and near to the school gates!

Finally, I am very pleased to tell you that we have appointed Mrs Charlton and Mr Liam Binks as Assistant Heads. I am sure you will join me in congratulating them in their promotion and new roles in our school.

Regards

Marie-Louise Binks

Mrs Marie-Louise Binks
Head Teacher