



**ACADEMIC EXCELLENCE  
PARENTAL PARTNERSHIPS  
NURTURING AND ASPIRING ETHOS  
WELCOMING STAFF  
EXCELLENT BEHAVIOUR  
INCLUSIVE PROVISION  
COMMUNITY LINKS**

At Ox Close we are firmly committed to striving for excellence in all aspects of school and to maximising the all-round potential of each and every child.

Ox Close Primary School is a learning community where all children are encouraged to see themselves as learners and participate in their own learning, within and beyond the school. Our aim is to nurture the children, teach them to aspire and have goals and ensure that they leave Ox Close ready to prosper.

We recognise the part parents play in the education of their child and we will offer you every opportunity to be involved in your child's learning.

In March 2019 Ofsted visited and confirmed that the school was a good school which has many outstanding features. Leadership and management, personal development and welfare and Early Years provision were all judged as being outstanding. The Ofsted report stated that 'The Executive Headteacher and the Head of School are uncompromising in their drive to ensure that all members of the school community achieve the school motto of 'Be the best you can be.'

Ox Close is dedicated to excellence, and our hardworking and committed staff aim to promote all aspects of your child's academic, personal and social development.

Ox Close Primary are amalgamating with Oxclose Nursery from September 2024 and will become Springmoor Grange School, moving to a new site.

This exciting development of Springmoor Grange will bring three quality and teaching learning areas together under one roof for our children in Spennymoor.

This will be located on the Durham Road and children from Oxclose Nursery and Ox Close Primary will attend this new school



# MISSION STATEMENT: AIMS AND OBJECTIVES

Ox Close Primary School is a learning community, where all children are encouraged to see themselves as learners and participate in their own learning, within and beyond the school.

At Ox Close, we are fully committed to maximising the all-round potential of every child. Our children are actively encouraged to strive for excellence under the ethos of '**Be the BEST that you can be.**' Our aim is to nurture the children, teach them to aspire and have goals and ensure that they leave Ox Close ready to prosper.

We are committed to striving for excellence in all aspects of school. This includes the highest of expectations in terms of behaviour, academics and positive citizenship.

Our commitment to the promotion of healthy lifestyles can be seen through the high profile of both curricular and extra-curricular sport and exercise. Furthermore, Ox Close pupils are given the opportunity to enjoy an outstanding learning environment, which includes outdoor education.

Music and the Arts are an important part of our philosophy and at Ox Close we believe that this provision helps to create happy, confident, engaged learners.

At Ox Close the staff are also members of the learning community. Teaching and Learning is our core business and this is always at the heart of every School Improvement Plan. The award of Investors in People Gold is evidence of the positive, vibrant culture which encourages staff to 'Be the best that they can be.'

Ox Close parents and carers play an active part in school life from when the children join in Reception and this continues as the pupils move through the school, with open mornings, celebration events and assemblies all scheduled regularly.

# HOW DO WE PROMOTE BRITISH VALUES AT OX CLOSE PRIMARY SCHOOL?

## **1 - Democracy**

At Ox Close Primary School, we ensure that all children have a voice in school and that their opinions are valued. We have a Children's Leadership Team that meet regularly to ensure that all children within the school have a voice that is listened to. We also demonstrate how democracy works by actively promoting the democratic processes when voting for the school council members that serve each year group. In addition, the children elect a Children's Champion from Year 6, who leads the Children's Leadership Team and represents them at various meetings, such as with Governors.

## **2 - Individual Liberty**

Within school, children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. We ensure that we educate and provide boundaries for young children to make choices safely, through provision of a safe environment and a rich creative education. All of our children are encouraged to know, understand and exercise their rights. They are advised how to exercise these safely, for example through our online safety teaching.

## **3 - Mutual Respect**

Mutual respect is at the heart of our school. Children learn that their behaviour has an effect on their own rights and those of others. All members of the school community are entitled to be treated with respect and this is instilled in the children as soon as they start school.

## **4 - The Rule of the Law**

The importance of having rules is stressed every day at school so that our school is a calm and safe place to be. All our children are taught the values and reasons behind rules that we must follow. The children are aware of the responsibilities that this involves and the consequences when laws are broken.

## **5 - Tolerance of Faiths and Religious Beliefs**

At Ox Close Primary School, we carefully plan our topics to ensure that we celebrate the diversity of different faiths and cultures. We want the children to be global citizens and give them the knowledge, skills and understanding of concepts necessary to become informed, active and responsible citizens.

# MEET THE STAFF

## **Executive Headteacher**

Mr D Harrison

## **Deputy Executive Headteacher**

Miss A Bowden

## **Assistant Executive Headteachers**

Mrs J Phillips, Mrs H Shepherd and Mrs M Bowman

## **Federation Business Manager**

Ms T Jackson

## **Teaching Staff**

Mrs A Cox  
Mr R Crowther  
Mr R Cummings  
Miss H Day  
Mrs C Elliott  
Miss E James  
Mrs S Paxton  
Mrs L Payne  
Miss G Robson  
Miss J Todd  
Mr D Webb  
Mrs L Woods

## **Teaching Assistants**

Mrs J Bell  
Mrs H Bulmer  
Miss E Cockburn  
Miss C Densham  
Mrs J Dent  
Miss K Dewey  
Mrs D Franklin  
Miss L Hicks  
Miss D Hockridge  
Miss G Hunter  
Miss E Rowlands  
Miss T Shaw  
Miss L Simpson  
Mrs J Thompson  
Mrs V Wallace  
Mrs S Walker  
Miss A Walton  
Miss S Walton

## **Lunchtime Supervisory Assistants**

Mrs P Finlay  
Miss C Hewett  
Mrs T Murphy  
Mrs P Patterson  
Mrs A Briggs  
Mrs S Tucker  
Mrs C May

## **PSAs**

Miss R Bewick  
Miss L Simpson

## **School Governors**

### ***Teacher Representatives***

Mr D Harrison, Miss A Bowden.

### ***Co-opted Governors***

Mrs P Sneath (Chair), Mrs W Hall, Mr S Bowen, Mrs N Milne, Mr D Stone (Vice Chair), Mrs D Swinburn, Mr P Wilson.

### ***Local Education Authority***

#### ***Representatives***

Cllr E Maddison

#### ***Parent Representatives***

Mr L Clough, Mrs S Aungiers

## **Office Administrators**

Mrs H Ozturk  
Mrs N Hunter

## **Caretakers**

Mrs S Flatley

## **Handyperson**

Mr G Bewick

## **Cleaners**

Mrs B Edgar  
Miss R Waterhouse  
Mrs A Pringle

# OUR SCHOOL

Ox Close Primary School, which is Local Authority maintained, was opened in 1969. It is situated in attractive grounds, a feature of which are spacious tree lined playing fields. We are also very excited to be moving to our new site, to be known as Springmoor Grange Primary, from September 2024.

The safety of our pupils is paramount. Please avoid parking cars outside the Ox Close Crescent entrance and **also be aware that cars should not be driven onto the school premises, via the school drive, during the course of the normal school day.**

## SCHOOL SECURITY

The school continually reviews security procedures and has incorporated safety locks on all external doors. All visitors, including parents and carers, are obliged to enter school via the main entrance during normal session times, and report to the school office.

**School gates and doors are open from 8.40-8:45am and children come straight into school via 2 entrances.**

## ADMISSIONS

The school has a current admission limit of 45 – when we move to the new site in September 2024, this will increase to an admission limit of 90. Pupils are divided into two reception classes, three Year 1 and 2 classes, three Year 3 and 4 classes, two Year 5 and two Year 6 classes and we currently have 318 children on roll. Ox Close Primary School caters for children from four years of age up to eleven years of age, prior to their transfer to secondary education.

Durham Local Authority operates a September entry only for all pupils eligible to enter the school's Reception intake. Ox Close Primary School has close links with all local nursery schools within the cluster, and from 1 November 2018 it was Federated with Ox Close Nursery under the leadership of Mr Harrison. We will amalgamate fully with the Nursery from September 2024. Prior to pupils joining Reception each September, transition meetings are held for parents, along with a series of initial visits for all new starters in May and June, ensuring a smooth transition for pupils from Nursery to Reception.

Pupil admission is administered by officers of Durham Local Authority, within the criteria determined by the Local Authority, as is the Appeal Procedure and all matters appertaining to any aspect of pupil admission.

# SCHOOL ADMINISTRATION

We keep a record of telephone numbers to be used when we need to contact parents/carers during normal school hours. Home telephone number(s) and place of employment telephone number(s) are needed, for contact purposes, along with mobile telephone numbers as we use a text messaging service.

**Every parent/carer will receive a copy of the confidential information sheet, to complete and return to the school office, following confirmation of a place at our school.** Please note that if any details on this confidential information sheet change, it is important that the school is informed via the parent communication app Arbor as soon as possible.

It is important that details about a child's medical information is logged on the appropriate form if they suffer from any long term condition/complaint, for example asthma, epilepsy, diabetes etc and any necessary relevant medications required in this connection, on admission to school. We also need to record details of any disabilities and therefore ask parents/carers to inform us accordingly, so that we can do our best to meet the needs of these children. We comply with all GDPR regulations.

## CAUSE FOR CONCERN PROCEDURES

Any cause for concern regarding a child should be discussed in the first instance with the child's teacher, who will complete a cause for concern form with the parent/carer at that meeting. This will state the nature of the concern, targets for action and a review date. The parent/carer will be given a copy of this form and the class teacher will keep a copy for reference.

## PUPIL ABSENCES

If your child is to be absent from school for a medical appointment, or for some other reason, please let us know in advance by sending an appointment card or letter to the school office.

This will then be recorded and retained for information. Children **will not** be sent out of school alone and **must** be collected by a parent or known adult from the office.

If your child is unable to attend through illness or an unexpected absence occurs, please contact us by telephone on the morning of the first day of absence and let us know the reason for the absence and a possible date for return. Pupil attendance is always carefully monitored by school who will contact parents should absence be of concern and which could detrimentally affect a child's progress.

### **UNAUTHORISED ABSENCES**

We believe that pupils need to be in school for all sessions, so that they can make the most progress possible. If a child is absent from school, the parent/carer should ensure that the school office is contacted on **01388 814860** on the first day of absence.

We naturally expect parents to take their family holiday in the normal school holiday periods. All holiday absence requests must be made in writing on forms available from the school office and, unless there are exceptional circumstances authorised by the Executive Headteacher, will be recorded as unauthorised absence.

Under Department for Education regulations, parents who take children out of school during term time for any absence of 7 days or more during any academic year can be issued with a Fixed Penalty Notice or fine.

### **MEDICINES IN SCHOOL**

The administering of prescription medicines is a parental responsibility. However, the school recognises the need to make arrangements for those pupils with medical needs where prescription medicines are required to be administered during the school day and have suitably trained staff who can administer medicines when necessary. No unauthorised medicines will be allowed on school premises.

Written authority must be received from parents/guardians **before** prescribed medicines can be administered, therefore parents are required to complete a form of consent to allow nominated staff to administer prescription medicines. A copy of this form can be requested from the school office as and when necessary. A responsible adult is also required to bring the medicine into school on a morning and collect it at the end of the school day, signing the medication register in and out each time.

Where possible, unless advised it would be detrimental to health, medicines should be prescribed in frequencies that allow the pupil to take them outside of school hours and parents should check with the GP if this is possible. We will only administer medicine prescribed by a GP.

### **SUN PROTECTION**

During the summer term when the weather can be hot, parents should ensure that their child has had high factor sun cream applied before they come to school; that they bring a hat and are wearing a shirt which covers their shoulders. If children bring sun cream into school, the bottle must be clearly named and the child will be responsible for applying it themselves.

### **STAFF AND PUPIL ORGANISATION**

Currently, there will be 318 children on roll divided into 11 classes, each supervised by a teacher who also takes responsibility for curricular areas throughout the school. In addition, there are a high number of very skilled Teaching Assistants who provide support both in and out of class.



## **CURRICULUM ORGANISATION AND PLANNING**

The curriculum at Ox Close is the whole learning experience offered by the school. It is not only the activities and experiences which are planned, organised and provided while the children are at school, but also the tone, standards, attitudes and values that the school puts forward.

Our school caters for children aged from 4 to 11. This corresponds to the EYFS for Reception and the National Curriculum for Key Stages 1 and 2.

R = Early Years Foundation Stage

Y1 – Y2 = Key Stage 1

Y3 – Y6 = Key Stage 2

The National Curriculum forms the basis of the education pupils receive in the school. Mathematics, English and Science form the core, with History, Geography, Art, Music, Design and Technology, Information Technology, PSHE (Pastoral, Social and Health Education) and Citizenship, MFL (Modern Foreign Languages) and PE (Physical Education) forming the other foundation subjects. Religious Education is not part of the National Curriculum, although it is a compulsory subject and is taught in every year group. We follow the Durham Agreed Syllabus for the teaching of Religious Education. This reflects the Christian traditions that are predominant in this country but teaches and introduces the other main faiths and religions that are found in Britain today. For further details of the topics and planning, please refer to the school website.

The staff and governors are committed to offering the children of Ox Close experiences that enrich their education in the form of visiting artists, musicians, dancers, theatre groups, puppets, circus performers and sports coaches as well as educational visits away from school.

Planning is thorough to ensure that the children's full entitlement to the National Curriculum is met. Subjects are taught via a variety of methods, including whole class, group and individual approaches.

The aim is to channel the child's natural curiosity and eagerness to learn through a rigorously planned, broad, structured programme to meet each child's individual needs. The staff work very closely to co-ordinate planning of all curricular subjects, in order to ensure progress and continuity.

## **RELATIONSHIP, SEX AND HEALTH EDUCATION (RSE)**

RSE is taught throughout the school. A carefully planned sequence of learning allows children a wealth of opportunities to develop knowledge and skills and to become thoughtful, articulate and respectful as we nurture aspiring well-rounded global citizens. Children are taught key terminology as well as being offered a safe environment to take part in age-appropriate discussions around the content of this subject, asking any questions and showing respect to others. Our children are taught to be fully inclusive and accepting of others regardless of differences but in order to do so, they are taught what these differences might look like and the appropriate language we might use. This takes place in classrooms, assemblies and through whole-school events including PRIDE events. The School Nursing Team also work with children throughout the school on different health related education issues.

*Parents may withdraw their children from aspects of the Sex Education part of the RSHE curriculum. Any parent/carer wishing to exercise this right are encouraged to discuss this first with Executive Headteacher or RSHE leader.*

## **PHYSICAL ACTIVITIES**

We encourage amongst our pupils the understanding of the importance of exercise in maintaining a healthy lifestyle. This is promoted through a regular and balanced physical education programme, as outlined in the National Curriculum.

### **SWIMMING**

Children from Years 3 and 4 take part in swimming lessons at Spennymoor Leisure Centre, as part of the National Curriculum PE requirements. Water safety and catch up lessons are provided in the Summer Term for Years 5 and 6.

## **RE (RELIGIOUS EDUCATION) AND COLLECTIVE WORSHIP**

An act of daily worship is carried out each day through collective worship in the classroom or as part of an assembly. This is non-denominational but mainly reflects Christian teachings and values. The vicar of St. Paul's (C of E) Church regularly attends school to lead assemblies.

***Parents have the right to withdraw their child(ren) from these activities, by arrangement with the school, if this conflicts with their values and beliefs. However, this should not impinge on any other area of the curriculum.***

## RECORDING AND REPORTING

Parent Consultations are held in Autumn and Spring Terms where parents receive detailed information about their child's progress, including any targets for improvement. However, parents/carers are welcome to communicate with the school at any time to discuss any problem which they feel may be a hindrance to their child's progress.

At the end of the Autumn and Spring Terms, a short assessment report is sent home highlighting the level that each child is working at in relation to age related expectations. At the end of the Summer Term, a written report detailing the child's progress in all National Curriculum subjects is provided for parents, who are also invited to an open afternoon when they can look at their child's books and displays.

## SCHOOL MEALS

Nutritious meals, provided by Chartwells, are cooked in the Ox Close School Kitchen and eaten in the Main Hall. Meals are currently free to children from Reception to Year 2. Children from Year 3 to Year 6 pay £2.50 per day unless they qualify for free school meals.

Meals are booked and paid for through out Parent App Arbor. It is easy-to-use and offers parents the freedom to view the menus and make bookings on the days their child/children want a school dinner. Online bookings will close 12 hours before the day of the meal.

Supervisory Assistants are in charge of the children during the midday break.

Children who bring a packed lunch to school are encouraged to bring a healthy balanced diet.

- ***Hot foods, glass thermos flasks and glass bottles are not permitted for safety reasons.***
- ***Drinks should be of the 'non-fizzy' type and no canned drinks are allowed.***
- ***Children are not allowed to bring nuts or anything that has a nut content as part of their packed lunch, as there is currently a number of children at the school with nut allergies.***

## FREE SCHOOL MEALS

Since September 2014, all pupils in reception, year 1 and year 2 in state-funded schools in England are eligible for free school meals. Children in Years 3 to 6 are entitled to receive free school meals if their parents or carers are in receipt of any of the following benefits:

- Universal Credit with an earnings threshold that does not exceed £7,400.
  - Income Support
  - Income Based Jobseekers Allowance
  - Income-related Employment and Support Allowance
- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income, as assessed by Her Majesty's Revenue and Customs, which does not exceed £16,190.
  - Guaranteed Element of State Pension Credit
- Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit)
- Support under part VI of the Immigration and Asylum Act 1999.

If you wish your child to receive free school meals, please contact the school office for a claim form.

## HEALTHY SNACKS

Reception and Key Stage 1 children are part of the 'Free Fruit for Schools Scheme' and are given a piece of fruit for their snack each day. KS2 children are allowed to bring a plain biscuit or piece of fruit for morning playtime.

## SCHOOL UNIFORM

We encourage the wearing of a school uniform because it promotes a strong sense of identity. Parents are requested to mark all items of clothing and property with their child's name. It is the child's responsibility to look after their own property.

Uniform can be ordered from:

<https://shop.caembroidery.co.uk/product-category/school/springmoor-grange-school/>

If parents wish their child to wear any items of jewellery in school, a form of consent and indemnity **must** be completed, a copy of which is available from the school office. **Only stud earrings** are allowed. All jewellery must be removed by the child for all PE lessons. Parents will be notified of the days that their child/children need to bring PE kits and we ask that jewellery is not worn on those days. PE kit should consist of a plain white t-shirt and black shorts, football kits are not allowed.

## SPECIAL EDUCATIONAL NEEDS

At Ox Close, we recognise that some children have special talents which require encouragement, and other children may need additional help and support to overcome specific difficulties and encourage individual progress. The arrangements in school for the identification and assessment of children with special educational needs follow the graduated response advocated by the Code of Practice 2014. Our SENCOs are Miss Bowden and Mrs Phillips, who are contactable via the school office.

Initially the school has a responsibility to gather information and this should include an early discussion with the child and their parents. This will help to develop a good understanding of the pupil's areas of strength and difficulty, the parents' concerns and the agreed outcomes sought for the child. The information collected during this discussion will be written on a **Short Note** and the agreed outcomes will be reviewed and updated every term.

If, after careful monitoring, the child is still not making satisfactory progress the school will assess whether the child has a significant learning difficulty. If this is the case, outside agencies may be contacted for further assessment and support and appropriate evidence-based interventions will be put in place. **SEN Support Plans** will be written with the child's class teacher, the child and their parents. The plan will relate to a clear set of expected outcomes, which should include relevant academic and developmental targets. The progress towards these outcomes will be tracked, reviewed and updated every term.

If a child has severe difficulties and needs further assessment, they will be referred to the Local Authority (LA) or the school's Educational Psychologist. The LA may then issue an **Education, Health and Care Plan**. This is a legal document, setting out the support that a child needs. These plans aim to integrate education, health and social provision for the child. The views of the child and their families must be sought and they must be involved during the assessment process.

Children with special needs are placed on the school's SEN register. Children may be removed from the SEN register once they have accessed extra support and are making satisfactory progress. At Ox Close we will inform and discuss with parents at every stage and we want parents to be actively involved in their child's learning.

### **AFTER SCHOOL CLUBS**

A range of clubs meet after school at different times of the year and provide a variety of activities for children across the school. Most of the clubs are organised by the teachers and are therefore dependent on their time being available. We also organise a range of clubs run by outside providers and coaches, according to the children's interests. There may be a charge for these activities, particularly those run by outside providers and coaches.

### **EDUCATIONAL VISITS**

At Ox Close we organise school trips, visitors or visits throughout the school year, to enrich the curriculum we offer and the educational experience of the learners. For visits or activities occurring during school time, the Executive Headteacher may invite a voluntary contribution from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable. Trips, visitors or visits may be cancelled if sufficient voluntary contributions are not received.

Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school provides this information on request.

### **HOUSE TEAMS**

The house system at school is really important to us. We take part in competitions with our teammates throughout the year and it gives the children an opportunity to be part of a larger team.

We ran a competition across the Federation for children to nominate inspirational people to name our new houses after – these famous people display the values of Empathy, Nurture, Resilience, Independence, Confidence, Honour, Endurance and Determination – which spells ENRICHED, and this is how we want our children to leave our school.

### **CHILDREN'S LEADERSHIP TEAM**

We have established a Children's Leadership Team to give the children an opportunity to discuss their opinions of the school.

One member of each class, a teacher representative and a governor meet once a half term to share opinions and make decisions about school issues.

The children also have Children's Champion from Year 6 who leads the Children's Leadership Team.

## **MANAGEMENT OF BEHAVIOUR – A POSITIVE ETHOS**

Our Behaviour Management Policy outlines in clear and straightforward terms our whole school approach to encourage all pupils to demonstrate positive emotional behaviour, conduct behaviour and learning behaviour whilst at school and in the wider community.

At Ox Close, all pupils follow the PSHE curriculum and learn how to manage their feelings and emotions. Pupils experience a range of activities which are aimed at developing their social and emotional skills.

In addition, pupils also learn about how to keep safe and healthy, how to achieve and enjoy, how to make a positive contribution and how to achieve economic well-being.

The Ox Close Code of Conduct and Codes of Learning are displayed around school and in each classroom.

### **Ox Close Code of Conduct**

Respect yourself.  
Respect others.  
Respect the environment.

### **Reception and Key Stage 1 Code of Learning**

We look and listen.  
We start activities straight away.  
We keep going and seek help if we need it.  
We do our best and feel proud.  
We take part, share our ideas and work together.

### **Key Stage 2 Code of Learning**

We look and listen.  
We start activities promptly.  
We work independently and use self-help strategies.  
We do our best and feel proud.  
We participate, contribute and collaborate.  
We set ourselves goals.

### **Behaviour System**

At Ox Close, we use the Class Charts system as a way of rewarding positive behaviours. Children collect points for different behaviours. If they are not following school rules or behaving in the correct manner, then points are taken away.

### **Positive Behaviours**

As a school, we have decided on the following points and sanctions. They were decided through discussion with children and staff. Each behaviour has a weighting.

<b>POINTS</b>	
Being Kind	+1
caring for the environment	+2
Be the Best You Can Be	+5
Excellent Progress	+3
Teamwork	+1
Following instructions	+1
Role Model	+2
Lining Up	+1
On Task	+2
Ready for Learning	+1
Super Effort	+2
Super Presentation	+1
Accelerated Reader – 100%	+2
Intervention	+1

<b>SANCTIONS</b>	
Aggressive	-3
Being Fussy	-1
Chatty	-1
Lack of Effort	-2
No Homework	-3
No PE Kit	-1
Not looking after environment	-1
Off task	-1
Refusing to follow instructions	-2
Poor Presentation	-1
Rudeness	-1
Shouting out	-1

### **HOME SCHOOL PARTNERSHIP**

We strive to work in partnership with parents, families and the wider community to achieve the following key outcomes for all of our pupils - be safe, be healthy, achieve and enjoy, make a positive contribution and achieve economic well-being.

We like to invite parents/carers along with us on the journey via workshops and also through our online learning journal, SeeSaw.