

Dunston Hill Community Primary School



School Prospectus 2012/13

Market Lane

Dunston

Gateshead

NE11 9NX

(0191) 4334021

dunstonhillcommunityprimaryschool@gateshead.gov.uk

www.dunstonhillprimary.org.uk

Welcome to Dunston Hill Community Primary School

Dear Parent/Carer

I should like to extend a warm welcome to you on behalf of the Governing Body and staff at Dunston Hill Community Primary School and invite you to join us in a partnership that will make your child's time here enjoyable and worthwhile.

As Headteacher, I am very proud of our school and its many achievements. We always seek to provide a wide and varied education and to offer our children exciting and stimulating learning experiences. Opportunities are given to achieve and progress in all areas, including academic, sporting, cultural and social. The emphasis we place on personal development is seen as being the lynchpin of the school's success and we encourage positive attitudes in all of our children.

During our last Ofsted inspection (June 2010), the inspectors commended the school on its ethos and judged one area to be outstanding and a number of other related areas as being good. They also identified four key areas to attend to, including raising standards of attainment, which will form the basis of our new improvement plan. Each of these areas will receive our utmost attention in the new academic year and will be rigorously reviewed and evaluated as we seek to provide the best education for our children. We will ensure that we keep you fully informed of all developments.

We recently moved into a new state-of-the-art, secure and inclusive building set in attractive grounds. The extensive range of internal and external facilities and resources on offer ensure that teaching and learning are of the highest quality and community links are well embedded in the life of the school.

We will endeavour to ensure that we remain committed to enriching the children's lives and preparing them for the ever changing requirements of society. In turn, we ask that you as parents/carers, honour our Home-School Agreement and encourage your child to do likewise.

We hope that you will always feel welcome in our school. If you have any queries or concerns you may wish to discuss, then please do not hesitate to make an appointment to see me.

Yours sincerely

*W E Foreman
Headteacher*

Background



Dunston Hill has a proud tradition of providing education for young children since 1910. The present primary school was formed in September 1992 following the amalgamation of the former Infant and Junior Schools. It caters for children in the 3-11 age range and is part of the Kingsmeadow Comprehensive School cluster group of linked schools.

Our school was included in the council's most recent new build programme through a Private Finance Initiative (PFI) and in September 2008 we moved into a new building. It is at the heart of the community and offers multi-purpose and extended learning, social and health facilities. The school is 'housed' in a state-of-the-art, secure and inclusive building set in attractive grounds. It serves the diverse needs of the school and local community and is a source of pride to all. Children and adults are offered excellent educational opportunities and lifelong learning in preparation for the demands of the 21st century society. An extensive range of facilities, resources and initiatives ensure that teaching and learning are of the highest quality and community links are well embedded in the life of the school.

Organisation

The standard admission number for any year group is sixty. Currently, there are 450 children on roll. The Nursery and fourteen classes are organised into four phase groups across the school i.e. Foundation Stage (3-5 years): Nursery and Reception, Key Stage 1 (5-7 years): Years 1 and 2, Lower Key Stage 2 (7-9 years): Years 3 and 4 and Upper Key Stage 2 (9-11 years): Years 5 and 6. There are two parallel classes of mixed ability in each year group. Where it is of benefit to the children some grouping by ability may occur. All teaching and associate staff work collectively together as part of a whole school team and are lead by experienced team leaders.

School Aims

1. **Self Confidence** - To ensure that each child develops a sense of personal worth and is confident in his/her ability to succeed
2. **Relationships** - To help children develop good relationships with others, based upon mutual respect and an understanding of the various races, religions and cultures of present day society
3. **Co-operation** - To help children develop the ability to contribute and recognise his/her responsibility within a community group

4. **Self Discipline** - To help children understand the need for high standards of behaviour and to develop a sense of responsibility towards people and property
5. **Attitudes to Learning** - To stimulate children to be curious, alert, eager to learn, thinking and questioning in their attitudes and interested in the world around them
6. **Basic Skills** - To help children acquire the basic skills needed for learning and an ability to use and apply their knowledge in everyday situations
7. **Aesthetic Values and Skills** - To help children develop an appreciation of and ability in the creative and expressive arts

Teaching and Learning



Excellence and enjoyment are part of our school ethos. Through a varied and exciting curriculum we endeavour to offer the best and widest education possible to our children. We look to provide a warm and stimulating learning environment and we take great pride in the quality of our display work.

We aim to give our children a really good start to their school life. They have lots of fun in the Foundation Stage and at the same time receive a good balance of all six areas of learning. The children have opportunities to choose their own activities, be involved in teacher led activities and small group work. They are taught how to become more independent. Children then move into Year 1 motivated to learn and feeling confident. In Key Stages 1 and 2 we teach the full National Curriculum and children develop their knowledge, understanding and skills with an emphasis on Literacy, Numeracy and Information and Communication Technology. Our commitment to ensuring that our children acquire the basic skills needed for learning was recognised when we were awarded the Primary Quality Mark.



The children are taught as individuals, in small groups and in whole classes. We monitor and assess every stage of learning and additional support or a higher level of challenge is offered when appropriate. We have invested in a comprehensive range of resources. Our well-stocked library is invaluable in supporting and extending the learning experiences of our children and in encouraging an enthusiastic interest in books.



ICT is used extensively throughout school to enhance teaching and learning. All classes are timetabled to use our excellent ICT centre. This facility has thirty networked stations, a mobile interactive whiteboard and a plasma television. All classrooms are equipped with the very latest designed interactive whiteboards and lessons are visual and exciting

helping to focus the children's attention. Desktop PCs and laptops are also available for use.

The creative and performing arts are given high profile at Dunston Hill and our children participate in many sporting and musical events. We employ the services of specialist coaches to further enhance our provision including cover for planning, preparation and assessment time.

Educational visits are planned to give the children important first hand experience and a variety of extracurricular activities are offered both at lunchtime and after school. Our older children in Year 6 also take part in a residential, outdoor activity.

Standards

The school is very popular within the community and is well known for its high standards. It has consistently achieved impressive assessment results at both Key Stage 1 and 2 which are generally above comparative local and national figures.



End of Key Stage 1 Assessment Results

This table shows the teacher assessment results of Year 2 children in the school (2011) and nationally (2010).

		% Level 2+	% Level 2B+	% Level 3
Reading	School	87	75	22
	National	85	72	26
Writing	School	83	58	12
	National	81	60	12
Mathematics	School	92	73	22
	National	89	73	20



Key Stage 2 Assessment Results

This table shows the SATs assessment results of Year 6 children in the school (provisional 2011) and nationally (2010).

		% Level 4+	% Level 5
English	School	84	39
	National	80	32
Mathematics	School	85	35
	National	79	34

Every Child Matters



Every child at Dunston Hill is recognised as being a special and unique individual. Our priority is to ensure that each child enjoys school and feels safe and secure. We aim to promote a caring, sharing attitude amongst all those who work in our school and to create an ethos of mutual 'care and respect for all'. Our calm and purposeful atmosphere contributes greatly to the development of the whole child.

We work closely with our parents to ensure that our "Code of Conduct" is followed and we actively encourage the important principle of self-discipline. Our 'Golden Rules' are:

- We are kind and do not hurt anyone
- We share and are not selfish
- We are honest and do not tell lies
- We look after our property and do not damage things
- We listen and do not interrupt
- We work hard and do not waste time

We value and recognise positive behaviour and celebrate this frequently. Weekly presentation assemblies reinforce our policy and awards are made to those who set a good example.

Bullying or racial abuse is not tolerated and the school has policies to deal with it.

All children have an opportunity to discuss important issues in class and their views are represented through our School Council.

Inclusion



We are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, social and cultural needs. We are further committed to challenging attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion.

Dunston Hill is a fully accessible school and has a range of facilities to assist pupils and adults with disabilities e.g. accessible toilets, ramp access, designated parking bays, hearing loop etc. A copy of the school's accessibility plan is available from the Headteacher upon request.

The Local Authority has made a commitment that wherever possible, children with physical disabilities will be educated in their local primary school. If shown to be necessary, and is practicable and reasonable to do, then minor adaptations to the building will be considered by the school and the Local Authority to enable a child to attend their local school.

In order that children with disabilities are not disadvantaged, the school liaises with the Local Authority when necessary in order to ensure that adequate provision is made.

The school provides a broad and balanced curriculum, relevant to the needs of each child. This will cover a wide range of ability. We work hard to provide suitably differentiated activities for the children and offer a range of strategies appropriate to the child's learning needs at that time. Children who appear to have learning difficulties are brought to the attention of the Inclusion Manager for further advice. Parents will be involved at this stage.

The Inclusion Manager will help to draw up an individual education programme with the class teacher and in some cases the Educational Psychologist service or Behavioural Support Service will be consulted, depending upon the level of support or resources needed. We have access to a wide range of external support services to advise and assist those pupils who require specialised help. All pupils with special educational needs, physical or emotional or behavioural are given equal opportunities and equal access to all parts of the curriculum at this school. Parents will be regularly informed of their child's progress. The school's Special Educational Needs policy is available from the Headteacher upon request.

We believe that the environment we offer plays a crucial part in promoting a healthy lifestyle. Children have access to fruit and water throughout the day. Our school meals are well balanced and nutritious and cater for vegetarian diets.

Children's understanding of healthy eating is developed through the science curriculum and they have opportunities to prepare delicious food both in lessons and out of school clubs. We have gained the National Healthy School Status.



Our wonderful outdoor play facilities ensure that our children receive a lot of exercise. We have an imaginative outdoor classroom for our youngest children, an expansive playing field, a challenging adventure play area, a large multi-use games area and a well established environmental area with a garden and pond.



We have received the Activemark Award in recognition of our commitment to promoting the benefits of physical education.



A range of extracurricular activities are offered to the children throughout the year.

Staff Development

We have developed a very successful induction programme for our staff in order that we can support their professional development. Individual and school needs are addressed with the overriding aim of providing the best possible learning experiences for our children. The performance management cycle is now well embedded in our school and complements our own systems and procedures. Our commitment to staff development has resulted in our school being awarded the prestigious Investors in People Standard.



We are also involved in Gateshead's 3-7 school-centred initial teacher training initiative along with a number of local partner schools. This is very rewarding and we enjoy playing a leading role in supporting the next generation of teachers to our profession.

Parental and Community Involvement

Parent consultation evenings are held in the autumn and spring terms to discuss children's progress. An end of year report is sent home to parents in July to summarise progress and to highlight future learning targets.

We welcome the active involvement of parents in all aspects of school life. Many parents share their interests and skills with children in the classrooms, accompany groups on educational visits, attend presentations and performances and help organise fund raising events. School provides a number of workshops for parents including family literacy and numeracy projects. A weekly newsletter is sent home every Friday to keep parents informed and in touch with school life. We have our own community room. We have developed strong links with many local groups and the children are encouraged to play a useful part in the life of the community.

The Dunston Pre-school and Beehive Club operate from the Lifelong Learning building adjacent to school and provide 'wrap around care' and breakfast and after school facilities.

Additional Information

Staff List:

Mr W Foreman		Headteacher
Mrs J Watkins		Deputy Headteacher
Nursery	Miss L Wilson	
Reception	Miss C Cassidy	
Reception	Miss C Gornall	Phase and Curriculum Team Leader
Year 1	Miss D Anderson	
Year 1	Miss K Longstaff	
Year 2	Mrs K Anglesea / Mrs A Windows	Phase and Curriculum Team Leader
Year 2	Mrs S McLean	
Year 3	Mrs M Armstrong	
Year 3	Miss N Reay	Phase and Curriculum Team Leader
Year 4	Mrs C Anderson	
Year 4	Miss K Ditchburn	
Year 5	Miss G Rooney	
Year 5	Mrs V Sergison-Boyes	
Year 6	Mr C Armstrong	Phase and Curriculum Team Leader
Year 6	Mrs S Snowball	Curriculum Team Leader
Mrs C Spencer		Inclusion Manager
Mrs M Greenwell		Intervention and Support Teacher
Mrs K Cox		Extended School Co-ordinator/Higher Level Teaching Assistant
Miss T Baud		Teaching Assistant
Mrs K Bruce		Teaching Assistant
Mrs D Dalby		Teaching Assistant
Mrs C Donaldson		Teaching Assistant
Mrs S Fergus		Teaching Assistant
Mrs H Gaulton		Teaching Assistant
Mrs M Graham		Teaching Assistant
Mrs M Harm		Teaching Assistant
Mrs D Ion		Teaching Assistant
Miss L Major		Teaching Assistant
Mrs J Neve		Teaching Assistant
Mrs H Olson		Teaching Assistant
Mrs L Walton		Teaching Assistant
Mrs V Hogarth		School Business Manager
Mrs L Bradford		School Office Manager
Mrs J Thompson		Administration Officer

Governing Body:

Headteacher:	Mr W Foreman
Teacher representatives:	Mrs C Spencer, Mrs J Watkins
LA representatives:	Mrs G McTeer, Mrs C Barrett, Mrs B Clleland
Community representatives:	Mr S Abbas, Mr F Cowburn, 1 vacancy
Parent representatives:	Mrs W Dobson, Mrs M Harm, Mrs S Pashley, Mrs S Prest, Mrs E Wright
Clerk to the Governors:	Mrs J Ridley

The Governing Body meets termly to receive a report from the Headteacher and to discuss school developments. Governors also meet on other occasions in small

committees to oversee the work of the school in greater detail. They support the school and provide accountability for the local community on its work.

The Chair of Governors, Mrs G McTeer, can be contacted via the school (telephone 0191 4334021 or email gillianmcteer@gateshead.gov.uk).

The Clerk to the Governors, Mrs J Ridley, can be contacted at Dryden Professional Development Centre, Gateshead (telephone 0191 4338624 or email jacquelinridley@gateshead.gov.uk).

The School Day:

Morning session	8.30-11.30am	Nursery (morning group)
	9.00-11.45am	Reception, Years 1 and 2
	9.00am-12.15pm	Years 3, 4, 5 and 6
Afternoon session	12.15-3.15pm	Nursery (afternoon group)
	12.45-3.15pm	Reception, Years 1 and 2
	1.15-3.20pm	Years 3, 4, 5 and 6

There is a morning playtime for all children of fifteen minutes and an afternoon playtime for our younger children of ten minutes. Because of the number of children in school playtimes are staggered.

Attendance and Punctuality: The importance of good attendance and punctuality cannot be over-emphasised. If your child is absent through illness, please inform the school as soon as possible. A note of explanation should be sent on the child's return. Any absences not accounted for in this way are identified as unauthorised on a child's record. Parents planning to take their child on holiday during term time are asked to ensure that the leave does not exceed two weeks in any school year. Parents of children in Years 2 and 6 will receive notification of the dates when the government's standard assessments are to be administered. Presentation assemblies are held at the end of term to reward those children who achieve a good level of attendance.

Attendance Rates:

The attendance rate for 2010/11 at Dunston Hill was above the national average for 2009/10:

	Attendance Rate	Authorised Absence	Unauthorised Absence
School	94.90%	4.90%	0.20%
National	94.66%	4.66%	0.68%

Term Dates:

Autumn Term 2011

Starts	Ends	Half term
Tuesday 6 September	Friday 16 December	24 - 28 October

Spring Term 2012

Starts	Ends	Half-term
Tuesday 3 January	Friday 30 March	13 - 17 February

Summer Term 2012

Starts	Ends	Half term
Monday 16 April	Thursday 19 July	4 - 8 June

Please note that the school will be closed to the children on the following dates:

- Friday 10 February 2012 (professional development day)
- Monday 2 January 2012 and Monday 7 May 2012 (Bank Holidays)
- An occasional day has also to be arranged for the last half of the summer term.

School Uniform: We encourage all children at Dunston Hill to wear school uniform. We believe it is practical, more economical, prevents competition in fashion wear and gives the children a sense of belonging. This policy is well supported by our parents. The uniform consists of:

Royal blue sweatshirt/jumper/cardigan

White shirt/blouse

Black or grey skirt/trousers

Black shoes/trainers

In summer girls are allowed to wear blue and white checked or striped dresses.

For health reasons we ask that all children are provided with a PE kit. This should include a plain tee shirt (light blue for Key Stage 1 and House colours for Key Stage 2), shorts and a pair of trainers or plimsoles.

Blue sweatshirts and PE tee shirts in the required colours can be ordered on-line at www.stparent.co.uk or from the General Office.

We request that children wear sensible shoes with low heels for safety reasons.

It is advisable to clearly name all items of clothing which are brought to school. No responsibility is accepted for the safe-keeping of personal property.

The wearing of jewellery, apart from watches, is prohibited for safety reasons.

Children are not allowed to bring mobile phones to school.

Reading folders and PE bags are also available to purchase from the *General Office*.

School Meals: Cooked meals are prepared on the premises and offer the children a wide variety of healthy foods. There is a vegetarian choice each day. The meals are eaten in the hall and the current cost is £1.90 a day or £9.50 a week. To help with administration and security we request that all dinner money is paid at the beginning of the week.

Information and forms about free school meals can be obtained from the Education Office at the *Civic Centre*.

Children can bring their own packed lunches. They are eaten alongside the children taking cooked meals in the hall. We ask that food is brought in plastic containers and for safety reasons we do not allow hot liquids in flasks. As part of our healthy school programme we also ask that children do not bring chocolate or fizzy drinks.

We do not allow the eating of sweets at school. Children in the Foundation Stage and Key Stage 1 receive a free piece of fruit or vegetable each day as part of the government's national scheme. Children in Key Stage 2 may bring fruit to eat at playtime. A Healthy Tuck Shop is available for them and fruit costs 15p.

Accidents and Illnesses: First aid will be administered for minor injuries such as cuts and bruises. The school currently has five qualified first aiders. In cases of more serious illness or accident at school, parents will be informed as soon as possible. It is vital that parents provide school with emergency contact numbers for this purpose. It is also important that parents provide information about specific medical conditions that may affect the child whilst at school.

Medicines: For the safety of all children, medicines must not be sent or brought into school without the permission of the Headteacher. Only specific permanent medication can be administered by staff. A school medical form must be completed by the parent before any medication can be administered by staff. These forms are kept in the *General Office* and medical room.

Safety and Security: The school has a number of policies and procedures that help to keep the children safe in school. All visitors, other than parents collecting their children, must report to the *General Office*, sign the visitor's book and wear an identification badge for the duration of their visit. The three gates into the school grounds are opened at 8.15am in the morning and then locked throughout the day until 3.00pm when parents can gain access to collect their children.

Contact Names and Telephone Numbers: All parents will be asked to give their daytime telephone contact numbers where appropriate. They will be asked for the names of other people who can take responsibility for their child when they are not available or in the case of an emergency. Only these people will be contacted in such circumstances. It is very important that parents let school know of any change of address or new telephone number.

Taking Children out of School during the Day: Parents are asked to call at the General Office if they need to take their child out of school during the day. If the child is to be collected by an adult other than the parent, the school must be given the name of the person in advance.

Collecting Children after School: If a child is normally collected from school and the person collecting is delayed, the child will wait in the reception area in front of the General Office. If there is a significant delay, a contact from the list provided by the parent will be informed by telephone. The children will not be allowed to be taken home by any person unless permission is given by the parent or one of the named contacts.

Charging for Educational Visits: It is school policy that no charges will be made for any activity considered to be part of the normal curriculum. Where costs are incurred, parents will be asked for voluntary contributions. Costs will be kept to a minimum. No child will be prevented from taking part as a result of a parent failing to make a contribution. Certain activities are deemed to be an enhancement of the basic curriculum and charges are made. This currently applies to musical instrument tuition and visits to residential outdoor centres. Arrangements can be made for payments to be made in instalments for some activities.

Car Parking: Car parking in the streets around school is limited and parents are asked not to park on the yellow double lines and to respect the property and access/egress rights of the local residents. Only disabled drivers are allowed to use the staff and visitors' car park at the beginning and end of the school day and all other car users should not enter the campus site at this time.

Admissions Policy: Parents are entitled to express a preference for the school they wish their child to attend. The local authority organises admissions. They set a limit to the number of children that can be admitted to individual schools (known as the standard number). In our case this number is sixty part-time places in the Nursery and sixty places in each other year group. Preference is given to Looked after Children, to those who live in the school's catchment area and to those children who have a brother or a sister already at Dunston Hill.

Complaints Procedure: If at any time a parent has cause to be concerned about a child in school, then they should contact their child's class teacher or the Headteacher to discuss the problem. Where such discussion fails to satisfy, the parent is then entitled to refer the concern to the governing body as a formal complaint. It will be possible for the parent to make the complaint in person, at a specially arranged meeting, accompanied by a friend or interpreter if necessary. If the parent is still not satisfied, or if the complaint is something which is solely the responsibility of the Local Authority (and not the school), then the complaint should be sent to the Education Office at the Civic Centre.

Gateshead Council

Community and Controlled Primary Schools' Admission Policy 2012/13

We allocate places at our Community Primary Infant and Junior Schools using our policy below and co-ordinate admissions to our schools using our co-ordinated admission scheme.

The policy is as follows:

- Your child will start school at the beginning of the academic year in which they will reach the age of five (an academic year lasts from 1 September in one year to 31 August in the following year). However, in many schools the first year will include an induction period (a period for your child to get used to school life). This period may last from September until no later than the end of the October half term holiday. Parents who wish to defer their child's entry beyond this period must make this request in writing at the time of application for admission to school. Deferred entry must not extend beyond the beginning of the term after the child's fifth birthday, or beyond the academic year for which the application was accepted. Deferred entry will be considered by us the Local Authority (LA) in consultation with the Headteacher and governors of the school.
- We will accept pupils up to the school's agreed planned admission number for the year group unless we feel there are lawful grounds not to do so.

Oversubscription Criteria

We will consider applications from parents who have named the school as any ranked preference on their application form - this is called the Equal Preference System. If there are more applications for the number of places available at the school, we will then allocate places by using the following order of priority:

1. Children in public care (and as deemed under Section 22 of the Children Act 1989).
2. Children who live in the school's catchment area and who will have a brother or sister at the school, or at the feeder junior school during the coming academic year.
3. Other children who live in the school's catchment area.

4. Other children who will have a brother or sister at the school or at the feeder junior school during the coming academic year.
5. Other children who have exceptional medical or social grounds (see point 1 below).
6. All other children.

Point 1 - We can consider exceptional individual applications, particularly in cases involving medical or social needs. If you wish to apply on medical or social grounds you must provide written evidence from relevant registered health professionals i.e. a doctor or social worker. The evidence must demonstrate why the chosen school is more appropriate and what difficulties would be caused if they were to travel to and attend alternative schools. We will not consider such applications if the relevant professional evidence is not provided. The evidence will be assessed by the LA Admission Panel. No assumption should be made that submission of the relevant evidence will, in itself, be sufficient to allocate a place.

Whickham Parochial Church of England Controlled Primary School - This school has the same oversubscription criteria as priorities 1 to 6 above except that criteria 3 and 4 above are reversed. Priority 1, 2, 5 and 6 remain in the same order however for this particular school their oversubscription criteria places priority 4 children above those children in priority 3.

Address

For the purposes of deciding whether a child lives in the catchment area of a school we will use the parent or legal guardian's address or the address of a relevant adult who has parental responsibility, as defined under the 1989 Children's Act, for the child.

Tie Breaker

If, within any of the above criteria, there are more applicants than places available, priority will be given to those children based on the distance they live from the school, measured 'as the crow flies' i.e. in a straight line from the centre of the home residence to the school's main entrance. Children living nearest to the school will have priority. We measure the distance using a geographical information system (GIS).

Waiting List

If places become available, we will consider all relevant applications based on a waiting list. The waiting list will be maintained by the council from the start of the academic year and be kept for the rest of the academic year. All applicants on the

waiting list are placed according to the admission criteria and priorities set out above. However, children who are the subject of a direction to admit by the LA or who have been referred for admission and have been allocated a place through the Fair Access Protocol will take precedence over any child on the waiting list.

Important Dates

The closing date for the return of applications is **Sunday 15 January 2012**. From 10 September 2011 you can apply for a place in a Reception or Junior class for admission in September 2012 by applying on-line at www.gateshead.gov.uk. You must submit your application by no later than **Sunday 15 January 2012**. Alternatively parents requiring a paper application form must ensure that they request it in sufficient time for them to complete and return it by no later than **Sunday 15 January 2012** to The School Admission's Team Gateshead, Civic Centre, Regent Street, Gateshead, NE8 1HH.

If you live outside of Gateshead and want to apply to a Gateshead school you must obtain an application form from your own Council and return it to them by their closing date or apply through their on-line application system. However you must still consider the information in Gateshead Council's "Admission to Primary school" booklet so that you know what the admission arrangements are to Gateshead schools. This information is available at www.gateshead.gov.uk. Your own Council will send us notification of your application and they will let you know the final allocation of a school place for your child.

General Information and Definitions

For information on our admission arrangements and definitions of the terms used in this policy please refer to our "Admission to Primary Schools" booklet for 2012, available at www.gateshead.gov.uk. The co-ordinated admission scheme and catchment areas referred to in this policy can also be viewed at the Civic Centre, Regent Street, Gateshead, NE8 1HH and on the website above.