



Stakeford Primary School

Parent Information Handbook

2026-2027



01670 812369



www.stakeford.northumberland.sch.uk

Welcome To Our School

This handbook has been designed to give parents and carers clear information about school procedures, expectations and support available throughout the school year.

The School Day

Drop Off and Collection Procedures

The school day for children in Reception-Year 6 is 8:55am – 3:15 pm. The doors open from 8:30 am so that children can come into school as soon as they arrive.

Nursery and Little Explorers begin at 8:45 am. There is no soft drop off for Little Explorers.

Children should enter via the following doors:

- Little Explorers – Garden building
- Nursery – EYFS entrance
- Reception Class – Classroom external door
- Year 1 – Main entrance
- Year 2 – Classroom external door
- Year 3 – Main entrance
- Year 4 – Main entrance
- Year 5 – Main entrance
- Year 6 – Main entrance

At the end of the day at 3:15 pm, children will exit the building with classroom staff and will be dismissed into the care of parents/carers.

- Little Explorers – Garden building
- Nursery – EYFS entrance
- Reception Class – Classroom external door
- Year 1 – Area outside the school hall
- Year 2 – Classroom external door
- Year 3 – Area outside the school hall
- Year 4 – Area outside the main entrance
- Year 5 – Area outside the main entrance
- Year 6 – Area outside the main entrance

If there is a change to collection arrangements for your child, please ring the school office and the Office Manager will inform the child and class teacher. If you do not contact school, we will be unable to release your child until you have been contacted, which can be distressing for your child and the adult collecting them.

Quick Reference Guide

- **School day: 8:55am–3:15pm**
- **Doors open: 8:30am**
- **Registers close: 9:15am**
- **Breakfast Club: from 7:50am**
- **Report absences before 9:15am**

Contact Details

- All pupils must have **three** emergency contact numbers.
- It is important that parents supply the school with up-to-date information on how they can be contacted in case of illness or an emergency.
- Please inform the school of any changes to these numbers immediately.
- Where a mobile phone number is our only point of contact, we ask that parents leave these switched on.
- In the case of an emergency, parents must answer their phone.
- Please ensure that any official communication from the school is passed on to the family members/adults who are collecting your child.

Wraparound Care

•Wraparound Care

School provides both Breakfast and After School care, which are run by school staff. Breakfast provision will be free for children in Reception - Year 6 from September 2026, as part of the DFE Free Breakfast Clubs scheme.

Breakfast Provision

- Parents can book their child in for breakfast from 7:50 am.
- Children must be dropped off at the school main entrance.
- Parents are asked to ring the bell and wait for a member of staff to arrive.
- Although this provision is free, bookings must be done using the online systems. Bookings are via the School Money app and must be completed by lunchtime a day in advance and on a Friday for the following Monday.
- Group size restrictions apply and we may not be able to admit children booked in late if legal ratios cannot be met.
- The DFE funded breakfast provision covers Reception to Year 6 only. Nursery pupils will need to pay the original fee of £3.50 which must be paid at the time of booking.

After School provision

- Children are collected from their classrooms at the end of the day by childcare staff and taken to the designated classroom.
- The provision lasts from 3:15 – 6:00pm at a cost of £3:00 per hour.
- Discounts for siblings apply, please ask Mrs Barratt for more information.
- Sessions run on Monday-Friday term time only.
- Children should be collected no later than 6:00 pm.
- Late collections will incur an additional charge.
- Bookings and payment should be completed online using the School Money app.
- Bookings must be made in advance and payment should be made at the point of booking.
- Where payment is not made, school reserve the right to withdraw the service for individuals after the fifth unpaid session to avoid parents accruing unmanageable debt

Quick Reference Guide Wraparound Care

- **Breakfast Club available from 7:50am.**
- **After School Club operates from 3:15pm–6:00pm.**
- **Bookings and payments are completed online using School Money.**
- **Late collection (after 6:00pm) will incur an additional charge.**

Children in **Nursery** are able to access Breakfast Club but access to after school club is not available due to staffing level requirements. Neither provision is open to Little Explorers. More details about this provision are available on the school website.

Attendance and Punctuality

Attendance and Punctuality

It is vital for all children to attend school regularly. National Research shows that higher rates of absence mean that an individual will achieve less well in both primary and secondary school.

Reporting and Absence

- Absences should be reported by telephone and not email. Due to the busy nature of the school office, emails may not be checked until later in the morning.
- Parents must inform us if their child will be absent before 9:15 am when the registers close.
- When you ring to report an absence, you will be asked why your child is absent.
- We will only authorise absence for illness. Any other circumstances need to be discussed with the headteacher who will then decide whether a non-illness related absence can be authorised under another code.

Authorising Leave of Absence

- The school is not permitted to authorise leave of absence during term time for family holidays.
- Parents can still apply to the Headteacher for leave of absence by completing the school's Leave of Absence form.
- The Headteacher may approve an absence, but only if there are exceptional circumstances, which should be explained in the relevant section on the form.
- Leave of absence for persistent absentees, with attendance below 90% will not be granted regardless of whether exceptional circumstances exist.
- No leave of absence will be granted in the first two weeks of the academic year, regardless of whether exceptional circumstances exist due to the negative impact on pupils settling in.
- No leave of absence will be granted in Year 6 during KS2 SATs week.

Holiday Dates

A full list of holiday dates and school closure days is available on the school website for the new academic year. The dates for 2027/28 are also available but do not yet contain Training Day closures.

Quick Reference Guide Attendance & Punctuality

- **Regular attendance is essential for academic success.**
- **Parents must report absences before 9:15am.**
- **Family holidays during term time are normally unauthorised.**
- **Children should arrive ready to learn by 8:55am.**
- **Arrivals after 9:30am are recorded as unauthorised absence.**

Punctuality

- Children should arrive at school, ready to start lessons by 8.55 am.
- The school operates a soft drop-off which means that the doors open from 8:30 am to admit pupils for those parents who need to get to work.
- Any pupils arriving after 9:00 am, will need to report to the office where the accompanying adult will be asked to sign them in using the electronic system.
- Registers close at 9:15 am. Arrivals after 9:30 are coded as an unauthorised absence.
- Children should be collected at the end of the day on time at 3:15 pm.
- If you need to collect your child during the school day, please ring and inform the school office. Where possible, to limit the negative impact for your child, appointments should be made out of school hours.

School Uniform Policy

Our school have chosen uniform colours that are readily available in most supermarket and clothing stores. There is no requirement to have uniform with logos.

- Parents can order school uniform with the school logo online direct from the provider 'Tots to Teams' by visiting www.totstoteams.com.
- If ordering from Tots To Teams, click on the 'Schools' link then scroll to find the link to our school page.
- Uniform can then be delivered direct to your home for a small delivery charge or to school for free.
- In the summer, smart shorts may be worn. These should not be cycle shorts or sports shorts.
- **Children in the EYFS** may wear jogging pants or leggings to support toileting issues and for ease when learning to dress themselves following PE. This also applies to pupils with specific Special Educational Needs and Disabilities (SEND) by agreement with the SENDCO and Headteacher.

Uniform List

Skirt/Pinafore	Charcoal grey
Trousers/shorts	Charcoal Grey
Sweatshirt/cardigan/jumper	Navy
Polo shirt/blouse/shirt	White
Gingham summer dress	Blue/white
Shoes/trainers	Black (Flat, no logos, colour flashes)

PE Uniform

T-shirt	White, round necked, no logos
Shorts	Black or navy (no logos or stripes)
Sweatpants (Winter only)	Black or navy

School has a small bank of pre-owned school uniforms donated by parents.. Please ask Mrs Barratt in the school office for more information.

Additional Items

Children can bring a small bag to school. We ask that it is small so that it fits onto your child's peg with their coat/jacket. Large backpacks do not fit the cloakroom pegs and cause coats to fall on the floor where they can be damaged. School accepts no responsibility for damage.

Quick Reference Guide School Uniform

- **Uniform should be practical, comfortable and consistent with school colours.**
- **PE kit: white T-shirt, black/navy shorts and optional black/navy tracksuit.**
- **Jewellery should be limited to watches and small stud earrings.**

Hair

- All children with shoulder length, or longer, hair (girls and boys) must have it tied back.
- The school will not accept any 'extreme' hairstyles. The school considers the following hairstyles to be 'extreme': Mohicans, shapes/logos shaved into, or sprayed onto, the hair and coloured/bleached hair.

Accessories

- No child should be wearing make-up or nail varnish.
- Temporary tattoos which are visible when wearing their uniform or PE kit, these should be washed off before school.
- Children can wear inexpensive watches, not Apple watches or items that connect to the internet.
- Small studs may be worn by children with pierced ears. Staff will not assist children in removing or putting in earrings but they must be removed or covered with medical tape before PE.
- We request that any new ear-piercing be arranged for the beginning of the summer holidays to enable ear-rings to be removed for PE by September.
- No other jewellery should be worn in school.

School Food

School Meals

- The cost of a school meal for Years 3, 4, 5 and 6 for September 2026 is £2.70 per day (£13.50 per week).
- Payments should be made via the School Money app.
- Pupils in Reception, Year 1 and Year 2 are provided with a free meal each day as part of the Government's Infant Free School Meal initiative.
- Pupils in full time Nursery and afternoon Nursery are asked to bring a packed lunch.
- Dinner money should be paid by 9:00am on a Monday morning using the online School Money payment system.
- Menus are available on the school website

Free School Meals (FSM)

Families may be eligible for Free School Meals if they are in receipt of one of the following:

- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Parents can check their eligibility at

<https://www.gov.uk/apply-free-school-meals>

Packed Lunches

Those children not eating a school meal may bring a packed lunch. We ask that these do not include sweets, chocolate or fizzy drinks. The school's packed lunch policy is available on request from the school office.

Snacks

Children in Nursery, Reception, Year 1 and Year 2 are provided with a piece of fruit on a daily basis. Children in Years 3, 4, 5 and 6 can bring a piece of fresh fruit to enjoy at mid-morning break.

Quick Reference Guide School Food

- **Years 3–6 school meals: £2.70 per day.**
- **Reception–Year 2 receive Universal Infant Free School Meals.**
- **Packed lunches should not contain sweets, chocolate or fizzy drinks.**
- **All children should bring a water bottle.**

Food Allergies

- School must be informed if your child has food allergies or intolerances, even if they are on packed lunch.
- Allergy information is recorded on contact details and is shared with kitchen staff.
- Classroom staff also have access to allergy information for food used as part of the curriculum.
- All staff will have updated training in anaphylaxis ahead of the September start.

Hydration

- All children have access to water throughout the school day and should bring their own water bottle.
- In addition, children have the opportunity to have a drink of milk mid-morning.
- You will receive a letter at the end of each term so you can decide if you want your child to have milk the following term.
- The cost of this is currently around £19 per term for children not in receipt of FSM or aged under 5.
- Children not having milk may bring a drink of water to have mid-morning. Please do not send your child with glass bottles.

Safeguarding

The Role Of The Designated Safeguarding Lead (DSL)

All schools have staff fulfilling the DSL role. At Stakeford we have four DSLs:

- Lead DSL Mrs Hall (Headteacher)
- DSL Mrs Bewick (Assistant DSL)
- DSL Mrs Dixon (Early Years Manager)
- DSL Mrs Jill Preece (SENDCo)

The designated safeguarding lead is the person appointed to take lead responsibility for child protection issues in school. The person fulfilling this role must be a senior member of the school's leadership team. Their responsibilities include:

- Providing advice and support to other staff on child welfare, safeguarding and child protection matters.
- Taking part in strategy discussions and inter-agency meetings and/or supporting other staff to do so.
- Contributing to the assessment of children.
- Discussing concerns with parents and providing advice where possible.

Supervision Before School

Children are under the supervision and care of their parents until they enter the building when their care transfers to school staff.

Regardless of whose care children are in, as soon as they enter school premises, school rules apply. We ask that parents ensure that:

- Children do not ride bikes or scooters on the playground;
- Children do not play ball games.
- Children do not stand on or misuse school outdoor furniture.
- Children passing through the Early Years playground do not touch or move the equipment.

During the soft drop-off, there are staff available on the main door if messages need to be passed on. During the school day, messages can be passed on via the school office.

Quick Reference Guide Safeguarding

- **Lead DSL: Mrs Hall (Headteacher)**
- **DSL: Mrs Bewick**
- **DSL: Mrs Dixon**
- **DSL: Mrs Jill Preece (SENDCo)**

- **Safeguarding is everyone's responsibility**
- **Children remain under parental supervision until entering the building.**

Medication

- To comply with Health and Safety regulations, we keep the administration of medicines in school to a minimum. If your child has to have medicine during school hours, it will be necessary for you to complete a form which can be collected from the school office or downloaded from the school's website.
- This is for medication prescribed by a doctor only.
- Medicine/antibiotics will be kept in the staffroom for safety.
- Inhalers for asthma sufferers will be kept in the classroom. Where possible, we encourage children to be responsible for their own needs and request their inhaler when it is needed.
- Children with ongoing medical needs will have a Healthcare plan, drawn up between school and parents.
- The administration of over the counter medications may only happen with direct permission from the Headteacher and will be considered on a case by case basis and parents will always be contacted to seek verbal permission.

Safeguarding

Vehicles

The road outside the school is very congested at the beginning and end of the school day.

- If you do have to bring your child to school by car we ask you to park well away from the school entrance to ease the situation and ensure the safety of your children.
- Please do not park on the pavements outside school or on the yellow zig zag markings (which is illegal).
- We will be running Walk to School Weeks throughout the year to encourage children to walk to school.
- Children may travel to school by bike or scooter, but they are left on the premises at your own risk.
- We request that all children who bring their bikes wear a helmet for protection.
- Bicycles and scooters should not be ridden in the school yard for safety reasons.

Mobile Phones

- In school, staff and visitors are required to have their mobile phones switched off and locked away.
- The only places where they may be used are in the office or staffroom where there are no children.
- We ask that parents and family members follow the same guidance and help us to continue safeguarding the children in our school.
- Staff in the office will not give anyone who is talking on their phone access to the school building.
- Pupils in Years 5 and 6 who walk to and from school alone, may bring a mobile phone which is held securely by the class teacher during the day.
- Only children whose parents have signed a permission form will be permitted to walk alone. These forms are sent out during the first week of term.

Quick Reference Guide Safeguarding

- **Please park responsibly and avoid yellow zig-zag markings.**
- **No riding bikes or scooters in the school grounds.**
- **Children travelling on bikes must wear a helmet.**
- **Bikes and scooters are left at the owners own risk.**
- **School is a 'no-mobile phone zone'.**
- **Parents and visitors should not use phones inside the building.**
- **Year 5 and 6 pupils walking independently may bring phones with permission.**

Contact Us

Telephone : 01670 812369

Email: admin@stakeford.northumberland.sch.uk

Website: www.stakeford.northumberland.sch.uk

Address:

Stakeford Primary School
East Ford Road
Stakeford
Choppington
Northumberland
NE62 5TZ

Please remember to treat all staff with kindness and respect. We are here to help and support you.

2026-2027 Staff

Senior Leaders:

Mrs Julie Hall	Headteacher
Mrs Sarah Bewick	Assistant Headteacher
Mrs Jill Preece	SENDCo
Mrs Tracy Dixon	Early Years Manager

Teaching Staff

Mrs Tracy Dixon	Nursery
Mrs Bethan Eastman	Reception
Miss Anna Wittland	Year 1
Miss Ellie Wheeler	Year 2
Mrs Sarah Bewick	Year 3 (shared)
Mrs Jill Preece	Year 3 (shared)
Mrs Alexis Nightingale	Year 4
Miss Georgina Forster	Year 5
Mrs Jane Fitzsimmons	Year 6

Classroom Support Staff

Mrs Kerry Michelini	EYFS
Miss Shauna Chappell	EYFS
Mrs Amy Smythe	EYFS
Mrs Judith Harnett	EYFS
Mrs Alison Coleman	EYFS
Mr Patrick Preece	Year 1
Mrs Joanne Joice	Year 1
Mrs Tammie Lang	Year 2
Miss Suzanne Middleton	Year 2
Mrs Lesley Pringle	Year 3
Miss Lindsay Muckle	Year 4
Mrs Michaela Bucur	Year 5
Mr Taylor Millican	Year 5
Mrs Dawn Young	Year 6

Non-Classroom Support Staff

Mrs Lyndsey Barratt	Office Manager
Mrs Joanne Joice	Kitchen Manager
Mrs Peter Davison	Caretaker
Miss Michelle Mattocks	Kitchen Assistant/Cleaner
Miss Ashleigh Mattocks	Lunchtime support/Cleaner
Miss Kath Burns	Play leader (afterschool)
Miss Chloe Foster	Play Leader (afterschool)