



Mill Lane Primary School School Brochure



**At Mill Lane Primary School
We are unique and together we create a global family.
Shoot for the moon and you'll land amongst the stars.**

Welcome to Mill Lane Primary School

Dear Parent/Carer,

Mill Lane is a happy, vibrant and busy place where we provide an inclusive education for all of our pupils. Children are at the centre of everything that we do. Every child is unique and deserves the opportunity to be happy, feel safe and valued, and experience success.

We have a dedicated, enthusiastic, highly motivated and committed staff who place a strong emphasis on always putting children first, and this is at the heart of our vision. We have high expectations and challenge pupils as we aim to give our children the best possible opportunities and learning experiences to enable them to reach their full potential by nurturing creativity, enjoyment, ambition and success; learning and growing together. We aim to ensure that the children in our care are equipped for life-long learning as responsible citizens in an ever-changing, diverse local and world-wide community.

We value your support to achieve our aims for the education and well-being of your children so that they will become happy, secure, responsible young people of which we can be very proud.

Mrs S Skillcorn
Head Teacher



Contact: Mrs S Skillcorn
Head Teacher
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Welcome to our school



Mill Lane Primary School welcomes children aged 3-11 years who live mainly within the centre of Stockton. Mill Lane has 1 class for each year group from Reception to Year 6. Each class has a Teacher and at least one Teaching Assistant. We also have a 52 place Nursery. Nursery children **entitled to 15 hours attend either morning or afternoon. Those entitled to 30 hours can attend all day.**



Mill Lane has a Specialist Speech and Language Class. The children in this class join us from other Stockton primary schools and receive specialist speech therapy. These children are full members of Mill Lane Primary School whilst they are attending the Speech and Language class.

We are very lucky to have such a lovely building. We have our own kitchen, dining room, hall, library and computing room.



EYFS, KS1 and KS2 have different outdoor playgrounds. We also have a large field that is used for playtimes and sports, when the weather is sunny.



Safeguarding is everyone's business

Our Aims and Values

The Governors and staff at Mill Lane Primary support the diversity of the school. We will provide the best possible education for every child. We have been described as a 'Cup of the World' and we are proud of our global family.

At Mill Lane we aim to:

- provide a happy, safe, secure, caring, motivating and inclusive environment, reflecting the rich cultural diversity of the local community in which children are aware, thrive and feel valued and where their efforts are encouraged and achievements celebrated;
- provide a wide range of educational opportunities in a stimulating learning environment which provokes wonderment, offers a sense of possibility and promises hope;
- provide a learning environment where every child examines the values of the past, makes sense of today and is excited by the future;
- develop appropriate thinking, learning and communication skills to create lively and enquiring minds capable of independent thought and to foster a creative, aesthetic and spiritual awareness;
- nurture and inspire every child and foster and encourage individual talents to enable them to meet future challenges and embrace opportunities in a changing world so that they can become aware of, and take responsibility for, the world in which they live;
- encourage a caring attitude for each other, with emphasis on politeness, thoughtfulness, empathy and good manners; our **S.T.E.P.** approach is promoted throughout the school - **S**orry, **T**hank you, **E**xcuse me, **P**lease;
- give our children the confidence to use initiative and common sense, enabling them to become independent, adaptable, and socially and morally responsible members of society in which they can contribute.

At Mill Lane Primary School, we are proud of who we are; no-one is invisible, we are all valued and our achievements and talents are celebrated. We are nurtured and supported to grow and develop in a safe and respectful environment. Creativity, challenge and fun are at the heart of our learning. Our community matters to us; our family, our school and our world. We each play a part in improving all our futures by being a responsible citizen. We strive for excellence in all we do; there are no limits to our dreams.

Our aims are best achieved when working in close partnership with pupils, parents, carers, staff, governors and the wider community. To achieve our aims we place great value on the following all encompassing 'Handy High 5' words:

HERE - HEALTHY - HARDWORKING - HONEST- HAPPY

Admissions

The school can admit 30 children into each year group. Children start full time schooling in the Reception class in the September of the school year in which they turn five years old.

Admissions to Mill Lane Primary School (Reception to Year 6) are managed by the Local Authority. We follow the Local Authority Guidelines so that we are fair to all families. Families who have just moved into the area need to check with admissions to see if there is space available in the requested year group. Parents seeking a transfer from another school will be referred to the Admissions Section of the Local Authority.

For School Admissions Please contact Stockton School Admissions on 01642 526605 or visit <https://www.stockton.gov.uk/schooladmissions>

Nursery Admissions are managed by the school. Please contact the school office on 01642 860055 or in person for more information.

If you are considering Mill Lane Primary School for your child, you are welcome to visit. Please contact the school to arrange a convenient time.



Safeguarding is everyone's business

Attendance Matters!

School Hours

Nursery Sessions offer 15 hours a week or 30 for those who are eligible. Please contact the school office for more information.

Reception morning session	8:45 am - 11:45am
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Reception afternoon session	12:30 pm - 3:05 pm
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KS1 morning session	8:45 am - 12:00pm
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KS1 afternoon session	12:45 pm - 3:10 pm
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KS2 morning session	8:45 am - 12:15pm
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KS2 afternoon session	1:00 pm - 3:15 pm
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It is your legal responsibility to ensure your child comes to school. Expectation is that all pupils have 100% attendance. We closely check the attendance of all our pupils. If your child is not [HERE](#) they cannot [LEARN](#).

Please let the school office know if your child is going to be absent as soon as possible. Mill Lane operates a 'first day response' system, and telephones parents when their child is absent and the school has not been informed of the reason.

Authorised absences

These might be for:

- illness, medical, dental appointments (however please do try to make these outside of school hours);
- days of religious observance;
- other absences in term time can only be authorised in exceptional circumstances

Unauthorised absences

These are absences without valid reasons. Too many of these can lead to the Local Authority Attendance Officer becoming involved and fines issued. Visits to hairdressers, shopping, birthday treats or trips to visit relatives are not acceptable reasons and are unauthorised.

Punctuality - Late Children

Children who arrive after school starts are deemed late. Their education is affected. All late children must enter by the main entrance and report to the office to register their arrival.

Our School Uniform

We expect all pupils to wear uniform every day. Our uniform is simple and can be bought in many shops in and around Stockton. School provides a sweat shirt, PE kit and book bag. Additional sweatshirts may be ordered from the school office, as can school book bags.

Girls	Boys
<ul style="list-style-type: none">• Grey/black trousers, skirt, pinafore or salwaar kameez• Blue gingham dresses in warmer weather• White shirt, polo shirt or blouse• Black school shoes or sandals• A school sweatshirt or cardigan	<ul style="list-style-type: none">• Grey/black trousers• Grey/black shorts in warmer weather• White shirt or polo shirt• Black school shoes or sandals• A school sweatshirt



Clothing for P.E.

All children, from Reception to Year 6, are given a P.E. bag and P.E. kit, which remain in the school. We ask that parents provide plimsolls **or trainers** to be left in school.



Our Year 2 and KS2 children have swimming lessons for 2 weeks during the school year. Each child needs a one-piece costume (not swimming shorts) and a towel.



Lost Property

Please make sure that all clothes are marked with your child's name. It is very difficult to return items of similar clothing to their rightful owners when there are no names inside. We do keep lost items for half a term and then, if they are not claimed, we send them to a charity.

Our Staff

The school is led and managed by the Head Teacher, Mrs. Skillcorn, together with the Deputy Head teacher, Mrs. Stanyard. All staff at Mill Lane work hard to give your child the best start in education. If you have any concerns talk to your child's class teacher, or you can always make an appointment to see the Head teacher or Deputy Head.



Parent Support Advisor:

Mrs Julie Cole is our Parent Support Advisor. You can find her on the school gate each morning and afternoon. Mrs Cole supports lots of our parents with lots of different problems, from parenting to attendance. She is always ready to listen!

Staff at Mill Lane

	Teacher	Teaching Assistant
Nursery	Mrs S Lee	Mrs R Hussain
Reception	Mrs L Hegarty Mrs K Inman Ms J Spence	Mrs Allan Mrs Kell (Apprentice)
Year 1	Mrs J Metcalf	Mrs A Alexander
Year 2	Mrs K Breen	Mrs M Andrews
Year 3	Mrs S Gunn	Mrs J Wright
Year 4	Mrs A Clark	Miss J Brown
Year 5	Mrs L Cook Ms H Latcham	Mrs S Akhtar
Year 6	Mrs A Twidle	Mrs H Ashraf
ARP	Miss M Moroz Mrs C Wood	Mrs L Bainbridge Mrs N Gillan

Other Staff Members:

Office Staff	Mrs M Millburn Mrs R Stephenson Mrs S Tremaine	
Caretaker	Mr N Hamer	
Lunchtime Supervisors	Mrs T York Mrs S Taylor Mrs G Kell Mrs C Dunning	Mrs K Fairhurst Mrs K Wilks Ms S Learoyd Ms K Maude

Our Governing Body

Headteacher	Mrs S Skillcorn
Chair of Governing Body	Miss Barbara Peace-Ebanks
Vice Chair of Governing Body	Mrs Lydia Gurney
Co-Opted Governors	Miss Annaleigh Wynn Mr J Taylor
Staff Governor	Mrs J Metcalf
Parent Governors	Mrs A Abdelmawla Mrs L Parker
LA Representative	Cllr Pauline Beall
Associate Member	Mrs J Stanyard

Our Governors try to visit school as often as possible. You often see them during school productions, assemblies and sports days. Please feel free to talk to them and let them know how you feel about school.

Extra-Curricular Activities

In order to bring our curriculum 'to life' we often take children out on educational visits. Most of these take during school time. Your child can expect to take part in at least two educational visits each year.

At Mill Lane, we want to help all our children be the best they can be in and out of the classroom. We have lots of extra-curricular activities offered during lunchtime breaks and after school. Each term a different activities are on offer. *The following are some which have been available recently: Netball; Mini Police; Multi-sports; Computers; Football; Booster Revision Clubs; Digital Leaders; Lego Club; Glee Club; Junior Road Safety Officers and Gardening.*



Safeguarding is everyone's business

Our Curriculum

Mill Lane Primary carefully plans all areas of the curriculum in order to meet the needs of our pupils. Children within the Early Years Foundation Stage (those in Nursery and Reception) follow their own curriculum. You can find out about this in the Early Years Welcome Pack. All of our other pupils follow the National Curriculum for Key Stage 1 or 2.

The curriculum for all of our pupils is broad, balanced and creative. We focus on the core areas of learning and experience throughout all of the subject areas.

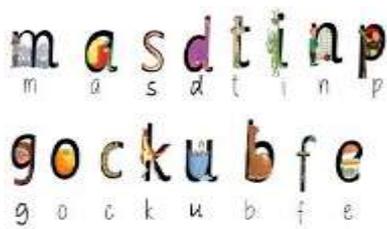
English:

Using English properly is a life skill which we practise not only in English lessons but throughout the whole curriculum. We focus on the areas of speaking and listening, reading, spelling, grammar, punctuation and writing. Those children for whom English is an additional language will have support when needed.

Spoken Language

At Mill Lane we aim to develop your child's ability to speak to different people, for different reasons. We want each child to grow in confidence and learn skills appropriate to their age and ability. Alongside speaking, children are taught how to listen - to information, to form ideas, to follow instructions. From a very early age your child will be encouraged to speak clearly, share information and ask questions.

Reading (word reading & comprehension)



Mill Lane use the resources from RWI Phonics written by Ruth Miskin to deliver our own Phonics Programme. We want each and every one of our children to learn to read with accuracy and confidence. We believe that the Mill Lane Phonics programme will allow us to do this. We want children to develop a love of reading that will last a lifetime!

All children from Y3 - Y6 take part in a daily reading task called Reciprocal Reading. Children take home a reading book and reading record. We would like you to write comments in this when you have read together. Classrooms contain a lots of different books for reading or sharing. We want children to develop a love of books and an enjoyment of reading for pleasure.



Writing (transcription, handwriting and composition)

Children are encouraged to write as soon as they start nursery by mark making; becoming aware that writing carries meaning. All of our children are encouraged to plan and draft their work. Children will complete a piece of longer or extended writing every 2 weeks. Mill Lane recognises the skill of correct letter formation and joining up letters. We value, encourage and expect well-presented work in every lesson.

Spelling

Mill Lane use PiXL spelling resources from Year 1 - 6. Year 6 work on additional spellings to help support SATs preparation. Each year group has a list of spelling patterns. As you would expect, these become more difficult as children move through school.

Maths:

At Mill Lane we aim for our pupils to understand the importance of mathematics in everyday life. We want every child to be number confident. We adopt a 'mastery' approach to Mathematics at Mill Lane. Through this approach, we encourage children to make links across mathematical concepts and embed deep understanding. **Mill Lane uses the White Rose planning and resources for children in EYFS through to Year 4, which fully embeds the Mastery, approach into the curriculum. Children in Years 5 and 6 follow the Big Maths planning framework.**

Through the teaching of Maths at Mill Lane, we aim for all children to develop:

- A sound understanding of number, calculations, shape, space and measures and handling and interpreting data.
- A wide variety of mental and written methods for carrying out calculations and solving problems.
- A broad range of skills, which can be applied both within school and in their everyday lives.
- To develop logical thinking and reasoning skills through a natural curiosity and investigative approach
- A positive and enthusiastic attitude towards Mathematics.
- A deep and lasting interest in Mathematics

Science

We focus on engaging all children in a wide range of scientific activities; enabling each and every child to develop their knowledge and understanding of key science topics and to improve their scientific skills. We make sure activities are as practical and interactive as possible; aimed at the age and stage of development of the child.



Science at Mill Lane encourages the children to ask questions, enquire, plan and carry out investigations. As part of such investigations, the children make predictions, observe what is happening, record and interpret their data. They are also introduced to, and carry out, 'fair tests'. Science is taught as a separate subject as part of a half termly topic.

The children of Mill Lane have voiced their opinions about the teaching and learning of Science in school. They feel it is 'fun, exciting' and allows them to 'learn lots of new things they never knew before!'

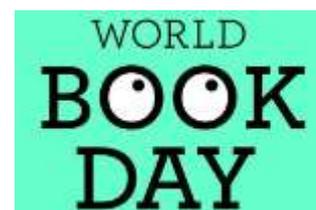
Foundation Subjects:

At Mill Lane we have created a broad and balanced, curriculum which develops our pupil's knowledge of skills across our Foundation Subjects - Geography, History, Art, D&T and Music. Mill Lane uses the Cornerstones Curriculum which provides imaginative learning projects for Nursery to Year 6. Each year group completes 3 topics to cover across the 3 terms. We link as much as possible to our English curriculum.

In addition Mill Lane hosts themed weeks or days each term. These include:



Anti-bullying week
British Science Week
Safer Internet Day
International Refugee Day
World Book Day



Specialist Teaching:

We want the best possible start for our children so we also employ 2 specialist teachers.

Mr Dixon works alongside KS2 classes and teaches the **Computing** curriculum. He makes sure our children receive the most advantaged teaching possible within school.

Mr Poole and his team join Mill Lane most afternoons to teach our **PE** curriculum. As a result of this specialist teaching, Mill Lane has very successful Netball, Football, Cricket and Athletics teams.

RE:

Mill Lane follows the R.E. Agreed Syllabus adopted by Stockton Local Authority. We seek to help children develop knowledge and understanding of different religious beliefs and practices. We introduce aspects of Christianity, Islam, Hinduism, Sikhism, Judaism and Buddhism.

PSHcE

The main aim of our PSHCE curriculum is to give our pupils a good understanding of ways in which they can keep themselves safe. This is supported using lessons and materials from Values Based Education, LORIC (Leadership, Organisation, Resilience, Independence, Communication), and our Keeping Safe long-term plan. Each year group has planned lessons for British Values, SRE and Citizenship. A key Value is focussed upon and work is completed linked to this every half term. Curriculum linked lessons take place for our LORIC work. We hold a Keeping Safe day each half term to encourage children to learn how they can be safe in and out of school. Each week exciting assemblies take place linked to our PSHcE curriculum and classes hold regular circle time discussions.

British Values:

Examples of the understanding and knowledge pupils learn at Mill Lane include:

- How citizens can influence decision-making through the democratic process
- That the freedom to hold other faiths and beliefs is protected in law
- That people having different faiths or beliefs to oneself should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour
- The importance of identifying and combatting discrimination

Our Rewards

At Mill Lane we always try to focus on the positive. Rewards are given out by all adults with a reminder about what the child has done to earn the reward.

Rewards at Mill Lane are displayed throughout the building and include:

- Praise from adults
- Class Dojo points and Gems
- Stickers
- Sharing work with another teacher or a team leader
- Taking part in a Celebration Assembly



Pupils are rewarded for following the Golden Rules and promoting good behaviour. Children are awarded Dojo points. The pupil who has earned the most Dojo points receives a certificate. The dojo points are then converted into Gem points. All pupils at Mill Lane are members of one of four Gem Teams:

Rubies **Sapphires** **Emeralds** **Diamonds**



A weekly assembly highlights the successes of the teams. House Captains and Vice Captains for these teams are voted for, by all pupils, at the start of each year.

Excellent Lunchtime behaviour is praised by our lunchtime staff, who invite children to sit at the special Top Table each week.

A weekly whole school assembly celebrates the effort, skill and talent of pupils from each class. Teachers write nominations in the special 'Gold Book', and children receive a golden certificate to take home. Children are also awarded for achievements in Maths, spelling, handwriting **and reading**.

'Golden Time' is a reward given for following the Golden Rules and making positive behaviour choices.

We understand that children sometimes feel that they have not been treated fairly or they are unhappy with the sanction placed upon them. We ask that parents support the school in the first instance and come into school to discuss any issues. We do make every effort to ensure that everyone is treated fairly in the first instance.

Behaviour

We are very proud of the high expectations we place on behaviour within Mill Lane. We all agree to follow our school's 'Golden Rules'.

Our Golden Rules:

- ✓ We are kind, helpful and polite - we don't hurt anyone's feelings
- ✓ We listen and are respectful - we don't interrupt
- ✓ We work hard - we don't waste our own or other's time
- ✓ We are honest - we don't cover up the truth
- ✓ We look after property and each other - we don't waste or damage anything

Our school promise supports the ethos and culture that makes our school a safe and happy environment for everyone. All members of school know the promise and use it to promote positive behaviour.

'Our School Promise'

At our school we understand,
That respect and learning go hand in hand.
We look after our friends, and treat property with care.
We work very hard, and our problems we share.
We try our best to be sensible and safe,
To make our school a happy place.
We use kind words and follow each rule,
Everyone is equal at our school.

At Mill Lane Primary School we display our sanctions throughout the building. We follow the order shown, however, in the case where a pupil consistently breaks the rules, the teacher may want to alter the starting point. In addition, where any behaviour is deemed serious enough, the adult dealing with the incident may choose to immediately involve the Deputy Head Teacher or Head Teacher. Our sanctions are:

- A reminder that the specific behaviour is against the rules.
- A warning to stop the specific behaviour.
- A time-out within the room for 5 minutes and miss 5 minutes of golden time.
- Isolation from the class **with work** for up to 15 minutes and miss 10 minutes of golden time.
- Child taken to see KS2, ARP or EYFS Team Leader.
- Child taken to see Deputy Head Teacher and phone call home to parents.
- Child taken to see Head Teacher and phone call home to parents.

Other Useful Information

- Jewellery - should not be worn at school. Children with pierced ears should wear small sleepers or studs only, which the child can remove for P.E.
- Watches - have to be removed for games/PE and are the wearer's responsibility.
- Money - is not usually needed in school except for:
 - Dinner
 - Educational Visits
 - or other specific requirements and you will be notified if money is needed.
- Toys and Games - should not be in school unless arranged with the class teacher.
- Sweets, chocolate and chewing gum are not allowed in school.
- Dogs - are not allowed in the playground even if carried.
- Bikes, Roller Skates/Skate Boards/Scooters - are not allowed in school or on the playground. Bikes and scooters left on school premises must be securely locked.
- Most of our policies can be found on the school website, if you wish to read a particular policy, please ask and this can be provided.
- In order to protect all of our children we ask that mobile phones are not used on school grounds - this includes in the school playground before and after school.
- If you take photos during a performance, please do not post on social media if they contain pictures of other children.

Mill Lane Primary School has a NO SMOKING policy for every part of the school premises. Please try to avoid smoking at the school gates, as children have to walk past and can inhale your smoke.



Children, parents and staff have the right to feel safe within our school and grounds.

Offensive language, threatening behaviour, intimidation or any form of abuse will not be tolerated.

Adults can be banned from school premises and the Police may be contacted.