

Welcome to

MOORSIDE PRIMARY SCHOOL





MOORSIDE PRIMARY SCHOOL



WELCOME

Welcome to Moorside Primary School. We are delighted that you have chosen to send your child to our school. We look forward to supporting you and your child on their learning journey with us.

At Moorside, we believe that every child must be nurtured, valued and empowered to have the highest aspirations for their future and to reach their full potential. We are a caring community where everyone is welcome, and we all value, respect and support each other.

Our school expectations, which we share with all our children, are simple:

- Learn and let others learn
- Celebrate what makes us special and respect our diversity
- Look after each other and our environment
- Solve problems calmly and cooperatively

We are committed to working together with you to ensure that your child has a happy and successful experience during their time at Moorside. We know that children learn best when parents/carers and staff work together to encourage and support children's learning, so it is our priority to build a team around the child so that we can give them the very best start.

Starting a new school can feel daunting, but we are here to support you every step of the way. We very much look forward to getting to know you and your child, and we are always available to answer any questions you may have.

Mrs Linda Hall
Head Teacher
linda.hall@moorside.newcastle.sch.uk



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KEY INFORMATION

1.1 Arrival and Collection Times

Starting school is a big step in your child's life and we wish the settling-in process to be as smooth as possible. Establishing good routines from the very beginning helps children feel secure and confident.

Morning arrival:

School gates open at 8.45am and the register is taken by 9.05am. It is important that your child arrives at school promptly and ready to start the day. If your child is late, it can be very unsettling for them as the other children will be in the flow of their learning. Punctuality also helps children develop good habits that will serve them well throughout their school life.

End of day collection:

We have staggered collection times to make it easier for families with children in different year groups. Nursery children finish at 3.05pm, Reception children should be collected at 3.10pm and the rest of the school, from Year One to Year Six, finish at 3.15pm.

Alternative collection arrangements:

If you need to make arrangements for another adult to collect your child, you must let us know in advance. We will not let your child go with someone we do not know if you have not informed us. This is an important safeguarding measure to keep all our children safe.

1.2 Break and Lunch Times

	Break	Lunch
Nursery		11.20am
Reception		11.30am
Year 1 & 2	10am	11.45am
Year 3 & 4	10.25am	12.00pm
Year 5 & 6	10.30am	12.15pm

1.3 Breakfast Club

Our free breakfast club provides a nutritious start to the day in a safe, welcoming environment before school begins.

Times: 8:00am - 8:45am (last entry 8.30am)

Who can attend: All children in Reception to Year Six

Cost: Completely free - there is no cost to parents/carers

What happens: Children enjoy a healthy breakfast and have time to socialise with their friends before the school day begins. Our friendly support staff supervise the children and ensure they are ready for learning. At 8:45am, children are taken directly to their classrooms.

No booking required - simply bring your child to breakfast club between 8:00am and 8:30am.

GETTING READY FOR SCHOOL

2.1 Consent Forms

When your child joins Moorside Primary School, we will ask you to complete several important consent forms. These help us to keep your child safe, support their learning, and ensure we can contact you when needed. Please complete and return all forms as soon as possible.

You will be asked to provide consent for:

- Emergency medical treatment – so we can act quickly if your child needs urgent medical attention
- Photographs and videos – for use in school displays, our website, social media, and local media (you can choose which you consent to)
- School trips and visits – both on and off-site educational activities
- Use of the internet and online learning platforms – to keep your child safe online
- Data sharing – with relevant educational and health professionals who support your child's learning and wellbeing
- Administering medication – if your child requires regular or emergency medication at school

If you have any questions about what you're being asked to consent to, or if your circumstances change and you need to update your consent, please speak to the school office.

Keeping Your Contact Information Up to Date

It is extremely important that we can contact you quickly if your child becomes unwell, has an accident, or if there is an emergency. We must have accurate, up-to-date contact details for you at all times.

Please inform the school office immediately if:

- Your phone number changes (mobile or landline)
- Your home address changes
- Your emergency contact person changes
- Your work contact details change

We need at least two emergency contacts – these should be people who can collect your child from school at short notice if you are unavailable.

Please make sure your emergency contacts know they are listed and are willing and able to collect your child if needed.

How to update your details:

Call the school office on 0191 272 0239

Email admin@moorside.newcastle.sch.uk

Visit the school office in person



2.2 Uniform & Clothing

School uniform is compulsory and consists of:

- Black, Purple or Royal Blue Sweatshirt, with or without Moorside logo
- White or Royal Blue polo T-shirt or shirt
- Grey or black trousers/shorts/skirts
- Black shoes or plain black trainers

Branded items (jumpers, polo t-shirts, PE t shirt and book/PE bags with the school logo) can be purchased directly from the school office (cash only). All other items can be purchased from any retailer, if they meet the colour and style requirements set out above. Please label all uniform items with your child's name. This makes it much easier for us to return lost items to their owners.

Second Hand Uniform

We hold regular second-hand uniform sales throughout the year. Dates are advertised in our newsletter. If you have uniform in good condition that your child has outgrown, please donate it to the school office. All donations are gratefully received.

Jewellery and accessories

We ask that children leave all jewellery at home, including earrings. The only exception is a watch. If your child needs to wear specific items for religious or cultural reasons, please just let us know.



Outdoor Clothing

We ask that your children wear a waterproof coat to school in wet weather, as we believe that children should have the opportunity to learn outdoors in all conditions.

In the summer months, please ensure your child has protective clothing from the sun, particularly a sun hat. We also recommend applying sun cream before school on sunny days, as this helps protect your child's skin during outdoor play and learning.

2.3 Physical Education Kit

All children new to the school will receive a free PE kit and bag. Once they have received their kit, it will remain in school for their PE sessions. Physical education is an important part of the curriculum, helping children to develop coordination, confidence, and an understanding of the importance of being active and healthy.



As part of the national curriculum Year Three children will have swimming lessons. On their designated swimming day children should bring in appropriate swimwear (one-piece swimsuit or swimming trunks), a towel and plastic bag for wet items. We recognise that some children may need to wear modest swimwear for religious or cultural reasons. Please contact the school if your child has specific requirements.

2.4 What to Bring Each Day

- Book bag and reading book (once provided)
- Packed lunch (if not having school meals)
- Any medication (to be handed to the office with appropriate forms completed)
- A waterproof coat with their name inside

Children will be provided with their own water bottle, which we will regularly clean and refill. Children can access their water whenever they need to, helping them to stay hydrated and ready to learn.

2.5 School Meals Information

What is on the Menu?

We offer a two-course meal every day with lots of choice, including hot meals, sandwiches, vegetarian options, and a nutritious dessert. Our freshly prepared meals meet national school food standards and our menu changes regularly to keep children interested and introduce them to different foods.

Each day at registration, the children are asked if they would like a school meal or if they have brought a packed lunch, so there is no need to commit to lunches for a long period of time. This flexible approach means you can choose what works best for your family each day.

A copy of the current menu can be found on the school website.

Packed Lunches

If you prefer to send your child with a packed lunch, please ensure it:

- Is clearly labelled with your child's name
- Consists of healthy food with no nuts, kiwi fizzy drinks or sweets

Please note: Due to allergies, we are a **no-nut and no-kiwi school**



Meals for Children in Reception, Year One and Year Two

All children in reception, year one and year two are entitled to universal infant free school meals (UIFSM). This means your child will automatically receive a free school meal every day if they are in these year groups.

Meals for Children in Nursery, Year Three, Year Four, Year Five, Year Six

Meals are chargeable at £1.00 per day. Our high-quality school meals are partially funded by the school, making them excellent value for families.

Payment for meals must be made in advance either by:

- Cash at the school office
- Online using SCOPAY

If you need to register for a SCOPAY account, please contact Ms Velastegui-Cortez or Mrs Armstrong at the School Office on 0191 272 0239

Please note: The money for dinners comes directly from the school budget, so any arrears mean less money for resources for our children.

Income-Related Free School Meals

Your child may be eligible for free school meals if you receive certain benefits, including:

- Income Support
- Income-based JSA or ESA
- Child Tax Credit (with income under £16,190 and no Working Tax Credit)
- Universal Credit (with household income under £7,400 per year after tax)

Important: From September 2026, all households receiving Universal Credit will be eligible, regardless of income.

How to apply

Applying is quick and easy. You can start the application process on the Newcastle City Council website or contact the school office and we'll be happy to help you with the application.

All applications are treated in the strictest confidence.

SUPPORTING YOUR CHILD

3.1 How We Will Support Your Child

Starting a new school can be challenging, especially mid-year. We will:

- Assign a buddy - An established child will be paired with your child to help them navigate the school, make friends, and understand routines
- Teach routines explicitly - We will take time to show your child where things are, how our day is structured, and what our expectations are
- Provide key information - Your child's class teacher will ensure they understand important information like where the toilets are, who to ask for help, and what happens at different times of the day
- Monitor settling-in progress - Staff will keep a close eye on how your child is settling and communicate regularly with you

3.2 Support for Children with Additional Needs

If your child has:

- Any identified or suspected medical needs
- Special educational needs or disabilities (SEND)
- English as an additional language (EAL)
- Any other barriers to learning

Please let us know as soon as possible so we can put appropriate support in place. We have experience supporting children with diverse needs and will work with you to ensure your child thrives.

3.3 Support for Families with EAL

We understand that starting a new school can be particularly challenging if English is not your first language. We are here to support you and your child. Please let us know:

- What languages are spoken at home
- Your child's level of English
- If you need any information translated or explained

We can arrange translation support and will ensure communication is clear and accessible.

3.4 Support for Children with Allergies and Medical Needs

It is important that if your child has any allergies or needs a specific medication you make us aware of this as soon as possible.

Please note: Due to several allergies, we are a no-nut and no-kiwi school.

Due to children with allergies, we ask that parents/carers do not send their child in with cakes, sweets or other food items to share for celebrations such as birthdays. We will celebrate birthdays and special occasions in school in different ways that are safe and inclusive for all children.



ATTENDANCE

4.1 Our Expectations for Attendance

At Moorside Primary School, we expect all children to attend school every day unless they are genuinely too unwell to do so. Good attendance is essential for your child's academic progress and social development. Our target is for all children to achieve at least 96% attendance.

4.2 Reporting Absence

If your child is unable to attend school, please contact the school office by 9am on the first day of absence by calling 0191 272 0239. Please provide your child's name, class, and the reason for their absence

Please keep your child at home if they:

- Have a high temperature
- Have been sick or had diarrhoea (they should stay home for 48 hours after the last episode)
- Have a contagious infection

Minor illnesses such as a slight cold or headache do not usually require absence from school. If you are unsure whether to send your child to school, please contact the office for advice.

4.3 Term-Time Holidays

We cannot authorise term-time holidays. Taking your child out of school during term time disrupts their learning. Unauthorised absence may result in a penalty notice being issued by Newcastle City Council and legal processes may follow. If you believe there are exceptional circumstances that require your child to be absent, please submit a written request to the headteacher in advance. Please note that approval cannot be guaranteed.

4.4 Medical Appointments

Please try to arrange medical and dental appointments outside school hours. If this is not possible, please provide evidence of the appointment (such as an appointment card/letter) with as much notice as possible and we will authorise absence for the appointment time only. Your child should attend school before and/or after the appointment wherever possible.

4.5 Support Available

We understand that sometimes families face challenges that make regular attendance difficult. If you are experiencing difficulties getting your child to school, please speak to us in confidence. We can work together to identify any barriers and put support in place. Please contact Mrs Hall on 0191 272 0239 to arrange a conversation.

4.6 Monitoring and Communication

We monitor attendance closely and we will communicate with you a half-termly attendance letter for your child so that you are aware of their attendance pattern and can work with us to take action early if there are any concerns, ensuring they achieve their full potential and do not miss out on important learning.

Throughout the year, children with excellent attendance will be celebrated with termly certificates and participate in special trips or events. We also recognise and celebrate children who make significant improvements to their attendance. Our rewards are designed to motivate all children while ensuring that those with genuine medical needs or unavoidable absences still feel supported and included in our school community.

LEARNING AT MOORSIDE



5.1 Our Curriculum

At Moorside Primary School, we believe that every child must be nurtured, valued and empowered to have the highest aspirations for their future and to reach their full potential through the provision of a stimulating, innovative, and creative curriculum. We strive for our learning community to achieve the highest possible standards by equipping them with the skills to succeed and inspiring a lifelong love of learning.

Your child will follow the National Curriculum, with learning tailored to their individual needs and starting points. Our teachers will assess where your child is in their learning and provide appropriate support and challenge.

5.2 Reading at Home

We want the children to develop a love of books and enjoy stories both at home and at school. All children will receive a free book bag.

In Reception, we will send home a book selected by your child for you to share with them. Please note this may be a book that the child cannot read, though they are keen to explore it. In addition, your child will bring home a Guided Reading book. This is a book that your child will have shared in class with a member of staff, and it is used to teach key reading skills.

For children in Key Stage 1 and 2, reading books will be sent home daily. Please read with your child as often as possible and record comments in their reading diary.

5.3 Homework

Each child will receive a free book bag when they start school. They will bring home books for you to read with them and a home/school reading diary. Reading regularly at home is one of the most important things you can do to support your child's learning and development.

In Reception, Year One and Year Two, children will occasionally bring home a learning activity to reinforce the learning focus in class. These activities are designed to be fun and engaging, and to help consolidate what children have been learning at school.

Children in Years Three to Six will have spellings and multiplication tables to practise at home on a regular basis. Homework expectations increase as children move through the school. Your child's class teacher will explain what homework your child should complete.

5.4 Parent Workshops and Communication

We believe that parents/carers are a child's most important teacher so we are keen to work together to ensure that your child has the very best start at school. We run regular sessions for parents/carers to attend along with their children; this is an effective way for us to share what we are teaching and how we teach it so that parents will know how to support us at home. You will be invited to attend parent/carer workshops, teacher meetings, and other events throughout the year. We will also communicate regularly via letters and newsletters.

THE WEST TRUST



6. Being Part of the WEST Trust

The West End Schools' Trust (WEST) is a foundation trust of nine primary schools located in the west of the city of Newcastle upon Tyne. We are responsible for the education of around two thousand nine hundred children between the ages of 3 months and 11 years. We are a strong learning community where our children have highly positive experiences and attain good standards.

Our school catchments cover an area of ten square miles that are bordered by the River Tyne, the Northumberland County boundary and the main conurbation of the City of Newcastle. We have a rich industrial and historic heritage with Hadrian's Wall bisecting our cluster. Our catchments are socio-economically mixed. When children leave our schools they are well prepared for the next phase of their educational journey with standards at, and above, the national averages in reading, writing and mathematics. All of our schools are unique and although they may vary in size and context, Ofsted inspections for our cluster reveal effective schools that work in collaboration for the benefit of the whole of our community.

Currently we employ over four hundred teachers, teaching assistants and administrative staff. Our leadership teams of experienced headteachers and governors, deputy and assistant headteachers and school business managers have proven track records of school improvement.

The Trust strengthens the schools' collaborative work with key partners identified to further improve standards and enhance opportunities for children, parents, carers, staff and the wider community. We encourage all members of the community to get involved and support us in our quest to build a strong learning community.

Our nine schools are Bridgewater, Broadwood Primary School, Canning Street Primary School, Hawthorn Primary School, Lemington Riverside Primary, Moorside Primary School, St John's Primary School, St Paul's Primary School and Wingrove Primary School.

All of our schools share:

- A warm and welcoming ethos;
- Good and outstanding teaching and learning;
- Educational achievement that is in line with or above national expectation;
- Multicultural, highly inclusive and cohesive school communities.

For more information about the Trust, please visit www.westendschoolstrust.co.uk.

OUR SCHOOL VISION



7.1 Our Aims and Objectives

At Moorside Primary School, we believe that every child must be nurtured, valued and empowered to have the highest aspirations for their future and to reach their full potential through the provision of a stimulating, innovative, and creative curriculum.

We strive for our learning community to achieve the highest possible standards by equipping them with the skills to succeed and inspiring a lifelong love of learning

We are working together to:

- Continue to raise standards across the school, striving towards excellence
- Have high expectations of all our learners
- Develop our children's sense of purpose, understanding, motivation and ability to ask and answer questions objectively
- Maintain a team of staff who are valued and work well together
- Continue to develop a school ethos of calmness and purposeful activity
- Develop the physical environment in which we all work and play
- Encourage strong school/home links
- Inspire our community to value education and its benefits
- Acknowledge our common values whilst embracing our differences

7.2 Our School Values

We all believe...

- Our local community deserves a school they can be proud of
- We are a caring community where everyone is welcome

- We all value, respect and support each other
- Our community has the right to be safe and healthy
- Our children should have the chance to enjoy and be enthused by their time in our school

7.3 School Expectations

Child-friendly expectations to be used in class and around school

- Learn and let others learn
- Celebrate what makes us special and respect our diversity
- Look after each other and our environment
- Solve problems calmly and cooperatively

7.4 Important Policies

Key school policies are available on our website or from the school office, including:

- Behaviour policy
- Attendance policy
- Safeguarding and child protection policy
- Anti-bullying policy
- Complaints procedure

If you have any concerns about your child's safety or wellbeing, please speak to our Parent Support Advisor or a member of the Senior Leadership Team via the school office.

QUICK REFERENCE GUIDE

School gates open: 8.45 am

Register is taken by: 9.05 am

End of day:

- Nursery – 3.05 pm
- Reception – 3.10 pm
- Main School (Year One to Year Six) – 3.15 pm

School contact number: 0191 272 0239

School email address: admin@moorside.newcastle.sch.uk

Head Teacher contact: linda.hall@moorside.newcastle.sch.uk

School website: <http://www.moorside.newcastle.sch.uk/web/>

Important Reminders:

- No nuts, kiwi or sweets in packed lunches
- Label all uniform and belongings
- No personal stationary or water bottles are to come into school
- Inform school of any allergies or medical needs
- Keep your contact details up to date

We look forward to welcoming your child to Moorside Primary School!

