



# Corporation Road Community Primary School



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# Welcome to Corporation Road Community Primary School

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At Corporation Road Primary School, we try our very best to make sure our children:

- Know that we want them to succeed.
- Get the best start in life and are well prepared for the challenges later.
- Are happy, confident and want to learn.
- Make really good academic progress every single year.
- Experience a range of opportunities in and outside school that inspire them and widen their horizons.
- Are protected and nurtured, yet encouraged to be independent.
- Are open-minded and reject all types of discrimination.
- Can trust each other and all the adults that work with them.

# School Information

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**School Name:** Corporation Road Community Primary School

**Address:** Corporation Road, Darlington

**Telephone No.:** 01325 244940

**Fax No:** 01325 376702

**Email:** [admin@corporationroad.darlington.sch.uk](mailto:admin@corporationroad.darlington.sch.uk)

Corporation Road Community Primary School is part of the Heathfield Academy Trust, and is a co-educational primary school for children between the ages of 3 and 11 years.

**Number of Pupils:** 331 + 26 FTE nursery children

## **Education Authority**

Darlington Borough Council

# Staff

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<b>Head Teacher:</b>	Mrs Ann Pringleton
<b>Deputy Head Teacher:</b>	Mrs Leanne Hodgson
<b>Assistant Head Teacher:</b>	Mrs Lisa Caley
<b>SENCO:</b>	Mrs Pam Sayer
<b>Wellbeing:</b>	Mr Trevor Needham

## Teachers 2016/17

<b>Name</b>	<b>Year Group</b>	<b>Position &amp; Main Responsibilities</b>
Mrs Gemma Hammond	Nursery	Computing
Mrs Cheryl Theakston	Maternity leave	Art
Mrs Julie-Ann Richardson	Year 4/5	PSHE
Mr Paul Mayes	Year 4	DT
Mr Peter Foulds	Year 6	Maths
Mr Dominic Colley	Year 3	Computing
Mrs Jenna Stewart	Year 6	Science
Mrs Hazel Commane	Year 3	
Mrs Kaye Dutton	Maternity leave	
Mrs Charlotte Johnson	Year 2	PE
Mrs Christine Nixon	Year 1	
Mrs Sarah Kelly	Year 1	
Mr Leighton Maddison	Year 5	
Ms Rachel Todd	Year 2	
Mrs Lisa Caley	Reception	Literacy
Mrs Melanie Hirst	Reception	

# Staff

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## Teaching Support Staff 2016/17

Name
Mrs Michelle Stott    Lead Teaching Assistant- HLTA
Mrs Eileen Oxley
Mrs Dorothy Foulds
Mrs Louise Davies
Mrs Linda Brennan
Mr Steven Brack
Miss Jeanette Durham
Mrs Linda Riddle
Miss Sue Richardson
Mrs Elaine Metcalfe
Mrs Elaine McCabe
Mrs Julie Pearse
Mrs Khela Jafar

### Administrative Staff

Mrs Janet Sowerby

### Caretaker

Mr Tuckey

### Lunchtime Supervisors

Mrs Rina Begum

### Cleaners

Mrs Laureen Alderson  
Mrs Jean Robson

# The School Day

The school hours are as follows:

<b>Nursery</b>	Mon Tues 8:50am- 11:45am Weds 8:50am - 11:20am	12:45pm – 3:10pm
<b>Reception</b>	8.50am - 11.45am	12.45pm - 3.15pm
<b>Key Stage 1 &amp; Key Stage 2</b>	8.50am - 12.00pm	1.00pm - 3.15pm

Period	Time
Bell	08:50am
Registration	08:55am – 09:00am
Lessons	9:00am – 10:45am
Morning Break	10:45am – 11:00am
Lessons	11:00am – 12:00pm
Lunchtime	12:00pm – 12:55pm
Registration	12:55pm – 1:00pm
Assembly	1:00pm - 1:30pm
Lessons	1:30pm – 3:15pm
End of school	3:15pm
Extra-curricular activities 3:30 – 4:15pm (unless otherwise stated)	

## **Attendance & Absences**

It is important that children attend school **on time and regularly**. It is important that you inform us of the reason for your child's absence as we have to publish updated figures. Good attendance is celebrated in school, with children having the opportunity to take part in reward days and activities on a termly basis.

## **Holidays**

We may authorise for a child to have 10 days' absence during any one school year in order to accompany parents on holiday but only if a child has 96% or higher attendance. A fine of £60 will be imposed if the holiday is unauthorised. A special holiday form, obtainable from the school office, must be completed and returned to the school for authorisation. We ask that you try to avoid taking holidays during term time and especially during the time when SATs are taken.

## **Leaving the School Premises**

No child is allowed to leave the school during school hours without the permission of the Head Teacher (or a member of staff acting on his behalf). If you wish your child to leave the school, a note must be given first and the child collected from the school, via the main office.

## **Drop off and Collection from School**

We expect our youngest children to be dropped off and collected from school. If you are unable to come yourself and send someone, whom we don't know, to meet your child, **please let us know**. We do not hand over a child to someone unfamiliar to us, and it is embarrassing for the friend who has volunteered to collect your child to find their identity being questioned. However, you can understand that we only do this to protect you and your child.

Children in years 5 and 6 are able to walk home alone, as long as the class teacher has been informed by a parent.

## **Breakfast Club**

Breakfast Club runs each morning from 8.00 am and is free to anyone who wishes to attend.

## **Hands on Homework Club**

Homework Club runs each evening from 3:15 – 4:45pm. Children, from across the school, attend to complete their homework tasks. The benefit of homework club is that there are small numbers of children and it is an opportunity for children to have some assistance with homework or even work together with other children to complete tasks.



# Term Dates

Term	School Opens	School Closes
<b>Autumn 1</b>	Monday 5 <sup>th</sup> September 2016	Friday 21 <sup>st</sup> October 2016
<b>Half Term Holiday</b> 22/10/16 – 30/10/16		
<b>Autumn 2</b>	Monday 31 <sup>st</sup> October 2016	Friday 16 <sup>th</sup> December 2016
<b>Christmas Holiday</b> 19/12/16 – 02/01/17		
<b>Spring 1</b>	Tuesday 3 <sup>rd</sup> January 2017	Friday 17 <sup>th</sup> February 2017
<b>Half Term Holiday</b> 20/02/17 – 26/02/17		
<b>Spring 2</b>	Monday 27 <sup>th</sup> February 2017	Friday 7 <sup>th</sup> April 2017
<b>Easter Holiday</b> 10/04/17 – 23/04/17		
<b>Summer 1</b>	Monday 24 <sup>th</sup> April 2017	Friday 26 <sup>th</sup> May 2017
<b>Half Term Holiday</b> 29/05/17 – 04/06/17		
<b>Summer 2</b>	Monday 5 <sup>th</sup> June 2017	Friday 21 <sup>st</sup> July 2017
<b>Summer Holiday</b> 24/07/17 – TBC		

# Class Organisation

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School has a one and a half form entry.

## **Assessment**

School assesses children against the National Curriculum objectives. Children are assessed against the objectives within their year group; achieving these objectives is necessary to be ARE (age related expectation).

# Curriculum

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## Objectives

In common with all primary and nursery schools, Corporation Road aims to provide a continuous, planned programme of education from 3 to 11, which will equip the children to transfer easily to their secondary schools. The Teachers provide pastoral care as well as educational opportunities with the aim of helping the children to develop academically, morally, spiritually, culturally and socially. They also aim to adjust their teaching to the children's individual needs particularly in the core curriculum subjects of English, Mathematics and Science.

We believe in encouraging initiative, responsibility and self-discipline in order to prepare the children to take their place as responsible adults. The relationship of the children with their class teacher is extremely important. On starting school children need to establish a close relationship with their teacher very quickly so that they feel secure in their new environment.

We see it as essential that if children are to progress at school they should be happy and look forward to coming to school. Therefore we aim to provide a stimulating atmosphere through which a child can enjoy learning and become increasingly self-reliant.

## The Curriculum

A child's day is made up of many elements: Speaking and Listening; reading and writing; Mathematical skills; Science and Technology activities; Art and Craft; Music; P.E.; sharing stories, poetry and plays. Children's experiences, whether they are 3 or 11, must be challenging and satisfying. This will help them to become absorbed in the activity and as a result they will concentrate in a way that encourages learning to take place.

We aim to offer a richness of experience and challenging activities throughout the children's time at our school. This not only helps their learning but also develops their confidence in their own capabilities.

We aim to do this through the National Curriculum subjects of Maths, English, Science, Technology, Information Technology, History, Art, Music, Geography, P.E., R.E. and a range of extra-curricular activities.

### **Religious Education**

Our scheme of work in Religious Education is that suggested by the Darlington Agreed RE Syllabus. Through a variety of activities we encourage children to ask questions rather than seek to give answers. The children take part in a collective act of worship. This takes into account festivals from the world's major religious faiths. It is possible to have your child withdrawn from R.E. lessons and from the statutory collective act of worship. This can be arranged through the Head Teacher.

### **Computing**

Children have the opportunity to have hands on experience of Computing at all ages. The school has a main computer suite as well as Ipads for all children in Year 1 to Year 6. All devices are networked and linked safely to the internet using a broadband connection.

### **Special Educational Needs**

Mrs Pringleton is the school's Special Educational Needs designated lead and Mrs Sayer is the Special Educational Needs Co-ordinator. Mrs Sayer organises the assessment of children who we feel may need special help, either because they have fallen behind for some reason or because they are very intelligent. We aim to give extra help within the classroom together with specialist help using the expertise of our school Educational Psychologist wherever possible. Parents may also ask for their children to be assessed.

### **Speech and Language**

Liz Thompson is the school's Speech and Language Therapist. She works with children across school that may require support in this area. Liz also supports and trains teachers to support children with their speech and language development.

### **Health and Sex Education**

In Year 6 boys and girls are taught separately about physical and emotional changes. PSHE is taught in all year groups, often through the recognised 'Lucinda & Godfrey' puppet characters.

### **Pastoral Care**

All of our teachers take an interest in the pastoral needs of the children in their classes.

### **Behaviour**

We believe discipline should be positive wherever possible and should be based on mutual respect eventually leading to self-discipline. We have an established set of rewards and sanctions within school, which help us identify problems as they arise and before they become major. A full copy of the school's Behaviour Policy is available in the school office. We also rely on parents for their support in behavioural matters.

# Extra-Curricular Activities

Throughout the year there will be a range of activities available to the children both during lunchtime and after school.

At the time of writing our extra-curricular clubs are:

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Running Club</b>			Lunchtime		
<b>Football</b>					Lunchtime
<b>KS1 Games Club</b>	3:15pm – 4:30pm				
<b>KS2 Games Club</b>			3:15pm – 4:30pm		
<b>Energy Club (Years 1, 2 &amp; 3)</b>			3:15pm – 4:30pm		
<b>Film Club (Year 2 upwards)</b>					3:30pm – 5:15pm
<b>Science Club</b>		3:15pm – 4:30pm			

- Breakfast Club each morning from 8.00 a.m. **FREE**
- Homework Club Year 1 to Year 6 Monday to Thursday, from 3:15 p.m. – 4:30 p.m.

## School Council

In school, we believe that children should have a voice. Every fortnight, we hold a School Council meeting where representatives from each class come together and discuss issues raised by the children. The representatives then hold weekly class meetings and feedback to the class. Children are voted for, by the rest of the class.

# Preparing your child for school

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## **First days at school**

It is vital that children start school confidently and eager. A large part of their early learning is social training - being able to share, take turns, listen to others and be helpful at all times. You are the best person to help them with this at home. Suddenly, when they start school, a lot is expected of them and there is so much for them to cope with on their own. They will be encouraged to be independent from the moment they start school, helping themselves and helping others.

You can help your children tremendously by encouraging them to cope with simple personal things that can, in some children, cause great anxieties: -

1. To dress and undress for P.E.
2. To cope with changing shoes (and tying laces if necessary).
3. To know how, and when, to ask to go to the toilet.
4. Use a knife and fork properly
5. Washing their hands.
6. To be able to look after their own belongings.
7. To tidy and replace equipment appropriately after use.

P.E. occurs regularly and is a compulsory part of the curriculum. Children change into a t-shirt and shorts, which is why they need to be able to cope with their dressing and undressing.

Our aim is for the children to be independent, however, the teacher or support staff will be available to assist.

# Preparing your child for school

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## Secondary Transition

Our children transfer to Secondary School during the academic year in which they have their 11th birthday. They transfer to many of the secondary schools in Darlington.

If you are unable to get the school of your choice, it is possible to make an appeal. Details of the necessary procedures may be obtained from the Town Hall.

## Helping your child at home

- Encourage and praise your children.
- Try not to say that they are "no good" at something - it takes a long time to repair this!
- Include your child in adult conversation whenever practical as this will help to improve his/her spoken language in school.
- Share the pleasure of reading - read to your children and listen to them read to you and discuss books they have read. Enrol your children, if possible, in the local library.
- Encourage your children to participate in extra-curricular and out of school activities.
- Show an interest in the work your children are doing at school or bringing home.
- Encourage them to pursue topic work at home.
- Encourage mixing and socialising with other children.
- Support the school rules and help us maintain a high standard of behaviour.

## Helping at School

If you have a spare hour, morning or afternoon, could you -

- Share your special skills and experiences with other children?
- Help listen to children read and discuss the story with them?
- Help with Science activities or play Maths games with our younger children?
- Cook or sew with a small group?
- Help sort or mend our equipment?

If you can help the school in these or any other way, please let us know.

# School Lunches

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We are very proud of the high standard of food we offer the children. Our school lunches consist of a choice of hot meals, a choice of dessert, fruit and a cold drink all prepared freshly on the premises by Alison (the cook) and her team.

**PUPIL SCHOOL MEALS COST £2.00 PER DAY: £10.00 PER WEEK**

Money for school meals should be paid in advance on a Monday or on the first day back after a holiday or absence. All meals should be paid for in the week that they are consumed. The money (cash or cheques) should be given to your child, to give to their teacher, **in an envelope clearly marked with the amount paid, your child's name and class.** Cheques should be made payable to Corporation Road Community Primary School. We are unable to extend credit for longer than one week.

The government have agreed to fund free school meals for all Reception to Year 2 children. If you feel that you are **eligible** for free meals **you must inform us** and complete the free meals form. This is most important to us as some of our funding is based upon the number of people who are **eligible** for free meals, rather than those that actually avail themselves of them.

## **Alternative Options**

If you wish your child to bring a packed lunch from home, it should be brought in clearly named containers. In school, we promote a healthy lifestyle and so your child's packed lunch should try to reflect this where possible. Please try to provide your child with at least a sandwich, a piece of fruit and a drink. Children are not allowed to bring in chocolate or cans of fizzy drink for their lunch.

Some parents prefer to take their children home for dinner, whether that be for medical or religious reasons. If this is the case, please inform the main office. Your child must be collected from and returned to school by an adult, ensuring they are on time for afternoon lessons.



### **Mid-Morning Playtime**

We encourage the children to bring fruit to eat during mid-morning playtime.

Fruit is provided free of charge for the younger children.

School provides your child with a small, named stoppered water bottle which can be refilled. This can be kept on your child's desk so that they can drink during the day. This helps to improve children's concentration.

# School Uniform

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We encourage all pupils to wear our school uniform as it promotes a feeling of belonging and pride.

Please find below specifics of our school uniform, to order any uniform please collect a form from the main office.

## School Uniform

- Grey trousers, skirt or pinafore dress
- Royal blue sweatshirt or cardigan
- White polo-shirt (with or without the logo)
- Black or white tights or socks.
- Black school shoes (no high heels or trainers)
- Simple, school coloured hair accessories

### Summer Options

- Blue and white checked cotton dress
- Dark grey school shorts
- White ankle socks (girls)

See the uniform policy for further information.

## PE Kit

- Round neck t-shirt (with or without the logo)
- Royal blue shorts
- Black plimsolls (trainers can be worn for some events or clubs)
- PE bag

## General Information

- School coats can be purchased
- School bags with the school logo on can be purchased.

### **Nail Varnish or Make-Up**

Pupils are not allowed to wear fingernail or toe nail polish or false nails. Make-up is not allowed.

### **Wearing of Jewellery**

For safety reasons children must not wear jewellery. If children have had their ears pierced, they may wear close fitting **plain** studs during school time. However, parents must accept responsibility should any accident occur as a result. **A child must be able to remove his/her own earrings for PE.**

### **Hair**

Pupils' hair should be neatly groomed and professional at all times. Long hair on both boys and girls should be fully tied back. This is for reasons of smartness, appearance and health and safety: pupils' faces should not be obscured as the teacher may not be able to judge their engagement with learning and to secure their participation in discussions and practical activities. **Pupils may not wear designs or words cut into their hair or permanent or temporary coloured hair.**

**Please ensure all items of your child's school uniform is clearly labelled with their name.**

### **Lost Property**

Lost property is kept for at least a term and children are aware of the location of the lost property box. Items other than clothes may be held in the school office. We strongly suggest that children do not bring items of any value into school, this reduces any risk of damage or loss.

# Communicating with Parents

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Throughout the year, there are many opportunities for you to come into school including class assemblies or whole school events. In school, we are keen for you to be involved in your child's education and so if you are interested in coming into school, for any reason, please speak to your child's class teacher.

## **Parents' Consultations**

We hold pupil progress meetings each term and discuss academic progress, behaviour and attendance progress. Parents receive a termly 'pupil progress card' which charts their achievements. The children enjoy showing you their books as they are extremely proud of their achievements.

## **Availability of documents**

All documents mentioned in this brochure together with the school and L.A. policy statements and pupils' records are available for inspection, by prior arrangement, with the Head Teacher.

## **Charging for Activities**

We do not charge for school activities, but to cover the cost of transport and entrance fees a donation is requested. If we do not collect enough donations, the outings become unviable and have to be cancelled. In this case any money collected will be returned.

## **Admission Policy**

In accordance with Borough policy, we offer places to siblings as a priority and then to children living closest to the school until our full allocation is complete. The maximum number of children per year group is 45.

## **Enquiries & Complaints**

If you have any enquiries it is best to first approach your child's class teacher or the relevant team leader. The Head Teacher, Deputy Head Teacher or Assistant Head Teacher are generally available for informal discussions with parents or carers, either before or after school. Appointments can be made with the school office if you wish to have a more formal meeting.

If you do not feel satisfied with the result of this consultation, then a formal written complaint should be sent to Chair of Governors. The complaint will be investigated and reported back to you, normally within 10 working days.

# Educational Visits

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At various times throughout the year, your child may have the opportunity to participate in an educational trip. These trips are an important aspect of the curriculum as they allow your child to have experiences and embed their learning.

Funding for off-site activities is provided mainly by parental contributions. The cost of the trip will be stated in the initial letter. Enough time will be provided to allow parents to plan and budget for the cost of any trips. School, wherever possibly, contributes towards the cost of trips to subsidise the cost to parents.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Although if there was insufficient funds paid towards trips, they may have to be cancelled due to cost and lack of funds. If you are finding it difficult to pay for any arranged trips or visits, please discuss this with the Headteacher. Any information discussed will be dealt with in confidence.

**At present the Year 6 residential trip is paid in full by school. The trip is FREE!**

## **Consent Form**

At the beginning of each year all parents must complete a general consent form. This enables us to take children on local visits without requesting parents' signature each time.

## **Leaving the School Premises**

No child is allowed to leave the school during school hours without the permission of the Head Teacher (or a member of staff acting on her behalf). If you wish your child to leave the school, a note must be given first and the child collected from the school, via the main office.

# Medication

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## **Medication**

Medicines will only be accepted at school if prescribed by a Doctor. All medicines must be brought to and collected from the school office by a parent. A medication form must be completed. If at all possible we would prefer children to be given medicine at home. Inhalers must be marked with the child's name and a prescription label.

**We are not allowed to give any other form of non-prescribed medication.**

A full copy of the school's policy regarding medical treatment given in school is available from the office.

## **School Medicals**

The children are checked periodically by a Doctor, School Nurse and qualified Dentist. You will be advised of these visits.

# Links with the local community

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Our school is in the centre of the local community and therefore we like to ensure we have strong links with those around us. Your child will have a number of opportunities to become aware of their surroundings whilst at Corporation Road School.

## **Church & Mosque Visits**

We have strong links with the local Church and Mosque. As part of Religious Education (RE) visits to both are arranged by teachers. As a whole school, we attend the church at various times throughout the year including Christmas and Harvest. Some parents request that their children do not take part in these visits, please speak to the Head Teacher if you would like to withdraw your child.

## **Martin Gray Academy**

Coaches from the Martin Gray Academy can regularly be seen in and around school. The children thoroughly enjoy PE lessons taught by the coaches and benefit from their knowledge and expertise.

# A Final Note from the Head Teacher

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Dear Parents / Carers,

As you are aware, School had its Ofsted Inspection on the 2nd and 3rd of February. The report can be viewed on the [website](#).

School has a number of strengths and I would like to take this opportunity to thank the children of Corporation Road Community Primary School for the excellent behaviour and attitude they show in school and to thank parents and carers for their continued support.

Since becoming the Headteacher of Corporation Road Community Primary School, with the support of the Governors and staff, a number of policies and procedures to safeguard the children and staff in school had been implemented. I had also identified to the Local Authority a number of the areas identified in the Ofsted report and had begun to put systems in place to address them. School had brought in an Educational Consultant to support with moving the school forward. However, insufficient time had elapsed between me taking up the post of Headteacher and the Ofsted inspection for these to be completed or have an impact in school.

Since the Ofsted report was published, the staff and governors have worked very hard to address the key actions identified by Ofsted. All of the safeguarding policies and procedures are now in place and the website is now compliant. School has appointed Mrs Leanne Hodgson as the new Deputy Headteacher of the school. Additionally, school now has a new SENCO, Mrs Pam Sayer and both of these, including Mrs Lisa Caley, the Assistant Headteacher are now part of the senior leadership team. The school is in the process of interviewing for new teacher positions and these will be secured for the beginning of the school year in September. The teachers feel very positive about the way forward and are excited about the next part of the journey in moving the school forward into the new academic year.

Corporation Road Community Primary School will become part of Heathfield Academy Trust on the 1<sup>st</sup> of September. The CEO of the Academy, Mr Nick Blackburn has been supporting the school in moving it forward.

School is keen to develop a well-being team across school and this now consists of a SENCO, a speech and language therapist, a CAMHS (children's mental health support worker) and access to an educational psychologist.

School is developing a creative curriculum to inspire, engage, challenge and motivate the children from nursery to year 6. We believe that all our children can aspire to be anything they want to be and all the staff within school are passionate breaking down barriers to learning and opening doors and windows to enable children to raise their expectations about what they can achieve.



There are a number of strengths in the school and the children's behaviour is one of them and was highlighted in the Ofsted report:

- Older pupils willingly take on roles of responsibility such as monitors in the dining hall. Monitors take their roles seriously. They talk to younger pupils and help younger pupils to fasten their coats before going outside to play.
- Pupils are very happy to attend Corporation Road Community Primary School.
- Pupils attend school more often this year than they have done in previous years.
- Attendance is improving. Persistent absence, which was much higher than average in previous years, has been eradicated this year. However, too many pupils are late for school in the morning and miss valuable learning time.
- Pupils conduct themselves well in and around school. They are polite, courteous and respectful to visitors.
- The school's procedures to record and analyse incidents of bullying have been tightened since the beginning of the current academic year.
- Pupils are aware that racist incidents are not tolerated in their multi-cultural school in which diversity and difference are celebrated. Pupils told inspectors that the school deals well with the rare instances of pupils commenting upon other pupils' dress or skin colour.
- Pupils are aware of the different types of bullying. Pupils are absolutely confident that the Headteacher will deal with any incidences of bullying straight away. They told inspectors that incidences of bullying have reduced but still do occur occasionally.
- Pupils are especially supportive of other pupils who are new to the school and do not speak English as their first language. On several occasions during the two day long inspection, children were seen to be interpreting for other children and encouraging them to be brave and have a go.

As the Headteacher of the school, I am very much looking forward to moving the school into the next stage of its development. At the heart of everything we do in school are the children of Corporation Road Community Primary School and I can assure parents and carers that I will endeavour to ensure every child reaches their full potential in an environment, which guarantees their safety and well-being.

Mrs Ann Pringleton  
Headteacher