



## **Welcome to** **Deeping St Nicholas Primary School**

We are delighted to present you with this prospectus, which will give you a feel for the life and work of our school.

Children come into school bringing a wealth of knowledge and understanding about the world around them. It is our aim to build on these skills and experiences to promote a willingness and enthusiasm to learn more. We believe learning is life long and occurs in an ever-changing environment. A creative curriculum, which also considers the personal and social elements of development with academic standards that continue to rise, reflects the importance of educating the whole child in preparation for their changing world.

We have an enthusiastic, highly motivated staff, offering skilled teaching and a commitment to a caring, child-centred ethos; where education is seen as a partnership between home and school. We place a great deal of emphasis on this partnership, with a belief that children learn best when home and school work together for their benefit.

If you haven't already done so, please feel very welcome to come and look around the school, where you will experience our caring and friendly atmosphere; just ring the office or call in to arrange a convenient time.

**Peter Bellamy**  
Executive Head Teacher

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I am delighted to welcome you to our school. Our children deserve the best start in life that they can possibly get, and here at Deeping St Nicholas Primary, as part of the Stukeley Federation, our team are constantly striving to provide the best learning experience possible.

We promote a warm and friendly atmosphere, where a core commitment to academic growth, blends with strong traditions of pursuing excellence in character, and the development of well-rounded young people who thrive on challenges and will become our citizens of the future.

**Richard Nicholas**  
Chair of Governors

## The School

Deeping St Nicholas Primary School opened its doors on the 2<sup>nd</sup> January 1877.

We are very fortunate to still have the original Headmaster Log, where Mr Hanley, the Head teacher, wrote:

*“I commenced school this morning with 5 [older] children and found that they had never been to school...”*

The children find the Head Teacher Logs fascinating as they provide a glimpse into school and village life in years gone by.



We are a Local Authority Maintained school, for children aged 4 - 11 years (Year Reception - Year 6). In October 2020, due to a very successful partnership with a neighbouring school, Deeping St. Nicholas and William Stukeley CE Primary School. entered into a formal Federation; both schools now work closely together to strengthen the outcomes of all its children. Deeping St. Nicholas Primary School is situated on the B1174, in what is reported to be, Europe's longest village. Our three classrooms, the breakfast/after-school clubs (The Ivatt Suite) and the school hall are located on the ground floor, running along the side of the original school building. Administrative offices are housed at the front of building.

We are very fortunate to have a large playing field with a small spinney within the grounds of our school. Here you will find our Early Years outside area which includes a sensory garden, raised beds, a path to the spinney, a mud pit, a fire pit, a den building area, a bird hide, writing areas and climbing equipment. As well as this, we also have a large outdoor shelter, which offers a special place for our children to take their learning outside. There is a climbing wall, a tyre park and a trim trail.



### **Mission Statement and School Aims**

***‘In our happy, caring and safe school, our teachers will inspire learning, support us to achieve success and create lifelong values, characteristics and ambitions’***

Within the school’s ethos we aim to:

- Promote a positive attitude to life-long learning, nurturing the development of self-esteem; leading to aspirational, independent learners that are prepared to be challenged and take risks in a diverse and ever-changing world
- Provide the children with valuable experiences and opportunities, through a broad, balanced and exciting curriculum, where learning is purposeful and fun
- Use a variety of teaching strategies and resources effectively and creatively, encouraging each child to progress and attain to the highest possible standards, in relation to their age and ability
- Strongly encourage parental involvement in the education of our children
- Demonstrate and foster respect for ourselves and others within the school and the global community
- Encourage moral values
- Value each child as an individual within the school

### **Admission Policy**

Children are admitted to our school in the September following their fourth birthday. The published admission number for each year group is 10 children. Parents wishing to enrol their child for a place at our school must do so in the year before their child’s expected admission to school. The School’s Governing Body has adopted the Lincolnshire County Council policy for Community Schools. If applications exceed the number of places available, the Governing Body will award places in accordance with the criteria set out in the School’s Admission Policy (copy available on request). Applications must be made through Lincolnshire County Council. Please refer to the Lincolnshire County Council website admissions page for the closing date (which changes each year) [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) . Further information is available from the school.

## Organisation of the School

Like all primary schools the children are organised into three main stages of education depending on their age. For our school the classes are arranged as follows:

|                                  |  |
|----------------------------------|--|
| Class 1 – EYFS and Years 1 and 2 | 1 Teacher and a Part time Teaching Assistant<br>2 Part time 1 to 1 Teaching Assistants             |
| Class 2 – Years 3 and 4          | 1 Teacher and a Part Time Teaching Assistant   |
| Class 3 – Year 5 and Year 6      | 1 Teacher and a Part Time Teaching Assistant<br>Part Time Teaching Support Assistant in KS1 & KS2. |

With our admission number being 10, we organise children into mixed age classes. Teachers work collaboratively in planning teams, for example Foundation Stage and Key Stage 1, Years 3 and 4, and Years 5 and 6. This ensures all children receive a broad and balanced curriculum that meets their needs. It allows teachers a greater flexibility to challenge the more able in each class, whilst helping those children that need any additional support.

## The School Day

### **Foundation Stage and Key Stage 1**

Morning session: 8.40am-12.05noon

Afternoon session: 1.05pm-3.10pm

Playtimes: 10.30am-10.45am

### **Key Stage 2**

Morning session: 8.40am-12.15noon

Afternoon session: 1.05pm-3.10pm

Playtime: 10.30am-10.45am

Children are supervised on the playground from 8.30am; please ensure that your child does not arrive at school before this time, as they will not be supervised. The first bell of the day is at 8.40am where children line up and are then taken to class. The school day starts formally at 8.45am. Pupils arriving at school after 8.45am are recorded and marked as late.

Children never leave school early unless parents, or adults appointed by the parents, are available to take them home.

At the end of the day children are collected by an adult from the school playground. The teacher will remain with the children initially, but should any child not be collected on time, they will be taken into the office to wait. If you know you are going to be late or need to change the collection arrangement please ensure your child's teacher knows, so that children can be reassured. Ideally this should be by informing them in the morning or if not by contacting the school office. We will not release any child to another adult unless we have received instructions from parents to do so.



### **School Communication**

All communications are sent to parents electronically via Parentmail. In order to receive general, emergency and individual communications parent will need to download the free Parentmail app available from Apple Store or Google Apps.

### **School Uniform**

All children attending the school need to wear the school uniform. Uniform helps to set the high standards of learning, behaviour and a sense of community – look smart and feel smart!

Children should not wear jewellery, including hair ornaments or bracelets of any material in school as items are easily damaged or lost, and may cause injury to themselves or others. If your child has pierced ears and needs to wear earrings during the day, we ask that they are studs only. Hair needs to be neat, tidy and appropriate for school. For reasons of hygiene, health and safety and general appearance, children (boys and girls) with long hair i.e. below shoulder length; need to ensure their hair is tied back.

For reasons of safety, during PE and Games lessons, jewellery may not be worn and stud earrings are to be covered with micro pore tape or plasters. Wristwatches may not be worn by Reception and Year 1 children.

The school uniform is:

White polo shirt  
 Navy Blue sweatshirt or cardigan  
 Grey trousers (long or short)  
  
 Grey skirt or pinafore dress  
 Gingham Blue/white dress (summer)  
  
 White or grey socks/tights  
 Sensible black shoes

**P.E Kit:**

Navy shorts, white or blue t-shirt, plimsolls P.E bag

Outdoor Games Kit:

Navy games shorts or skirt, white or blue T-shirt  
Navy tracksuit bottoms, blue jersey/sweatshirt  
Trainers or football boots

Swimming:

Swimming costumes and swimming trunks  
(no bikinis or Bermuda shorts)

Most supermarkets now sell a basic range of School uniform, however Shotbowl situated on the Northfields Industrial Site in Market Deeping sell a range of products with our school's logo.

<http://www.shotbowl.com/>

**PLEASE ENSURE ALL CLOTHING IS NAMED**  
**(this includes book bags, ruck sacks, lunch boxes and drinks bottles)**  
**Education in the Early Years Foundation Stage (EYFS)**

The Reception Year forms the final year of the 'Foundation Stage' most of which takes place in a pre-school setting. In the Foundation Stage the curriculum is organised into seven areas of learning.

There are three prime areas which are:

- personal, social and emotional development
- physical development
- communication and language

There are four specific areas which are:

- literacy
- mathematics
- understanding the world
- expressive arts and designs areas

These seven areas of learning provide the framework for planning the Early Years curriculum. They are developed through a lot of practical and play activities. During the Reception Year your child will work towards the early learning goals which outline expectations for most children to reach by the end of the Foundation Stage.







### **Key Stage 1 & Key Stage 2**

The Stukeley Federation offer a broad, balanced and innovative curriculum.

- Broad:** Covering a wide range of knowledge, understanding and skills.
- Balanced:** With sufficient time allocated to each area of learning.
- Differentiated:** Matching what is taught to children's ability and aptitudes.
- Innovative:** Exciting and relevant to the child's own experience in today's world and in the society in which they will grow in.

Children share with teachers what they would like to learn about, from particular themes and details are termly uploaded onto our website; giving parents and carers an overview of what is going to be taught and how the children can be supported in their learning at home.

The curriculum is on a two-year rolling programme and mixed age phased classes are taken into consideration so children don't repeat learning. The curriculum is regularly reviewed to give the children the best learning opportunities that we can give them.

Our curriculum is the product of conversations over time, which has given us a sequence of content, necessary for our children to make progress. It provides our children with the knowledge they need for subsequent learning, giving them 'transferable knowledge'. It builds a deeper understanding, giving our children the capacity for skilful performance. When possible, visits and trips are arranged regularly, so pupils' learning can be brought to life.

### **The Aims of the Curriculum**

- To create a happy, secure and stimulating environment where pupils learn to work together with respect and tolerance.
- To ensure that all pupils receive a curriculum which is broad and balanced, rich and relevant, and based on the National Curriculum (2014) and the Lincolnshire Agreed Syllabus for Religious Education.
- To challenge all pupils to develop their knowledge, abilities and talents to their fullest extent.

- To set high expectations which develop well motivated, independent learners who can express themselves with confidence.
- To prepare pupils for the opportunities, responsibilities and experiences of adult life and to help them understand the interdependence of individuals, groups and nations.
- To provide pupils with the opportunity to explore the place and significance of religion in human life, and to assist their own search to develop their beliefs and values.

To encourage pupils to develop a personal code of morals, to be self-disciplined and to respect and be tolerant of other races, religions and ways of life.

### **Music and Drama**

In previous years, the school has enjoyed its participation in the arts. All year groups have taken part in an annual production of music and drama. We hope this vital part of the school day soon returns to something more productive. Lincolnshire Music Services (LMS) provide music lessons in school. Private lessons are available, please view details via the LMS website  
<https://www.lincsmusicservice.org/learning-an-instrument/individual-small-group-tuition>

### **Personal, Social and Health Education**

Whilst undertaking their studies the children are introduced to the cross curricular themes of Personal Social and Health Education including Citizenship, Drug Education, Careers, Economic and Industrial Awareness and Environmental Awareness. Each cross curricular theme will be covered at least once in Key Stage 1 and twice in Key Stage 2.

### **Religious Education**

Religious Education, in accordance with the Lincolnshire Agreed Syllabus of Religious Education is provided for all pupils. RE is non-denominational and our aim is to help children develop a knowledge of the beliefs and customs of Christianity and of the other major world religions. Parents have the right to withdraw their child from the acts of assembly and religious education, by written request to the Head Teacher.

### **Collective Worship**

As a Community School, 'assembly' has taken place as part of our school day. The school gathers take part in assembly, based on school values.

### **Outdoor Learning**

Our playing field offers a secured area in order to promote outdoor learning (although this can be achieved anywhere across the school site) and allows opportunities for Forest School activities; these activities will include tasks like den making, outdoor cooking and the use of small tools. As



well as the social and educational benefits, it will allow children to manage risks in a secure environment.



### **Sex and Health Education**

All pupils will have the opportunity of receiving a comprehensive, well planned and balanced programme of relationships, sex and health education throughout their time at school. We aim to support the child's development towards becoming a socially responsible adult, within a caring, moral and family orientated environment. Pupils learn about themselves and their bodies, their feelings and relationships, the physical and emotional changes involved with growing up and human reproduction. They learn about the social, spiritual, emotional and moral aspects of personal development. The programme is sensitively matched to the pupils' maturity and experience, with due regard given to the diversity of modern family life. A copy of the school's Relationships, Sex Education Policy is available on request.

Parents have the right to withdraw their child from the school's programme of Sex Education, other than those parts which are required by the National Curriculum, by written request to the Head Teacher.

### **Pupils with Special Educational Needs and Disabilities (SEND)**

Our school is committed to providing all of its pupils the best possible environment for learning.

#### **Accessibility**

Our school is all on one floor and corridors are sufficiently wide for anyone in a wheelchair.

#### **SEND Provision**

We have a SEND policy which includes procedures for identifying, assessing and providing support for pupils with special educational needs.

We appreciate that a range of children may have additional needs during their school life with us and may need help in one or more areas. Wherever possible these needs will be met by their Class Teacher with support from Teaching Assistants, the SEND Manager and the Head Teacher. We also work closely with various external services (including Speech and Language therapists, Working Together Team (Autism and Communication outreach), Educational Psychology Service, etc. to support these needs.

Provision is tailored to the individual child as much as possible and may include for example a differentiated timetable, additional support within class on a small group or 1:1 basis, or specific support from specialist.

Our school works closely and values the partnership with parents and careers to enable children with SEND to achieve their potential, and they will be fully informed and consulted at all stages.

### **Equal Opportunities**

The school is committed to equal opportunities for all and discrimination on the basis of colour, culture, origin, sex or ability is unacceptable in this school. All pupils will have equal access to all areas of the curriculum.

### **Water, Snacks and School Milk**

During the day all children have access to fresh drinking water via the water fountains around the school. However, we encourage each child to bring in their own 'water' bottle with a sports lid to keep in their classrooms. This gives them easy access to a drink without disturbing their lessons. During morning playtime children are allowed a snack and we encourage healthy eating in school. Children may bring:

- **Fresh or dried fruit e.g. apple, banana, raisins (not fruit winders etc)**
- **Vegetables e.g. carrot sticks**
- **Plain biscuits e.g. rich tea / digestive (not chocolate, cream or jam)**
- **Crackers or plain rice cakes (not cereal bars or crisps)**
- **Water bottles only (not juice / squash)**
- **Please do not include any products containing nuts.**



We currently take part in the Fruit in School Scheme. This provides a free piece of fruit each day for each child in the Foundation Stage or Key Stage 1.

We take part in the Milk in School Scheme and have many children who enjoy a drink of cold milk during morning break. Free milk is available for children under five. When children reach five years of age they can continue to receive milk, the cost of which is payable termly, in advance. Milk order forms are available from the school office.

### **Lunchtime**

[The Farm Kitchen](#) provide our school meals; parents and carers are able to order via their online ordering system. All pupils in Reception, Year 1 and Year 2 are now offered a Universal infant Free School Meal. Parents and carers are encouraged to take up this superb opportunity, but it is not compulsory; pupils in these year groups can bring a healthy packed lunch if preferred.

Pupils in Key Stage 2 (Years 3, 4, 5 and 6) can also order school meals. These meals are payable, unless children are entitled to Free School Meals (further information on next page).

Any pupil not having a school meal will need to be provided with a healthy packed lunch and a drink. Please make sure that the food is in suitable containers, preferably plastic boxes, and that drinks are not in glass bottles or cans and any necessary spoons etc. are included. Fizzy drinks are not to be brought into school.

At present, all children eat their lunch in the school hall together at one sittings. The children are supervised throughout the lunchtime break by Midday Supervisory Assistants.

For ideas on healthy packed lunches see:

- <http://www.nhs.uk/Livewell/childhealth6-15/Pages/Lighterlunchboxes.aspx>
- <http://www.childrensfoodtrust.org.uk/childrens-food-trust/parents/>

### **Free School Meals**

The introduction of the Universal infant Free School Meals (for Reception and Key Stage 1 pupils) has caused a little confusion with Free School Meals, connected to Pupil Premium.

Even though every Reception or Key Stage 1 child will receive a Universal infant Free School Meals (if desired) it's beneficial to the school if **all families** consider whether they would qualify for Pupil Premium; **this premium not only pays for a meal (regardless of the child's age) but gives the school additional funding to help raise attainment.**

The Local Authority online checking system, Parent Portal, checks for Free School Meals and Pupil Premium eligibility. Please follow the link below, to check your eligibility:

<https://lcc.cloud.servelec-synergy.com/parentportal>

If you would like any help or you require further details, please contact the school office.

### **Assessment**

On entry to school, baseline assessments are made on all the children early on in their Foundation year. Throughout each year, children's progress and attainment is carefully monitored and recorded by the class teacher. The information gained is used to ensure that children are given work at a level appropriate to their needs. Children are encouraged to review their own work and set their own targets with the class teacher. Teachers regularly set the 'next steps' for each child. End of year reports record children's progress in both attainment and achievement.

According to statutory requirements, children are formally tested (SATs) in May for Year 6 pupils.

If you are concerned about your child's progress at any time please come and discuss your concerns with the class teacher. We hold parent/teacher meetings three times per year, but parents are welcome to see the class teacher, at a mutually convenient time, throughout the year. If the class teacher becomes concerned about a child's progress, parents will be invited to discuss the matter with them and possibly the Head Teacher.

## **Reports**

In addition to general conversations with teachers and at least two formal parent meetings per year, at the end of the summer term you will receive a written report highlighting your child's progress and development throughout the year.

If parents wish to see any additional educational records of their own child's achievements they should write to the Head Teacher making their request.

## **The Staff**

Staff at our school are committed to providing the very best in primary education for your children. They will strive to provide for all pupils a spiritual, moral, social, cultural, mental and physical education of the highest level.

The governors support and encourage all staff's continued professional development, to expand their skills and knowledge, and to keep up to date with changes within the primary curriculum. There may be times when staff attend training sessions or have time out of class - all of which will ultimately help your child.

## **Safeguarding**

We take the safety and wellbeing of the children very seriously and follow the keeping Children Safe guide for schools

|                          |                                 |
|--------------------------|---------------------------------|
| Safeguarding Lead        | Mr P Bellamy - Executive Head   |
| Safeguarding Lead Deputy | Mrs C Underwood – Deputy Head   |
|                          | Mrs H Sandalls – Head of school |
| Safeguarding Governor    | Mr I Braid                      |

## **Parental Involvement**

Please take an active part in school life. Education is a partnership between home and school, and we need your help and support to ensure our children get the best education possible. Each term teachers publish a summary of the areas your child will learn. In the autumn and spring terms, parent/teacher meetings are held to discuss children's progress and parents are invited to parent forums to discuss curriculum issues with the teaching staff and governors.

We keep a list of parent volunteers who are willing and able to help in school. Activities are varied and include assisting on school trips and local visits, preparing resources, or a regular time when you can come and help in school. If you have a particular skill, please let us know; many parents find it a good way to learn about the things we do in school.

Parents are welcome to visit the school at any time to discuss matters concerning the education and well being of their child. The first point of contact should be the class teacher, who sees the children

daily. The teachers and the Head Teacher would be pleased to meet with you, preferably by appointment.

### **Home School Agreement**

Our Home-School Agreement was developed in consultation with the Parents, Governors and staff of the school. Its aim is to show that with the school, parents and children working together, we can give your child the best education possible.

### **Friends of the School**

Due to the size of our school, we have a small band of Parent Helpers who discuss and provide educational and social events for the pupils, parents and staff. They help our school raise funds throughout the year which are used to finance educational opportunities and experiences for all the pupils of the school. This small band of helpers need your support and welcome new parents to join them. Informal meetings are held throughout the year to discuss events. Dates are confirmed via Parentmail.

### **Governors**

The Federated Governing Body takes an active role in the strategic management of the school. The governors are encouraged to work closely with the staff of the school, for the well being of the pupils. They support the staff, pupils, parents and all those involved in the life of the school, in striving to provide a school with a happy, caring atmosphere, with educational excellence. Where possible, they make regular visits to the school to see the children at work and meet regularly each term to discuss all aspects of the management of the school, including current legislation and curriculum developments. There are separate committees which deal with teaching, learning and the curriculum and finance, staffing and buildings. The governors are responsible for the school's budget, the upkeep of the building and contribute to improvements within the school.

The Governing Body of the school consists of:

- 1 Head (ex-officio governor)
- 1 Local Authority governor
- 2 Foundation governors
- 2 Parent governor
- 5 Co-opted governors
- 1 Staff governor



## Health Information

If your child has a chronic illness e.g. asthma, the advice given to the school by the Health Authority and the LEA is that their medicine or tablets and inhalers can be accepted and administered in school providing that they are clearly labelled. Similarly, we are prepared to administer antibiotics, but in both instances, the correct permission forms need to be completed before any medicines can be given, these forms are available from the school office. You may, of course, come in to school at lunchtime to administer the medication yourself.

Children need to be well to learn effectively and children with infectious illnesses should not be at school. **As per 'Health Protection Agency' guidelines, children must stay off school for 48 hours following their last episode of vomiting or diarrhoea.**

**Please notify the school of any allergies which may affect the health of your child.**

Children are supervised at all times, but unfortunately accidents do happen. All injuries are recorded and dealt with appropriately. We have a number of trained first aiders. Unless the injury is minor, you will be informed (and always where there has been injury to the head). For this reason, and in case your child becomes ill whilst at school, it is important that we have a contact telephone number for reaching parents and carers. Please inform the school office of any changes to contact details – especially if you change your mobile phone.

For any issues relating to child protection and safeguarding, Mrs Sandalls is the designated named person or in her absence the headteacher.



## Behaviour and Discipline

We set and expect very high standards of behaviour at our school. We stress the need for politeness and respect for each other and property. We want all who work and play at school to feel happy and valued members of the community.

We operate an effective Behaviour Policy, but should we have concerns about behaviour of a child we shall invite parents or carers to school to discuss the matter. Equally, good behaviour and kindness will be praised and recognised.

## Absence

Regular and punctual attendance of pupils at school is expected. It is both a legal requirement and essential in order for pupils to maximise their learning.

If your child is away from school due to illness or any other matter, the school must be notified by a phone call to the office by 9.30am on the first day of absence. It is important that the absence is followed up with a written explanation upon your child's return to school. If an absence is not confirmed in writing, this may result in the absence being recorded as unauthorised.

As stated above, children of school age who are registered at a school must, by law, attend that school regularly. Regular attendance is the best way of ensuring that a child makes the most of the educational opportunities which are available to him or her.

When a child is absent from school, he or she misses not only the teaching provided but is also less prepared for the lessons after his or her return and time is taken away from school staff, as they try to get any previously missing pupil 'up to speed' with the learning.

There are only 190 statutory school days in one year and 175 days (weekends and school holidays) available to use for holidays. Therefore, every school day counts!

Recent Amendments (2013) to previous regulations (2006) removed references to family holidays and extended leave. The amendments make it clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances** and that head teachers should determine the number of school days a child can be away from school if the leave is granted.



## Attendance

If your child is registered at school you must ensure that they attend regularly..

If parents take their child on holiday in term time this will be counted as unauthorised absence - this is the same as truancy and you may be at risk of a Fixed Penalty Notice being applied.

Punctuality is also important; lateness not only hinders the child's education but also disturbs other children. Cases of non-attendance and concerns about persistent absence or persistent lateness may be reported to the Education Welfare Officer at Lincolnshire County Council.

Further information is available in the Attendance Policy, a copy of which is available from the school office.

### **Attendance 2024/2025**

|                                      |                      |        |
|--------------------------------------|----------------------|--------|
| Number of Unauthorised Absences      | Total School Average | 0.35%  |
| Number of Authorised Absences        | Total School Average | 2.18%  |
| Number of Pupils recorded as Present | Total School Average | 97.47% |

### **Homework**

Homework is set weekly for all children and will vary with your child's age. It may consist of reading, research, writing, or spellings and vocabulary, or work with numbers. The class teacher may set homework relating to a curriculum area or topic currently being studied within the class. We particularly encourage children to read with parents and carers, looking at books together. We hope that through this, children will talk about the work that they do in school and parents will appreciate the activities that they are engaged in. We ask that parents show an interest and encourage their child with these activities.

Further information is available in the Homework Policy, a copy of which is available from the school office.

### **Enrichment Activities**

Throughout the school year children may be invited to attend additional enrichment activities to support termly topics and curriculum-based learning. These Enrichment Activities take place at lunchtime or after school. Many of these clubs run on a voluntary basis and vary from year to year depending on the skills, interests and time available of the staff.



### **Breakfast and After School Club**

We offer a Breakfast and After School Club service during Term Time.  
Parents need to have completed registration form before bookings are placed.  
Bookings are to be made via the parentmail system.

Breakfast club is available Monday to Friday from 8.00am to 8.30am. The Breakfast club costs £2.50 per session per child. A healthy Breakfast is available between 8.00 and 8.20am and is included in the cost. A sports activity will take place from 8.20 until 8.40, where children are accompanied to the playground ready to line up.

Our After-School Club runs from 3.15 until 6pm Monday to Friday. The After-School Club costs £6.00 per session per child and includes a healthy snack. There is a variety of child lead activities available together with a planned activity every day, such as craft, cooking, sports, games night, film night to name a few. Contact school office for information.



### **Personal Property on the School Premises**

Pupils are responsible for the security of their personal possessions – please ensure everything has your child's name on.

Toys and personal possessions are not to be brought to school unless requested by the class teacher.

### **Charging and Remissions Policy**

All education provided in school time must be free of charge. However, in order to provide an enriched curriculum of educational visits and visiting speakers, parents may be asked to provide voluntary contributions. If sufficient contributions are not received then it may be necessary to cancel the event.

For school time activities, no child can be penalised because their parents are unable or unwilling to contribute voluntarily towards the cost of such activities. If the reason why you cannot meet the cost is financial, please feel free to discuss this matter with the Head Teacher in confidence.

A copy of the full Charging and Remission Policy is available from the school on request.

### **Personal Accident Insurance for Pupils**

The school has a comprehensive Liability Policy which may not cover personal accidents. The insurance market offers personal accident cover for pupils 24 hours a day. Parents may not be aware of this and if they wish to avail themselves of this cover for their children then they should make enquiries with insurance brokers or companies accordingly.

### **Complaints Procedure**

We strive to deliver the best possible education for all our pupils and to care properly for their health, safety and welfare at all times. All the staff in this school, teaching and non-teaching, are dedicated to achieving this aim.

From time to time, however, it is possible that we have not lived up to your expectation. If this is the case please tell us. If you do not tell us, we will not be aware of your concern, and if we are not aware of it there is little we can do to set things right. So, if you have any worry or concern about what is happening in the school - PLEASE TELL US AT ONCE.

Sometimes parents have said to us that they would not like to “make a fuss” as they feel that their child may suffer in some way as a consequence. Every single member of staff in this school has declared their determination that this will never be the case. If you have a concern please tell us about it.

The school has adopted a Complaints Procedure which gives helpful information on the best way of expressing any such concerns. A copy of this procedure is available from the school office.

### **General Data Protection Regulation (GDPR)**

We are GDPR compliant. Many of our policies can be viewed on our school website and others made available on request. A paper copy of any policy can be obtained upon request, via the office.





