



**Leasingham St Andrew's Church of England Primary School
(Voluntary Controlled)**

Lincoln Road, Leasingham, Sleaford, NG34 8JS

Tel: 01529 302388

HEADTEACHER: MR BAKER



Dear Parents/Carers,

On behalf of everyone at St. Andrew's Church of England Primary School, it is a privilege to welcome you to our very special school. Our aims are to provide your child with a happy, caring and safe environment to learn in, encouraging them to do their very best.

As a Primary School, we understand the importance of nurturing, establishing and building firm foundations when children join us in Early Years Foundation Stage (Reception), allowing them to build on this positive start as they move through the school. Parent and carers have a vital role to play in this journey and we very much encourage a proactive partnership between home and school, with your child's best interests at the heart of our decision making.

We set challenging, but realistic targets for our children and in return, expect them to set high personal standards of work and behaviour. We are very proud of our Christian Ethos and Values and believe that every child is a gift from God, as we look to nurture their ability and talents in their time with us. We work closely with our local Church, St. Andrew's and The Diocese of Lincoln to enhance and develop our strong Christian Ethos.

We are proud of our most recent inspection reports, with a 'good' grading from Ofsted in January 2023 and an 'outstanding' grading for our Church School Inspection (SIAMS) in June 2017.

When your child joins St. Andrew's, they will be joining our school family. We want to work with you as parents and carers to ensure this stage of your child's life is as rewarding as successful as possible.

We look forward to welcoming you to our school.

Yours sincerely

Mr M W Baker
Headteacher

SCHOOL VISION

Everything we do, everything we say, everything we are about must ultimately be for the children, to develop them into positive participants in the world community. We believe that this can be facilitated through promoting high achievement (in whatever form) and learning for life via quality provision.

‘Opening the door to learning’ John 10:10 ‘to have life in all its fullness’

ABOUT THE SCHOOL

St. Andrew’s is a Church of England primary school situated in the pleasant village of Leasingham. There are extensive grounds providing a large playground and playing fields for the children. We have seven permanent classrooms and two additional mobile classrooms. There is a large hall that is used for collective worship, lunches and P.E./Games sessions.

The school was built in 1971 and the Governors have overseen extensive remodelling of the interior with a rolling redecoration programme. Recent improvements include the creation of a superb outdoor classroom for all the children and the development of the outside learning environment. In the summer of 2024, building work is due to start, replacing the two mobile classrooms with a brand new, state of the art extension to our school.

We currently have single age groups in all classes throughout the school and provide additional classroom support in all key stages.

We are able to offer a full range of after school clubs, which are very popular with the children. Clubs offered recently include board games, choir, cricket, dance, football, gardening, multi-skills, netball, rounders, running and well-being, to name a few.

Recognising its historic foundation, the school continues to preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. There are regular visits from the vicar of St Andrew’s and the children enjoy their trips to church. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its children and staff.



Staff List

Headteacher	Mr M Baker
Assistant Head	Mrs M Coote
EYFS/KS1 Leader	Mrs L Moseley
Teaching Staff	Mrs A Bell Mrs A Curt Mr M Harrison Mrs J Mohr Mrs K Pledger Mrs S Walker
Learning Support Staff	Mrs V Berry Mrs J Concarr Miss M Coucom Mrs H Davies Mrs W Edwards Mrs L Lear Mrs D Locke Mrs D Mansfield Mrs K Pearse Mrs S Pollard Miss N Reynolds Mrs S Richardson Miss H Savage Miss J Watkins Mrs H Wilkins
Pastoral Lead	Mrs L Allen
SENCo	Mrs C Allen
Bursar	Mrs N Durrant
Administration Assistant	Miss J Fleming
Caretaker	Mr T Middler
Cleaner	Mr R Gilbert
Midday Supervisors	Mrs A Bernaciak Mrs J Brenchley Miss D Fern Mrs M Lau Ms A Norris Mrs K Pearse Ms L Purcocks

SCHOOL ORGANISATION

The school has 200 children on roll, with a capacity of 218. All children are presently taught in single year groups:

Reception	4 and 5 year olds
Year 1	5 and 6 year olds
Year 2	6 and 7 year olds
Year 3	7 and 8 year olds
Year 4	8 and 9 year olds
Year 5	9 and 10 year olds
Year 6	10 and 11 year olds

At the present time our school is organised as follows:-

Foundation/Key Stage One

Year Group	Class Name	Teacher
Foundation	York	Mrs Moseley
Year 1	Lincoln	Mrs Curt/Mrs Mohr
Year 2	Winchester	Mrs Walker

Key Stage Two

Year 3	Canterbury	Mrs Bell
Year 4	Salisbury	Mr Harrison
Year 5	Norwich	Mrs Coote
Year 6	Southwell	Mrs Pledger

During the day, children will take part in a variety of activities in line with the National Curriculum and Primary National Framework for Mathematics and English. Children will experience a range of activities that will allow them to excel, both individually and within groups. At St. Andrew's we ensure that the children have an experience of a broad and balanced curriculum encompassing a wide range of subject areas. Our children are encouraged and supported to do their very best.



THE GOVERNING BODY

The following table sets out information about the present Governing Body, including the names of members, the body by which they were appointed and the dates when their present terms of office come to an end.

All Governors, excepting those who are ex-officio members of the Governing Body, are appointed for a period of 3 years.

NAME	CATEGORY	OFFICE	ENDS
Miss E Venn	Co-opted		01/09/2024
Mr N Johnson	Co-opted/Vice Chair		01/09/2024
Mr K Phillips	Chair		31/03/2025
Mrs A Simpson	Foundation		25/06/2026
Mrs L Khan	Co-opted		29/01/2026
Mrs A Curt	Staff		01/01/2025
Mr S Zealand	LA		17/10/2026
Mrs P Gennery	Parent		31/01/2026
Mr J Berry	Parent		10/02/2025
Mr M Baker	Headteacher	Ex-officio	

Chair of Governors: Keith Phillips

10 Lincoln Rd, Leasingham, Sleaford, Lincs NG34 8JS

Clerk to the Governors: Mrs Nicola Durrant

The election of Parent Governors took place in January 2023



TERM DATES 2024 – 2025

AUTUMN

Term 1 Wednesday 4th September – Friday 18th October

HALF TERM Monday 21st – Monday 28th October

Term 2 Tuesday 29th October – Thursday 19th December

CHRISTMAS HOLIDAY Friday 20th December – Friday 3rd January

SPRING

Term 3 Monday 6th January – Friday 14th February

HALF TERM - Monday 17th February – Friday 21st February

Term 4 Monday 24th February – Friday 4th April

EASTER HOLIDAY – Monday 7th April – Tuesday 22nd April

SUMMER

Term 5 Wednesday 23rd April – Friday 23rd May

HALF TERM - Monday 26th May – Friday 30th May

Term 6 Monday 2nd June – Tuesday 22nd July

Staff Training Days

Monday 2nd September, Tuesday 3rd September, Monday 28th October, Tuesday 22nd April (+ one day disaggregated against twilight training).

THE SCHOOL DAY

Morning

Registration	8:50 am
Morning Session	9:00 am – 12:00 pm
Break	10:30 am – 10:40 am

Afternoon

Reception, and Key Stage 1	1:00 pm – 3:15 pm
Key Stage 2	1:00 pm – 3:30 pm
Break	2:05 pm – 2:15 pm

The total hours spent on teaching time during a normal working week is:

Foundation and Key Stage 1	22 hours 55 minutes
Key Stage 2	24 hours 10 minutes

PREPARING FOR SCHOOL

At St. Andrew's, we make sure each child is well prepared for joining our school and that they are given every opportunity to settle in as quickly as possible. For this purpose, we offer the following induction for your child.

- * Two afternoon visits for the children during the summer term
- * A "New Parents" Information Evening
- * Visits to pre-school settings by the foundation teacher

We hold two Parents' Evenings throughout the year: one in the autumn and one in the spring. This will be an opportunity to discuss how your child is settling in and the academic progress they are making. At the end of the summer term, you will receive your child's academic report, detailing their achievements over the past year.

In your child's first year at school in Reception class, parents will have access to Tapestry, where you will be able to see photographs of your child's activities in school.

Parents are informed about their child's curriculum coverage at the beginning of each term through a newsletter. From Year 1 onwards, parents and carers will receive a profile three times per year. This includes examples of your child's work and a mini summary that they have written, as well as comments from the teacher on progress made and next steps in learning.

If you need a quick word with your child's teacher this may be done first thing in the morning before 8.45 a.m. or after school. If you would like to have a longer talk, we request that you call in to the office where an appointment will be made for you.

LUNCHTIMES

At St. Andrew's, children may choose to bring a packed lunch or have a hot school meal. We ask that you provide a balanced and healthy lunch for your child. Neither sweets nor fizzy drinks are allowed in school. If your child is Reception, Year 1 or Year 2, they will be eligible for universal free school meals every day. The children eat in two sittings for hot school meals and two sittings for packed lunches. Our able team of midday supervisors will help and assist your child during this time. Hot school meals are ordered in advance and the menus meet the government healthy school guidelines. Meals may be ordered for a whole week or on particular days.

Children are well-supervised at all times when playing outside at break or lunchtime.

EXPECTATIONS

Like all establishments, we have a set of simple expectations which we feel help children to become aware of the needs of society. These are referred to as 'The Golden Rules':

- | | |
|---------------------|------------------------|
| Do be gentle | Do be kind and helpful |
| Do work hard | Do look after property |
| Do listen to people | Do be honest |

There is a detailed policy available that provides further information and can be obtained from the school office.

Bullying, either verbal, physical or indirect will not be tolerated. It is everyone's responsibility to aim to prevent occurrences of bullying and to deal with any incidents quickly and effectively.

REWARDING SUCCESS

We have high standards and high expectations of our children at St. Andrew's. We promote a system of rewards that encourage children to be both independent and successful. Children, through their efforts, can gain house points, star of the week certificates and end of term effort cups for a range of achievements. Each class has a recognition board in a visible position, which teachers use to recognise and praise positive behaviour and contributions. Children are praised regularly and are encouraged to set themselves targets so that they are intrinsically motivated. Our aim is to create life-long, motivated learners.

UNIFORM

At St. Andrew's we believe that a uniform looks smart, wears well and contributes to a feeling of belonging to our school. We ask for the support of all parents in buying the correct items of uniform and by ensuring that your child wears them for school.

Our uniform consists of:

- Sweatshirt or cardigan
- Outdoor Fleece
- White shirt/polo shirt or blouse
- Grey or black skirt or trouser
- Plain black shoes

In the summer, girls may wear a red and white striped or checked gingham dress and boys and girls can wear grey or black school loose shorts. Please do not send your children into school in football shorts.

Sweatshirts, cardigans, P.E. bags, baseball caps, T-shirts in house colours, fleeces and PE hoodies for outdoors, with the school logo on, are available to order. This can be processed online through Nationwide School Uniforms at: www.nationwideschooluniforms.co.uk

We do have items available for sizing at the school office.

Hair should be of a suitable style and natural colour. Extremes of hairstyles are unacceptable. Nail varnish and make-up is not allowed.

Outdoor coats should be suitable and sensible and should not be worn inside school.

Shoes should be of a sensible, conventional style. Trainers are not acceptable, except for P.E. lessons.

Children can wear a basic wristwatch and plain one stud earring in the lower part of each ear. Please do not allow your children to wear Smart Watches to school.

The P.E. kit at St. Andrew's consists of plimsolls, loose dark shorts, a white or coloured house t-shirt and a PE hoodie. All jewellery must be removed for P.E. lessons.

PERIPATETIC MUSIC LESSONS

We are able to offer the following musical lessons. There is a financial cost but nevertheless, they offer a tremendous opportunity to develop your child's talent and skills. The instruments for which we are able to offer tuition are as follows: -

Piano, Saxophone, Horn, Trumpet, Flute, Clarinet, Violin, Viola & Guitar

Further details of lessons and payments can be obtained from the School Office.

EDUCATIONAL VISITS

We offer a range of educational visits throughout the school year, to compliment the topic work undertaken in class and to broaden the children's horizons. Example of Educational Visits offered in recent years include:

Rand Farm
Lincoln Cathedral
Snipe Dales
Burghley House

Lincoln Castle
Wild Wood Craft
Woolsthorpe Manor

The children are given the opportunity to attend a week-long (Monday – Friday) school residential experience in Year 6. Currently, this is to Hilltop Outdoor Centre in Norfolk.

PTFA

The school has a very effective and successful PTFA. This team works tirelessly for the benefit of all the children in school. They meet regularly to plan for events and are always looking for additional members.

In recent years, they have raised money to supplement the curriculum for all children. This included subsidising transport for trips, supporting visitors to school to lead workshops and supporting events such as the school Christmas Dinner. If you would like to become involved with the PTFA, please contact a member of staff in the school office, who will be more than happy to provide you with more information.

LINKS WITH SECONDARY SCHOOLS

St. Andrew's has forged a wide variety of links with local secondary schools. We are currently part of the Carres Grammar School Outreach programme for PE. This involves a specialist sports coach working in school one day per week, to lead PE sessions in a range of different areas. Through this programme, the children have the opportunity to take part in Inter-School Competition at a range of local venues in different sports.

We hold an information evening for parents and carers during Year 5, where we give information about 11+ administration and open evenings for secondary schools. Due to our strong links with the local secondary schools, we are able to offer a full programme of transition opportunities ahead of the children moving onto their new schools.

SPECIAL NEEDS

The Governing Body has a policy for pupils with special needs which is fully implemented in school. We do our best to ensure that the necessary provision is made for any pupil who may have special needs. No disabled child, either current or prospective, will be discriminated against for a reason related to their disability. Our teachers are aware of the importance of identifying, and providing for those pupils who have special needs. We continue to work with the Lincolnshire County Council Learning Support Service for both diagnostic testing and support work. We maintain careful records for all pupils.

The Governing Body aims to ensure that all pupils with special needs, those with English as a second language and those who are gifted and talented make good progress. All our children's gifts and talents are recognised through parental consultation, pupil discussions and formal testing.

At St. Andrew's we screen all of our pupils for Special Educational Needs with a termly reading, spelling and maths test. From the results of these, we identify children with learning difficulties and our most able children and differentiate the curriculum accordingly.

We also undertake observational assessments throughout the Foundation stage to develop a clear profile of your child (in line with the Early Years Framework guidance). Formal assessments include Key Stage 1 Optional SATs and Key Stage 2 National SATs. As well as this, children undertake standardised assessments at the end of Year 1, 3, 4 and 5. All this information, plus our teacher records helps build a personal profile of your child. Parents of children identified with Special Educational Needs will be informed and will be invited to monitor their progress with respective class teachers and our Special Educational Needs Co-ordinator (SENCo).

PASTORAL

At St. Andrew's, we are aware that there are lots of factors involved in the education of children. To this end, we have employed a Pastoral Lead, working four days per week. Our Pastoral Lead will offer additional support to children where necessary and will liaise with parents and carers to ensure that we are doing our very best to support all children as effectively as possible during their time at St. Andrew's.

HOMEWORK

Staff and Governors accept that there is a wide variety of activities taking place in the surrounding district which are part and parcel of a child's rounded education. Therefore, the school's policy on homework reflects the need for children to undertake such activities, without feeling undue pressure from school with regard to completion of homework.

Homework should be seen as an opportunity to extend school activities at home, to involve parents in the learning process and to develop work habits which will be extended at secondary school level. Remember, homework should not be allowed to cause distress for children or parents. Do discuss any problems with the class teacher as soon as they arise. Homework is meant to be an enjoyable, shared experience for parent and child

STATUTORY INFORMATION

We are required by law to include certain pieces of information in our brochure, in addition to that which you have already read.

HEALTH AND SAFETY

There are several aspects of Health and Safety parents need to be aware of. We have broken them down as follows.

SICKNESS AND ILLNESS

If your child suffers from a bout of sickness/diarrhoea, we request that they are fully recovered for 48 hours before returning to school. The reason for this is to prevent any contagion being passed onto other pupils and staff. Also, if they have been prescribed a course of antibiotics, again please do not send them to school for 24 hours.

MEDICINES IN SCHOOL

Medicines are not normally administered in school. It is the responsibility of the parent to administer any medicines to their children. However, we accept that this is not always practical, and we are prepared to voluntarily administer medicines PROVIDING:

- i) The medicine is prescribed by a GP or a confirmation letter from a GP to administer is provided.
- ii) The medicine is delivered to and collected from the office by a parent or responsible adult and a request for school to administer medication form is completed.

Whilst medicines may be administered voluntarily by members of staff, the school accepts no responsibility for any reaction or consequence in the administration of medicines, nor will we accept any responsibility for failure to administer medicines for any reason whatsoever.

Furthermore, the school categorically refuses to allow its staff to administer medicines where:

- i) Any aspect of technical or medical knowledge or expertise is required.
- ii) Any aspect of administration is crucial to the child's welfare.
- iii) Intimate physical contact is necessary

INHALERS

Children needing to use inhalers should be trained in their use. They should store them in a practical, handy place. They should accompany them outside for games, and to the pool for swimming. Children should not normally need to ask permission to use their inhalers. We will, should parents require, keep a spare inhaler in the safety of the school office. (Labelled with your child's name and class).

FIRST AID

The school has a number of staff trained in first aid who will deal with minor cuts, grazes etc. All incidents where first aid has been given are reported to parents through electronic communication. In the event of a more serious injury occurring, we will make every effort to contact you immediately.

EMERGENCY NUMBERS

We do request that parents keep us updated with changes of jobs, telephone contacts, childminders etc, as in the event of an emergency only a relative can give permission for a child to be treated by a doctor or nurse.

SAFETY AND P.E.

For P.E, Games and Swimming lessons parents are expected to help their children observe the following simple but essential rules. Children are expected to attend school in their PE kits on days where this lesson will be taking place (you will be notified in advance of these days)

- * Plimsolls or bare feet in the hall (NOT training shoes)
- * Dark Shorts and a white or coloured House T-shirt should be worn
- * Tights should NOT be worn
- * Long hair should be tied back at the nape of the neck with a soft hair band. (School will provide an elastic band where the child does not have a tieback)
- * During swimming lessons all pupils must wear swimming caps
- * All jewellery (rings, watches, bangles etc should be removed before lessons commence)
- * Earrings must be removed by the child. If this is a problem, please do not send your child to school in earrings on the day of the lesson. If piercing has just taken place and earrings cannot be removed, then micro pore tape must be placed over the earrings.
- * On a general safety principle, only one pair of earrings should be worn, one in each ear lobe, and any other body piecing or adornments should be removed before your child attends school.

RELATIONSHIPS, SEX AND HEALTH EDUCATION

Parents and carers are informed in advance of sessions for children so that the materials may be previewed, and any concerns discussed (these are on the school website). In addition to this the school operates a Citizenship and Personal, Social and Health Education curriculum (Jigsaw) , in which all such questions are answered in an open and appropriate manner, dependent upon the age of the child. The Relationships, Sex and Health Education Policy can be viewed on our website.

CHARGING POLICY

From time to time children will go out of the school on educational visits, connected with the topics that they are studying. It is not always possible to meet the additional costs involved from school funds, and so we may ask for a voluntary contribution towards the overall total.

If parents are unable to contribute, their child will not be penalised in any way. However, if insufficient voluntary contributions are forthcoming we may have no alternative but to cancel the proposed outing.

COMPLAINTS PROCEDURE

If you feel you have a problem with your child, the first port of call should be the class teacher. If you are still concerned, please make an appointment to see the Headteacher. If you still feel that your complaint has not been dealt with adequately, please put all the details in writing and address your letter to the **Clerk to the Governing Body**. This can either be hand-delivered to the school office or emailed to:

clerk@st-andrews.lincs.sch.uk

Your complaint will then be dealt with by one of the Governing Body's committees.

Since we are a Church of England Voluntary Controlled School, should you wish to take the matter further you may write to the Director of Children's Services at County Offices, Newlands, Lincoln LN1 1YL.

LEGISLATION REGARDING HOLIDAYS TAKEN DURING TERM TIME

Changes to legislation by the Department of Education mean that, from 1st September 2013, Headteachers may not grant any leave of absence unless there are 'exceptional circumstances'.

This will mean that parents will no longer be permitted to remove their children during term time for a family holiday; if they do so any such absence will be unauthorised. This will have implications for both the school and parents. The school should be notified of absences in writing or by email enquiries@st-andrews.lincs.sch.uk

In order for your son/daughter to have the best chance of achieving well, they need to be in school. We ask that appointments for doctors and dentists, wherever possible, are made outside of school hours, ideally in the school holidays. We would also ask that you make every effort to use the 13 week allocation the children are not at school for family holidays.

EXCLUSION OF PUPILS

The Headteacher and Governors remain firm on the need to clamp down on antisocial behaviour. Positive behaviour strategies are consistently used by all staff. The Headteacher has the legal power to exclude any pupils who are in serious breach of the school's policy on behaviour or of the criminal law.

PERSONAL ACCIDENT INSURANCE

We have been asked to point out, by the Education Authority, that children are not covered by insurance whilst on the premises. However, should you require personal cover for your child several private firms provide this service.

NATIONAL CURRICULUM ASSESSMENTS OF 11 YEAR OLDS

Leasingham St Andrew's – Academic Year 2022/23

Subject	Expected Standard	Greater Depth Standard
Reading	90%	35%
Writing	88%	19%
Grammar, Punctuation and Spelling	97%	55%
Mathematics	100%	55%
Combined Reading, Writing and Maths	81%	19%

National Average – Academic Year 2022/23

Subject	Expected Standard	Greater Depth Standard
Reading	73%	29%
Writing	71%	13%
Grammar, Punctuation and Spelling	73%	30%
Mathematics	72%	24%
Combined Reading, Writing and Maths	60%	8%

