

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

**Lincoln Road  
LEASINGHAM  
Sleaford  
Lincs  
NG34 8JS  
☎01529 302388**

**HEADTEACHER  
Mr David Hodgson**

**e-mail the school at:  
[head@st-andrews.lincs.sch.uk](mailto:head@st-andrews.lincs.sch.uk)  
[www.st-andrews.lincs.sch.uk](http://www.st-andrews.lincs.sch.uk)**



## **WELCOME TO OUR SCHOOL**

Dear Parents

The Governing Body and Staff extend to you a very warm welcome and hope that your association with the school will prove to be a positive and rewarding experience. The Governors and Staff are committed in their common aim – that of providing a happy, caring and safe community with the clear purpose of educating your child for life.

We believe that school is a partnership between children, staff, parents, Governors and the community. Only by working closely together can we enable your child to reach their full potential. Staff will meet with you regularly and share progress and development with you. We set challenging, but realistic targets for our children and expect them to set high personal standards of work and behaviour. In the 2017 we have been graded 'Good' by Ofsted and 'Outstanding' by Diocese of Lincoln which we are really proud of.

When your child joins St. Andrew's, we look forward to sharing with you this important phase in your child's life. Together we want to make it as rewarding and successful a time as possible.

We look forward to welcoming you to our school.

Yours sincerely

**David Hodgson**  
**Headteacher**

### MISSION STATEMENT

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.

### AIMS OF THE SCHOOL

- To encourage children to become highly motivated life-long learners
- To enable children to have high self-esteem – respecting themselves, others and the environment
- To provide an ethos of support, challenge and encouragement
- To provide learning partnerships between home and the community

***‘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 assemblies, 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.

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. They can choose from a variety of clubs which include choir, basketball, netball, football, recorders, dance, cooking, cricket, and chess.

At St Andrew’s we are very proud of our staff, both teaching and non-teaching. Together, everyone works hard to provide an exciting, caring environment where each child will be given the opportunity to achieve their true potential.

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 pupils.

## Staff List

<b>Head</b>	Mr David Hodgson
<b>Assistants Head</b>	Mrs Morag Coote
<b>Teaching Staff</b>	Mrs Amy Bell Miss Amy Fryer Mr Michael Harrison Mrs Laura Moseley Mrs Rachel Shirra Mr Steve Ross
<b>Student Teacher</b>	Mr Matthew Green
<b>Teaching Apprentice</b>	Miss Mia Coucom
<b>Learning Support Staff</b>	Mrs Heather Wilkins Mrs Carol Starbuck Mrs Donna Mansfield Mrs Wendy Edwards Mrs Jo Concarr Mrs Val Robinson Mrs Victoria Berry Mrs Kim Pearse Mrs Susan Meagher
<b>Senco</b>	Mrs Carol Allen
<b>Bursar</b>	Mrs Nicola Durrant
<b>Senior Administrator</b>	Mrs Christine Whalen
<b>Caretaker Cleaner</b>	Mr Tim Middler Mrs Angela Choularton
<b>Mid-day Controller</b>	Mrs Christine Whalen
<b>Mid-day Supervisors</b>	Mrs Jayne Brenchley Mrs Angela Cooper Mrs Jane Ewen Mrs Clare Panton Mrs Kim Pearse Mrs Debbie Issott Mrs Val Robinson Mrs Carol Starbuck
<b>Peripatetic Woodwind Teacher</b>	Mrs Victoria Carter
<b>Peripatetic Upper Strings Teacher</b>	Mr Chris Rogers
<b>Peripatetic Brass Teacher</b>	Mr Jack Swift

## **SCHOOL ORGANISATION**

The school has 207 children on roll and they 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**

<b>Year Group</b>	<b>Class Name</b>	<b>Teacher</b>	<b>No. in Class</b>
Foundation	York	Mrs Moseley	30
Year 1	Lincoln	Mrs Shirra	30
Year 2	Winchester	Miss Fryer	30

### **Key Stage Two**

Year 3	Canterbury	Mrs Bell	21
Year 4	Salisbury	Mr Harrison	32
Year 5	Norwich	Mrs Coote	32
Year 6	Southwell	Mr Ross	32

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 work to their potential 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	APPOINTING BODY	OFFICE ENDS
Mrs Wood	Co-opted	Governing Body	31/03/2021
Miss E Venn	Co-opted		01/09/2021
Mr D Shepherd	Co-opted		01/09/2021
Mr N Johnson	Co-opted		01/09/2021
Mr K Phillips	Foundation	LDBE/PCC	29/11/2021
Mrs A Simpson	Foundation		19/02/2021
Mrs S Foston	Foundation		31/12/2022
Dr J Robinson	LEA	LEA	01/04/2023
Miss A Fryer	Staff	School Staff	01/01/2022
Mr S Zealand	Parent	Election	28/02/2023
Mrs K Milligan	Parent		31/03/2023
Mr L Davies	Parent		31/03/2023
Mrs L Khan	Parent		31/03/2023
Mr D Hodgson	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 February 2020

### **TERM DATES 2020/2021**

<b>Autumn</b>	<b>Starts</b>	<b>Ends</b>
<b>Term 1</b>	Thursday, 3 September 2020	Thursday, 22 October 2020
<b>Half term</b>	<b>Friday, 23 October 2020</b>	<b>Friday, 30 October 2020</b>
<b>Term 2</b>	Monday, 2 November 2020	Thursday, 17 December 2020
<b>Christmas holiday</b>	<b>Friday, 18 December 2020</b>	<b>Thursday, 31 December 2020</b>

<b>Spring</b>	<b>Starts</b>	<b>Ends</b>
<b>Term 3</b>	Tuesday, 5 January 2021	Friday, 12 February 2021
<b>Half term</b>	<b>Monday, 15 February 2021</b>	<b>Friday, 19 February 2021</b>
<b>Term 4</b>	Monday, 22 February 2021	Wednesday, 31 March 2021
<b>Easter holiday</b>	<b>Thursday, 1 April 2021</b>	<b>Friday, 16 April 2021</b>

<b>Summer</b>	<b>Starts</b>	<b>Ends</b>
<b>Term 5</b>	Monday, 19 April 2021	Friday, 28 May 2021
<b>Half term</b>	Monday, 31 May 2021	Friday, 4 June 2021
<b>Term 6</b>	Monday, 7 June 2021	Thursday 22 July 2021
<b>Summer holiday</b>	<b>Friday, 23 July 2021</b>	<b>Friday, 3 September 2021</b>

**Staff Training Days Five 'Staff Only' Training Days will be arranged by the school at a later date.**

### **THE SCHOOL DAY**

<b>Morning</b>	
Registration	8:50 am
Morning Session	9:00 am – 12:00 pm
Break	10:30 am – 10:40 am
<b>Afternoon</b>	
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

## **ADMISSION TO SCHOOL**

Parents who wish to enrol their children for Foundation class admission to St. Andrew's should complete the Primary Common Application Form either on-line or available from the school office and return it to the School's Admission's Team at Lincolnshire County Offices Newland Lincoln LN1 1YQ. The form must be returned by 15<sup>th</sup> January 2021 for September 2021 intake. For enrolment of children in other year groups, please complete and return the form enclosed at the back of this brochure. The school currently operates an annual intake in September into the Foundation unit during the year of their fifth birthday.

The Governors will consider applications from all children whose parents express a preference for the school. The published admission number for the year of entry is 30.

Where applications exceed the number of places available the following criteria will apply, in the order set out below:

- 1) The child is in the care of the Local Authority or has special needs
- 2) There is a sibling <sup>1</sup>who will still be attending the school when the child is due to start
- 3) The school is the one preferred by the parents.
- 4) In Church of England schools, priority may be given to children whose parents are actual members of the Church of England. In this case the governing body will need written supporting evidence from the parish priest.
- 5) Convenience of access. The following will be taken into consideration in the order below:
  - i) where applicable, whether the child lives in the designated area<sup>2</sup> for school transport;
  - ii) whether this is the school closest<sup>3</sup> to the home<sup>4</sup> address;
  - iii) the distance from the child's home to school. This means that in most cases, pupils who live closest to the school are given priority

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### <sup>1</sup> Sibling

A full brother or full sister, whether or not resident in the same household.

Another child normally resident for the majority of term time in the same household, for whom the adult in the household has parental responsibility as defined in the Children Act 1989.

In the case of twins (or two siblings in the same age cohort) and where there is only one place available in the school, both will be considered together as one application. The school will be authorised to exceed its Admission Number by one, except if this breaches infant class sizes regulations. In this case parents will be offered a choice, either to accept the one place available and a place in a different school for the other twin (sibling) or to accept places in the nearest school with two places. In the latter instance, the County Council will

### <sup>2</sup> Designated Area for School transport

The County Council's policy on the provision of school transport determines to which schools parents are entitled to free transport for their children.

### <sup>3</sup> Distance from home to school

The Governing Body has selected the following method of measuring distance from home to school:

Where the distance is less than 2 miles, the measurement of the shortest route is by maintained public Highway and established public footpaths from the front gate of the house to the nearest approved Entrance to the school.

### <sup>4</sup> Home address (place of residence)

This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility for him/her. Where a child lives normally and habitually during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as the crow flies, to the school in question.



## 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.

- \* Three afternoon visits for the children during the summer term
- \* A "New Parents" Information Evening
- \* Visits to pre-school settings by the foundation team
- \* Visits to school by the playgroups.

There is a parents' evening in November where you will have an opportunity to discuss your child's progress and see the learning they have done. Another parents' meeting will be held in the Spring term and in the Summer term you will receive a report on your child's achievements.

## 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 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.

## SUPERVISION

Your children will be supervised by two members of staff at break-times and by our lunchtime supervisors during the dinner break.

Children are asked to respect all members of staff, as they are there to ensure safety and good order.

## RULES AND CONSEQUENCES

Like all establishments, we have a set of simple rules and consequences which we feel help children to become aware of the needs of society. The rules, called The Golden Rules, are as follows:-

- Do be gentle ~ Do not hurt anybody
- Do be kind and helpful ~ Do not hurt people's feelings
- Do work hard ~ Do not waste your own or other people's time
- Do look after property ~ Do not waste or damage things
- Do listen to people ~ Do not interrupt
- Do be honest ~ Do not cover up the truth

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. To this end, Governors have introduced an Anti-Bullying Policy which guides and supports staff, parents and children in dealing with any problems fairly and consistently. There is a detailed policy available in school or online which explains clearly the procedures which are in place.

### 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, Merits and Certificates for a range of achievements. These are posted in every classroom and around the school. 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 shirts/polo shirts or blouses, Grey or black skirts or trousers, 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. Not football shorts please.

Sweatshirts, cardigans, P.E. bags and baseball caps, T-shirts in house colours and fleeces for outdoors, with the school logo on are available to order online through Nationwide School Uniforms at [www.nationwideschooluniforms.co.uk](http://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 wristwatch and plain one stud earring in the lower part of each ear.

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

## PARENT CONSULTATIONS



We pride ourselves on the quality of information we provide parents. We hold formal Parent Consultation Evenings and also provide an annual written report on your child's progress and achievements.

Open Mornings occur throughout the year so parents and members of the community can come into school and see the children in their learning environment. The school has an open door policy where you can speak to the Head teacher each day about any issues or concerns you may have.

Parents are informed about their child's curriculum coverage at the beginning of each term through a newsletter. Three times a year parents also receive a profile which has examples of children's work and a mini summary by the children and teacher of the progress made and their 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 8.50 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.

## EXTRA CURRICULAR ACTIVITIES

At various times throughout the year, a number of activities are available to children outside school hours; including art and crafts, football, netball, movement and recorders.

In addition to this, 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.

The children are given the opportunity to attend a school residential experience in year 6.

## SCHOOL ASSOCIATION

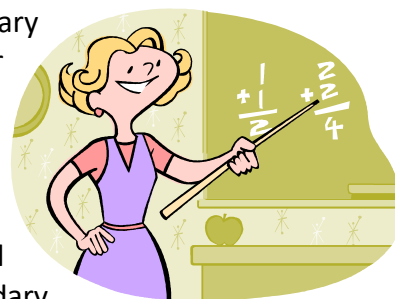
The school has a very effective and successful Parents Teachers & Friends Association. This team works tirelessly for the benefit of all the children in school. They meet regularly to plan for events and are always looking for additional members.

In the year 2019/2020 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 Christmas Dinner and Easter egg hunts.

If you would like to become involved with the School Association please contact the School Administrator 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 secondary schools throughout the county. Visiting teaching staff offer opportunities for children in many areas of the curriculum and experienced coaches are able to provide expertise in many extra-curricular activities.



Children in Year 5 are offered a 'Taster Day' at a local school and there are talks to older pupils from staff at the secondary schools.

Children in Year 6 are given the opportunity to take the 11+ and when they leave St. Andrew's they may move on to one of four schools in the local area: Ruskington: St. George's Academy, Sleaford: Carre's Grammar, Sleaford & Kesteven High School Selective Academy and St. George's Academy.

All of these schools offer ample viewing opportunities to parents making any final choice.

### HOME SCHOOL AGREEMENT

All schools have to provide parents with a Home School Agreement. A copy of this was arrived at through consulting our parent body and is available from the school office. Signed copies should be returned to the appropriate class teacher.

### 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.

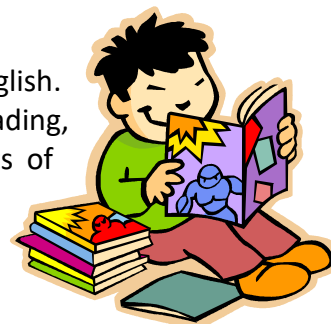
The Governing Body aims to ensure that all pupils with special needs, those with English as a second language and those who are gifted and talented make good progress. All our children's gifts and talents are recognised through parental consultation, pupil discussions and formal testing.

## THE CURRICULUM

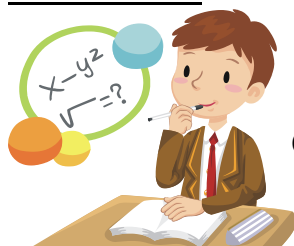
Children's education at St. Andrew's is planned out on a key skills framework. This framework addresses a child's entitlement to education as laid down in various education acts, and includes the 6 key skills: communication; application of mathematics; information technology; working with others; improving own learning and performance and problem solving.

### ENGLISH

English is taught through the Primary National Framework for English. With this, all children spend at least one hour a day on shared reading, group and individual work. The Framework encompasses all aspects of English, so expect to find reading, grammar, comprehension, story writing, poetry and spelling to be taking place at different times during the term. Our other subjects are linked to English where possible to provide continuity.



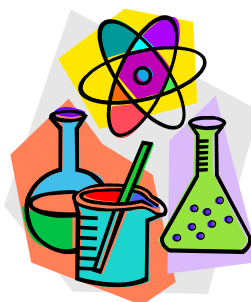
### MATHEMATICS



Mathematics is taught as a separate subject under the structure of the Government's National curriculum for Mathematics. Teachers follow a set scheme of work for one session (45-60 minutes) per day. Class introductions of the topics take place, but care is taken to match work levels to children of differing ability within each class.

### SCIENCE

Science is taught on a topic basis, with children undertake fair tests, conduct experiments and Children also have the opportunity to combine thinking, working and communicating in a



learning how to handle equipment. these activities with scientific manner.

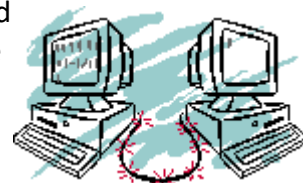
### MUSIC



Children have the opportunity to develop musical skills and techniques such as pitch, rhythm, timbre, tempo and dynamics, through composing and performing, as well as being able to listen to, and appreciate a wide range of musical styles and composers, from Beethoven to the Beatles.

### I.C.T.

At St. Andrew's, we have a computer suite with data projector and interactive digital screens. There are 43 networked machines, complete with shielded Internet access and e-mail facility these consist of 20 laptops and 23 desktop machines. Each classroom also has an interactive whiteboard to aid learning in all curriculum areas. The school also has 3 sets of 16 Ipads to support creative learning across all age ranges. All teaching and non-teaching staff have undergone a thorough Training Programme and our I.C.T. Co-ordinator ensures an appropriate level and range of coverage. We do use Web based programs to support learning both in school and for home learning. Each year group has regular lessons on how to be safe online, respectful and safe digital citizens.



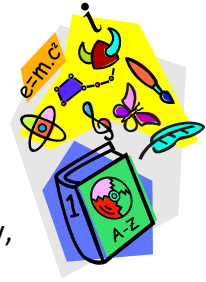
## ART



Children learn to draw, paint, print, and use collage and model clay whilst at St. Andrew's. Skills and techniques are taught alongside the subject area, and each term focuses on a particular style of artwork. Children are given opportunities to attend workshops, work alongside visiting artists and regularly view the works of famous artists as part of their studies.

## HISTORY AND GEOGRAPHY

History and Geography are taught as class based topics, with children studying various locations around the world and different periods of History, in accordance with legislation laid down in the National Curriculum.



## D & T



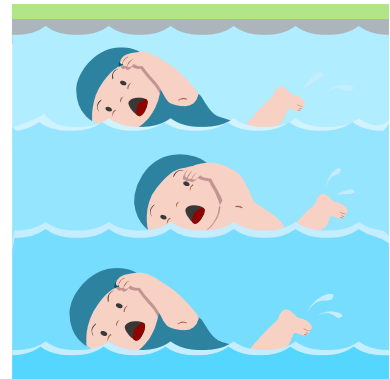
Design and Technology is taught on a class basis, with children having experience of designing, making and evaluating models with a variety of media. There is a Design and Technology area where the children (and staff) can gather resources that are needed for class projects. This includes food technology using the facilities we have in school.

## P.E. AND GAMES

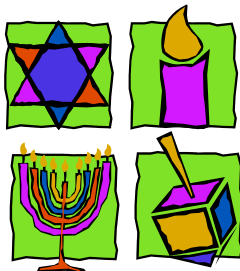
All children undertake physical activity as part of their education. This includes floor and apparatus work, dance and drama, gymnastics, outdoor games, athletics and swimming.

Swimming is undertaken during one half term for each of the Key Stage 2 classes, and takes the place of the weekly hall session for KS 2 children.

Outreach teachers from a local secondary school regularly visit into school to develop specific P.E. skills for example in rugby or golf.



## RELIGIOUS EDUCATION



As a Church school, St. Andrew's offers a firm foundation in Christian principles, visiting the church on a regular basis. Our vicar also comes into school to take assemblies and visit classes. R.E. lessons are based upon the Lincolnshire Agreed Syllabus, and incorporate world religions as well as Christianity.

The year 6 children annually attend the Church Schools' Festival at Lincoln Cathedral.

In accordance with the 1988 Education Act a daily act of collective worship takes place. These are broadly Christian based, dealing with moral and ethical issues through Biblical and non sectarian material.

Accordingly, parents who wish to withdraw their children from an act of collective worship may do so, but must provide the school with details of any alternative provision for their child's Religious Education.

## **SPECIAL EDUCATIONAL NEEDS (S.E.N)**

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 and Key Stage 2 National SATs, and standardised tests 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. There is a clear assessment timetable in place that can be viewed on request from the Headteacher 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 Needs Co-ordinator (SenCo).

A full copy of this and all our policies are available to read at the school with key displayed on the school website. Please telephone if you would like to look at our policies, and we can arrange a convenient time.

## **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.

<b>Year Group</b>	<b>Time per week</b>	<b>Content</b>
<b>Foundation</b>		'Jolly Phonics' sounds to learn weekly. Reading books when appropriate
<b>Years 1 and 2</b>	1 hour on <u>average</u> per week	English/Topic or Mathematics activities, weekly reading.
<b>Years 3 and 4</b>	1.5 hours on <u>average</u> per week	English and Mathematics activities weekly. Research activity at least once a term.
<b>Year 5</b>	2 hours on <u>average</u> per week	English and Mathematics activities weekly. Research activity at least once a fortnight.
<b>Year 6</b>	2 hours on <u>average</u> per week.	English, Mathematics and Topic activities weekly. Either free writing or project-based work weekly.

Copies of the school's policy on homework are available on request.

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## THE LEGAL BITS

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. Where heads are bumped a note is usually sent home. 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.

- \* Plimsolls or bare feet in the hall (NOT training shoes)
- \* Dark Shorts and a white or coloured House T-shirt should be worn
- \* Tights and jogging bottoms 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.

In addition to these particular aspects our caretaker makes every effort to ensure that we have a clean, hygienic and safe environment for children to learn in. We realise that we are not perfect, and welcome any suggestions you may have to improve the quality of the children's learning environment.

## SEX EDUCATION

A meeting for parents is offered in advance of the session for children so that the materials may be previewed and any concerns discussed. In addition to this the school operates a Citizenship and Personal, Social and Health Education curriculum, in which all such questions are answered in an open and appropriate manner, dependent upon the age of the child. In the final term of upper Key Stage 2 the children are taught a unit of work which concentrates on transition arrangements and sex and the relationship education. Parents are invited to an information evening before this programme of work takes place.

## 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 occasionally 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 Head teacher. 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**, whose name appears at the front of this brochure. Your complaint will then be dealt with by one of the Governing Body's committees.

Since we are an L.E.A. 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.

## ACCESS TO RECORDS

As parents you are entitled to see educational records concerning your child. We ask 24 hours notice in order that they can be thoroughly updated, and to ensure that we do not breach the confidentiality of any other pupils.

## SPORTING AIMS

It is the aim of the Governing Body, through a structured provision of compulsory and voluntary activities, to produce children conversant with all aspects of sporting behaviour in a wide variety of sports. Teamwork and individual skills run alongside one another in our quest for sporting excellence.

We have also had specialist coaches in Basketball, Cricket, Dance, Golf and Rugby teaching our children in recent terms, and hope to continue this in the future.

## LEGISLATION REGARDING HOLIDAYS TAKEN DURING TERM TIME

Unfortunately, changes to this 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 [head@st-andrews.lincs.sch.uk](mailto:head@st-andrews.lincs.sch.uk)

The expected percentage attendance for pupils at this school is 96%. In order for your son/daughter to achieve this figure we would 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.

#### RATES OF AUTHORISED AND UNAUTHORISED ABSENCE OF DAY PUPILS OF COMPULSORY SCHOOL AGE IN 2019/20

The total number of registered day pupils of compulsory school age for at least one session during the reporting period up to and including the Friday before the last Monday in May was 146.

The percentage of half days (sessions) missed through:

- authorised absence 2.9%
- unauthorised absence 0.66%

#### EXCLUSION OF PUPILS

The Head 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. Whilst the policy of this school is to promote reason and is available for parents to see.

#### 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

YEAR	SUMMARY RESULT
2016/2017	Maths 78% EXP NA 69.7 Reading 75% EXP NA 65 % Writing 77.8 EXP NA 72.9% SPAGS 81% EXP NA 72.3%
2017/2018	Maths 72% EXP NA 74% Reading 72% EXP NA 71 % Writing 76% EXP NA 76% SPAGS 76% EXP NA 77%
2018/2019	Maths 93% EXP NA 74% GD 28% Reading 84% EXP NA 71% GD 41% Writing 90% EXP NA 76% GD 21% SPAGS 84% EXP NA 77% GD 34%
	Each year our Year 6 take KS2 Sats and in every area the children exceeded both the Nation and Local Averages for EXP (Expected) and GD (Greater Depth). No data available for 2019/2020

Pupil Admissions Form

Legal Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Dates attended prev school: \_\_\_\_\_

Admission Date: \_\_\_\_\_

Preferred Surname: \_\_\_\_\_

Known Name: \_\_\_\_\_

Gender: Male ☐ Female ☐

Nationality: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_

*(eg Catholic, Christian, Hindu, Jewish, Muslim, Sikh, No Religion etc)*

Home Telephone: \_\_\_\_\_

Previous School Name : \_\_\_\_\_

Previous School Tel: \_\_\_\_\_

School sends correspondence by email, so please supply your preferred email addresses below:

Priority 1	Title	First Name	Surname	Gender	Relationship to Child	Parental Responsibility?
						Yes/No
Address					Email Address	
			Postcode			
Home Tel No:			Mobile No:		Work No:	
Which is the best number to contact you on during the day? Home / Mobile / Work						
Signed by Priority 1: _____ Date: _____						

Priority 2	Title	First Name	Surname	Gender	Relationship to Child	Parental Responsibility?
						Yes/No
Address					Email Address	
			Postcode			
Home Tel No:			Mobile No:		Work No:	
Which is the best number to contact you on during the day? Home / Mobile / Work						
Signed by Priority 1: _____ Date: _____						

Priority 3	Title	First Name	Surname	Gender	Relationship to Child	Parental Responsibility?
						Yes/No
Home Tel No:			Mobile No:		Work No:	
Signed by Priority 3: _____ Date: _____						

First Language: ☐ English ☐ Other (please state) \_\_\_\_\_ ☐ Prefer not to say

Language spoken at home ☐ English ☐ Other (please state) \_\_\_\_\_ ☐ Prefer not to say

What type of lunchtime meal will your child be having? \_\_\_\_\_  
(eg Hot/cold meal from school food provider, pack-up from home)

Is your child entitled to free transport to and from school? ☐ YES ☐ NO

Is your child a service child? (parent in RAF, Army etc) ☐ YES ☐ NO

What is your child's usual mode of travel to and from school? \_\_\_\_\_  
(eg walk, cycle, car/van, taxi, car share (with children from a different household), school bus etc)

**ETHNIC BACKGROUND RECORD FORM**  
(based on the new National Population Census Ethnic Categories)

The information below was provided by ☐ parent ☐ pupil

WHITE	MIXED/DUAL BACKGROUND	BLACK OR BLACK BRITISH
*British	White and Caribbean	Black Caribbean
*Scottish	White and Black African	
*Welsh		<b>African</b>
*Other White British	<b>White and Asian</b>	*Angolan
	*White and Pakistani	*Congolese
Irish	*White and Indian	*Ghanaian
	*White and Other Asian	*Nigerian
Traveller of Irish Heritage		*Sierra Leonian
	<b>Any other mixed background</b>	*Somali
<b>Any other white background</b>	*Asian/Other Ethnic Group	*Sudanese
*Albanian	*Asian and Black	*Other black African
*Bosnian-Herzegovinian	*Asian and Chinese	
*Croatian	*Black/Other Ethnic Group	<b>All other black background</b>
*Greek/Greek Cypriot	*Black and Chinese	*Black European
*Italian	*Chinese/other Ethnic group	*Black N American
*Kosovan	*White and other Ethnic group	*Other black
*Portuguese	*White and Chinese	
*Serbian	*Other mixed background	<b>OTHER ETHNIC GROUP</b>
*Turkish/Turkish Cypriot		*Afghan
*White European	<b>ASIAN OR ASIAN BRITISH</b>	*Arab Other
*White Eastern European	*Indian	*Egyptian
*White Western European		*Filipino
*White other	<b>Pakistani</b>	*Iranian
	*Mirpuri Pakistani	*Iraqi
<b>CHINESE</b>	*Other Pakistani	*Japanese
*Hong Kong Chinese	*Kashmiri Pakistani	*Korean
*Malaysian Chinese		*Kurdish
*Singaporean Chinese	Bangladeshi	*Latin/American
*Taiwanese		*Lebanese
*Other Chinese	<b>Any other Asian Background</b>	*Libyan
	*African Asian	*Malay
	*Kashmiri Other	*Moroccan
	*Nepali	*Polynesian
	*Sinhalese	*Thai
	*Sri Lankan Tamil	*Vietnamese
	*Other Asian	*Yemeni
		*Any other group

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_

## Medical Details

In the event of an emergency, it is important that we have all the necessary information about any medical condition which could affect the treatment of your child. **All information requested will be treated in strict confidence.** It is in the interests of your child that full and accurate information should be given.

Doctors Name: \_\_\_\_\_

Dentists Name: \_\_\_\_\_

Practice Name: \_\_\_\_\_

Practice Name: \_\_\_\_\_

Practice Address: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Do you give permission for the school to call/visit the doctor in an emergency?

☐ YES ☐ NO

Do you give permission for the school to administer first aid in an emergency?

☐ YES ☐ NO

Do you give permission for the school to call/visit the dentist in an emergency?

☐ YES ☐ NO

Any known allergy to medicine? <i>eg penicillin</i>	
Any known allergy to food? <i>eg peanuts</i>	
Any dietary requirements? <i>eg vegetarian, gluten free</i>	
Any medical condition that we should be aware of? <i>eg asthma</i>	
Any long-term medication which your child is taking for a medical condition? <i>eg inhaler</i>	
Any other information you feel we need to be aware of regarding your child's health or any medical treatment that you do not wish your child to receive?	

**Emergencies:** I agree to the school staff taking the necessary steps to ensure that my child receives the best and most appropriate care, attention and treatment should there be an emergency or accident whilst at school or whilst my child is on an authorised outing.

I understand that the school staff will make every effort to inform me of any emergency or accident as soon as possible after the event but accept that in my absence they may have to seek emergency medical treatment, which may include taking my child to their GP, the dentist, the hospital or calling an ambulance and accompanying my child to the hospital in case of a serious accident or emergency.

In the event that I can still not be contacted and my child requires emergency treatment I give my permission for the school staff to authorise medical staff to administer essential treatment until my arrival.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_ Date: \_\_\_\_\_

**Consent Form in line with school policies****Please CIRCLE – YES to agree/give permission OR NO- I don't agree/give permission**

<i>I understand digital images taken in school for curricular, assessment, security, registration, training and development or travel reasons will not be used for any other purpose without the following consents.</i>	<b>Yes/No</b>
<i>My child's images (with or without their first name) may be displayed within the school buildings, for example on displays in their classroom or communal spaces, as part of their class assembly, on celebration boards or achievement displays etc.</i>	<b>Yes/No</b>
<i>I give permission for photographs or video clips of my child to appear on the St Andrew's school website.</i>	<b>Yes/No</b>
<i>I give permission for photographs or video clips of my child AND their first name to appear on the St Andrew's school website.</i>	<b>Yes/No</b>
<i>I give permission for photographs or video clips of my child to appear on the school's Twitter page.</i>	<b>Yes/No</b>
<i>I give permission for photographs or video clips of my child AND their first name to appear on the school's Twitter page.</i>	<b>Yes/No</b>
<i>I give permission for photographs or video clips of my child to appear on websites/twitter associated with the school eg our sporting partners (Carres) or curriculum linked sites</i>	<b>Yes/No</b>
<i>I give permission for photographs of my child to appear in the press, local publications or publicity material relating to the school such as our prospectus. (eg Sleaford Standard, Sleaford Target, Lincolnshire Echo)</i>	<b>Yes/No</b>
<i>I give my permission for photographs of my child AND their first name to appear in the press, , local publications or publicity material relating to the school such as our prospectus. (eg Sleaford Standard, Sleaford Target, Lincolnshire Echo)</i>	<b>Yes/No</b>
<i>I give my permission for my child's images/voice/photo and first name to be on the radio/television.</i>	<b>Yes/No</b>
<i>I understand that Ark<sup>1</sup> will create a school user name and log on so my child can use IT (eg school laptops/tablets) in lessons and that this is only for curriculum use in school.</i>	<b>Yes/No</b>
<i>My child may use the internet at school under supervision and while following the school's acceptable use agreement.</i>	<b>Yes/No</b>
<i>I give my permission for my child's first name and surname to be given to secure online curriculum/learning providers who are GDPR compliant in order to create a learning account or platform. eg Times Table Rock Stars, Athletics</i>	<b>Yes/No</b>
<i>I give permission for my child to have their photograph taken by the school's appointed official photographer, Wrates, who are GDPR compliant. <a href="http://www.wrates.co.uk/gdpr.html">http://www.wrates.co.uk/gdpr.html</a></i>	<b>Yes/No</b>
<i>I give permission for my child to watch age appropriate PG rated films under supervision.</i>	<b>Yes/No</b>
<i>As the child's parents/guardians, we agree that if we take photographs or video recordings of our child, which include other pupils, we will use these for personal and family use only, excluding the use of social media. I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the General Data Protection Regulation 2018 if we used our recordings for wider purpose.</i>	<b>Yes/No</b>
<i>I give my permission for my child to participate in out of school activities (not involving transport) designated as part of the curriculum. eg a walk around the village, a visit to the church</i>	<b>Yes/No</b>

Additional information about data protection and your privacy is available to view on our website <http://www.st-andrews.lincs.sch.uk>**Signed:\_\_\_\_\_ Name:\_\_\_\_\_ Relationship to Child:\_\_\_\_\_ Date:\_\_\_\_\_****Signed:\_\_\_\_\_ Name:\_\_\_\_\_ Relationship to Child:\_\_\_\_\_ Date:\_\_\_\_\_**<sup>1</sup> Ark (the school's contracted IT and support <http://www.ark.me.uk/schools.asp>)