

St. Lawrence V.A. C. of E. Lower School



Wilmington

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St. Lawrence VA C of E Lower School

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CHAIR OF GOVERNORS: Cllr. Ben Lewis

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Mission Statement

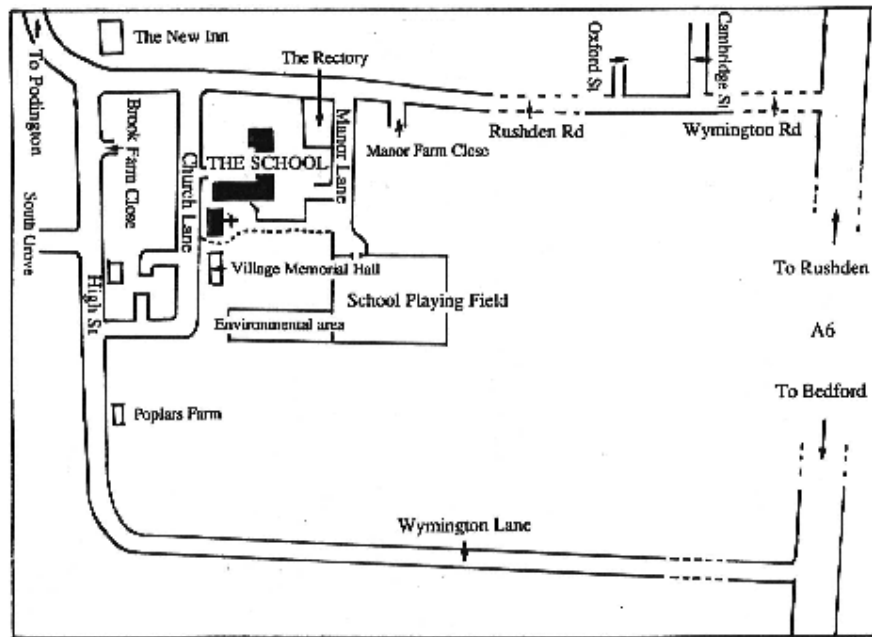
All children to achieve their potential in a happy, positive environment

Vision

- All children to achieve their potential in a happy positive environment
- The curriculum will be delivered efficiently with inspiration and motivation
- To strive towards personal and social well being.
- To value the work and acknowledge all those who contribute to the learning community of St. Lawrence Lower school.

Aims

- To uphold the Christian foundation of the school and Christian values.
- To provide well-structured, appropriate and stimulating learning opportunities and experiences for all children.
- To ensure all children have access to all areas of learning.
- To establish and uphold an environment where children and adults feel secure, valued and respected.
- To work in partnership with parents, and other agencies, as necessary, to ensure the best learning, social, spiritual and cultural environment for all stakeholders



Welcome to St Lawrence V.A. C of E Lower School prospectus. Hopefully this booklet will explain what St. Lawrence can offer your child. If you have any further questions please do not hesitate to contact the school.

St. Lawrence Lower School is situated in the village of Wymington in North Bedfordshire. The school is set in pleasant grounds and includes an adjacent playing field with an environmental area. The village has an active church and chapel, two public houses and the Memorial Hall.

What age range does the school cater for?

St Lawrence Lower School caters for children aged 3 to 9 years. This covers three educational stages: Early Years Foundation Stage consisting of the Nursery and Reception Classes, Key Stage One for Years 1 and 2, and lower Key Stage Two for Years 3 and 4. These three groups of children are bound together by the whole school policies.

What does the V.A. in the schools name mean?

V.A. stands for Voluntary Aided, which means that part of the school's income comes from sources other than the local education authority. In this case the Church of England.

We do not attend the Church of England. Can we still use the school?

Yes. The school has an admissions policy that caters primarily for the children resident in Wymington. However many of our pupils come from neighbouring areas.

What happens when my child finishes Year 4?

The majority of our pupils attend Harrold Priory Middle School from years 5-8 and then Sharnbrook Upper School and Community college to complete their education. **Attendance at St. Lawrence does not, however, guarantee a place at these schools.**

My child already attends your Nursery class. Do I need to apply to the main school?

Yes. A place in Nursery does not guarantee a place in the main school as your child needs to fulfil the admissions criteria

Who works at St Lawrence School?

As well as the teaching staff and learning support assistants we have a very supportive team of auxiliary staff and a board of Governors. A list of the current staff and their responsibilities is available separately.

What does a school Governor do?

They work with the head teacher to ensure that all the pupils get the best possible education during their time at the school.

What decisions do the Governing body make?

The Governors keep an overview of the budget, buildings, and the curriculum. The Head Teacher is appointed by the Governors to deal with the day to day running of the school. The Government body OFSTED inspects the school to check the standard of teaching.

Who can be a School Governor?

The governors are volunteers nominated by groups that have an interest in the school. In the case of St Lawrence, this is St Lawrence Church Parochial Church Council (PCC), the diocese of St Albans, the Local Education Authority (LA) and the parents.

How much work is involved?

As well as regular meetings (usually two per term) it is advised that Governors attend the training sessions run by the County Council. It has been suggested that to be an effective governor you need to spend at least 6 hours per month.

I have a concern about the school. Can the Governors help?

Individual Governors cannot deal with specific issues; they will however liaise with the head teacher. If the class teacher or the head teacher cannot deal with your concern then the governing body can consider the matter. This is done within the framework of the complaints policy.

How can I apply to send my Child to St. Lawrence?

Children are admitted to Early Years Foundation Stage 1 (Nursery) in the term after their third birthday. For Early Years Foundation Stage 2 (Reception Class), application can be made to the school, which will, when appropriate, send you the documentation for applying through the Bedfordshire Borough Admissions Department. These forms can be returned to the school so they can be forwarded to the Admissions Service through the Courier system. Generally, forms have to be at Borough Hall before the end of the September before your child is due to start school. Children are admitted in the September of the academic year that they are going to be five. An academic year runs from September 1st to August 31st.

We must again remind parents that a place in the Nursery does not guarantee a place in the Reception Class; neither does a place in the main school guarantee a place at Harrold Priory Middle School.

What are the admissions criteria?

Please apply to the school office for the current criteria (These are reviewed on an annual basis).

When will I hear if my application has been successful?

Usually in December. Parents then have to return a slip to County Hall to accept the place.

If my child doesn't get a place, what happens next?

Under the current applications scheme your child should be offered a place at your second choice school. However, you may wish to appeal this decision in which case you need to write to the Governors (using the school address) within three weeks of receiving notification.

When will my child start school?

We have one intake into Early Years Foundation Stage 2 (Reception) per year and this is at the beginning of the autumn term (September) regardless of when your child's birthday falls. Initially all children will attend on a part time basis.

What will my child study?

Foundation stage (Nursery and Reception)

- Personal, social and emotional development
- Communication, language and literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and understanding of the world
- Physical development
- Creative development

Years 1-4

Core subjects

- Literacy
- Numeracy

- Science
- Information and Communications Technology
- Religious Education

He/she will also study the following foundation subjects:

- History
- Geography
- Art
- Music
- Physical Education
- Design Technology

We also deliver Personal Social and Health Education. This includes sex education appropriate to the ages of the children.

Curriculum evenings are arranged during the school year to explain areas relevant to your child. If you would like further information please contact the school office.

What are the arrangements for Religious Education and Collective Acts of Worship?

As a Church School we encourage children to develop Christian values and attitudes, to foster a reflective approach to life as well as to appreciate and be sensitive to the range of other faiths in our society. We visit the parish church of St Lawrence on a number of occasions during the year. We hold class and school assemblies and the Rector or parish lay worker makes regular visits to the school and leads assembly once a week.

The content of Collective Worship is in accordance with the Principles of the Established Church throughout England and Wales, as stated in the Trust Deed. The Head Teacher is responsible for planning the theme and assemblies are held each morning in the school or, on special occasions, in the parish church of St Lawrence.

Parents have the right to withdraw their child/ren from religious education and/or all or part of collective worship. Parents who wish to do so are encouraged to discuss this with the Head Teacher so alternative arrangements can be made.

Will my child receive information and teaching about sex education?

The school policy is to take an informal approach to sex education. Children's questions are answered sensitively, in simple terms suited to the age and development of the individual. The Life Bus visits on a regular basis and the Year 4 girls have a mother and daughter talk with the School Nurse.

Other topics covered

The Road Safety Officer visits regularly to talk to the pupils about road safety. The local police visit occasionally to talk about personal safety.

The fire service also visits to raise awareness of the dangers of fire.

What are the school policies?

In line with our aims all children have full access to all areas of learning. Children, parents and staff are treated with respect at all times. There are school policies to cover all areas. These are available from the school office.

Does the school operate a home loan reading scheme?

Nursery children can take home a library book, and in the rest of the school, children bring home a reading book.

Will my child have homework?

Children are expected to complete one hour of homework per week in KS1 (Y1&2) and one and a half hours per week in KS2 (Y3&4). This includes reading.

The older children have a homework diary, which can be used to communicate between home and school.

Children in the EYFS are encouraged to share books at home, they may also bring words home to learn.

How will my child's progress be monitored and reported?

Children are continually assessed as they progress through the school. The children are assessed when they enter the school. A formal Baseline assessment using the Foundation Stage Profile is made at the age of 5. The Children undertake statutory assessments at the end of Key Stage 1 (Y2) in accordance with the requirements of the National Curriculum.

In Y3 and Y4 QCA tests are taken in the summer term. Other tests such as spelling and reading tests are taken at other points during the year.

Reports are sent out in the summer term, at the end of each school year and parent's evenings are arranged during the year to discuss your child's progress. Please do not wait for a parent's evening if you have a concern. Your child's teacher will be happy to arrange a mutually convenient time to discuss the matter with you.

Is there a school Uniform?

Yes. As there is no officially appointed outfitter, uniform items may be bought in a store of parents' choice where the colours are available. The items asterisked below can be purchased at school.

All items should be clearly named.

Forms for purchasing nametapes are available from the school.

- Royal blue sweatshirt/cardigan/ fleece *
- Pale blue polo shirt *
- Royal blue tracksuit bottoms* (EYFS only)
- Grey skirt or pinafore dress or trousers with white or grey socks or tights as appropriate
- Grey shorts for boys
- Blue and white gingham dress (own style) for summer
- Black Tailored shorts for girls
- Painting apron* (or an old shirt) for Year 1 and above
- Book bag*
- Warm winter coat* (Please make sure your child can manage the fastenings)
- Sun hat*
- Black shoes in a sensible school style, preferably with non-slip soles and a wide heel base.

PE/Games

- White Polo/ T-shirt *
- Black shorts *
- Plimsolls for use in the school hall
- Trainers for use outside
- Tracksuits (any colour or style) may be worn during cold weather for outdoor games
- A drawstring P.E. bag *(not a rucksack).

Important

- For safety reasons we request that long hair is tied back
- Whilst a watch is an acceptable item to wear in school, we discourage children from wearing chains, bracelets and earrings, all of which can be dangerous and must be removed by the children for PE sessions. Only a small plain stud should be worn in ears.
- Nail varnish and other make up are not acceptable

How is the school day organised?

What time does the school day start and finish?

Key Stage 1:

8.50a.m. ~ 10.15 (Lesson time)

10.15 ~ 10.30 (*Morning break*)

10.30 ~ 12.00pm. (Lesson time)

12.00 ~ 1.15 (*lunch*)

1.15pm ~ 3.15p.m. (Lesson time)

Key Stage 2:

8.50a.m. ~ 10.15 (Lesson time)

10.15 ~ 10.30 (*Morning break*)

10.30 ~ 12.15pm. (Lesson time)

12.15 ~ 1.15 (*lunch*)

1.15pm ~ 3.20p.m. (Lesson time)

Children should arrive at Church Lane entrance between 8.40am and 8.50am and wait on the school playground until the bell rings at 8.50am. A member of staff will be on duty at these times but it is helpful if you can wait until the classes have lined up. All classes are collected by their teachers. We ask that parents do not escort their children into school as there is limited space.

EYFS children are taken into the classroom by their parents. Towards the end of the academic year, EYFS 2 (Reception) children line up with the rest of the school.

At the end of the school day the children are escorted out of school by the staff to meet their parents.

We ask that parents ensure that the class teacher is aware of who is picking their children up at the end of the day if it is different from normal. If you are delayed please let the school know.

Please remember to park carefully if you have to bring your child to school by car.

Does it matter if we are late?

Please make every effort to be on time as late arrival disrupts the school day and can be distressing for the children. If your child arrives after the register has been taken they are recorded late. Please ensure that you report to the office so we know that your child is in school. The Educational Welfare Officer scrutinises the registers regularly and advises the action to be taken for persistent late arrivals.

How are lunchtimes organised?

Meals are served in two sittings in the school hall. There are lunchtime supervisors.

Are cooked school meals available?

Yes. Eden Foods currently hold the contract. The meals cost £1.70 per day and include a drink. If you wish to switch between school dinners and packed lunches the Kitchen need one weeks notice.

Can my child bring a packed lunch?

Yes. We encourage healthy eating. Please do not include fizzy drinks in lunch boxes as these have been known to “explode” on opening. We also discourage sweets and any items that may cause choking such as nuts.

Does my child need a snack?

Under the Government’s ‘School Fruit and Vegetable’ scheme Children in EYFS, Years 1 and 2 will be provided with a piece of fruit to eat at morning break. Children in years 3 and 4 will need to supply their own healthy snack.

Chewing gum and sweets are not allowed in school. If a child brings a foodstuff which may cause choking they will be asked to remain seated whilst they consume it.

Why do the children have water bottles?

All the children are encouraged to bring a bottle of water from home so they can easily have a drink. Access to water has been shown to be beneficial to concentration as it stops the children becoming dehydrated during the day.

What sort of water bottle is required?

Any clear sports bottle is suitable. Bottles are available in the school office for £1.25. Please ensure the bottle is named. We ask that only water is available in the bottle.

Do I need to provide any other equipment for my child?

No all pens, pencils, books etc are provided.

What if my child is absent from school?

It is very important that all children attend school regularly but if your child is unwell he/she should not be sent to school.

Please phone the school office on the first day your child is absent. Children returning to school after an absence must bring in a note explaining the absence. All it needs to include is the name of the child, their class, the dates they were absent and the reason. There are some forms available in school for this. The school will contact parents concerning a child's absence if a reason has not been given.

A reason given orally by the child is **NOT** acceptable.

Authorised absences are acceptable reasons for absence and cover things like sickness, hospital appointments, dentist, religious holidays, attendance at court, clinic appointments, funerals etc.

Unauthorised absences are absences where no acceptable reason is given and includes things like shopping, a relative visiting, buying shoes, going for a haircut, parent unwell, trips out etc.

Under no circumstances may children go out of school by themselves during school hours. If you need to collect your child to go to the doctor, dentists etc, please see the Head teacher/secretary. They will arrange for you're child to be collected from their classroom. You will be required to sign the 'in/out' book. Please use the Manor Lane entrance.

What happens if we have to go away in school time?

We strongly recommend that children are NOT taken out of school during term time. However, if this is unavoidable a form is available from the school office. Leave of up to 10 days MAY be granted at the Head Teacher's discretion. We ask parents to avoid taking holidays in September when the children are settling into new classes.

How will my child be cared for at school?

Class teachers are responsible for the pastoral care of children in their particular class. However it is the responsibility of the whole school to ensure that children are happy and secure in school and any teacher will be willing to assist if required.

If you are experiencing a period of family difficulty – such as bereavement, illness, conflict or change of circumstances – which you think might affect your child, we would ask that you share that information confidentially with us. This will enable us to deal with any problems or difficulties.

Is there a school nurse?

We have regular visits from the school nurse to give the 5 year olds their check ups. You are invited to be present for this. Hearing, eyesight, height and weight are checked at selected stages.

The school dentist also visits regularly. The dentist doesn't carry out any work but parents are informed of any cause for concern.

What if my child needs medicine or has a medical condition?

For legal reasons, we are not able to administer medicine to children – it is the parents' responsibility. Your child should either return home at lunchtime to receive their medication or you or a nominated person should come to school to administer the medicine. The only exception to this is asthma inhalers, epipens for severe allergy sufferers and other chronic conditions. The relevant staff will be given training for administering special medicines.

What happens if my child becomes ill during the day?

It is possible that your child might become ill or have an accident during the day. One of our first aider will administer first aid if required, but it is important we have up to date telephone numbers so we can contact you. This is particularly the case with mobile phones.

We also ask that if a child has been vomiting regulations require they are kept away from school for at least **48 hours**.

What extra curricular activities do you organise?

- Premier Soccer organise an after school club for part of the school year. There is an additional charge for this.
- There is an after school club **Fun4Us** in the hall. Details are available in the school reception area. A Breakfast Club will commence in September 2009.

Are there any school trips?

- School visits are undertaken to enhance an area of the curriculum the children are studying.
- Year 4 children are given opportunities to visit Harrold Priory School during the summer term as part of their induction.

The 1988 Education Act states that parents do not have to pay towards the costs of educational outings taking place during the school day. We would not, however, be able to undertake such outings if we did not have financial help from parents. We always try to keep costs as low as possible and it is our policy to ask parents to support us with voluntary contributions. However, providing we are aware, we are always sensitive to individual family circumstances and no child would ever be deprived of joining any outing if a contribution could not be made.

Are there opportunities to watch my child in school events?

There are various opportunities during the year to attend events such as sports day, Class Showing Assemblies and the Christmas play. Parents and friends are also invited to the Church Services.

Is there an opportunity for my child to voice their opinions?

Yes. There is a school council with representatives from each year group. They meet with the head teacher regularly to share ideas.

How can I help the school?

Our PTA organises social and fundraising events enjoyed by the parents and children. All parents are automatically members of the PTA and will be warmly welcomed at the meetings.

Parents are able to help as volunteers in the classrooms. We have a leaflet about this. We require that parents sign a confidentiality agreement, and are willing to be CRB checked.

What else do I need to know about the school?

- **Money and valuables**-The children are not encouraged to bring money or valuables to school. The teacher is not responsible for any item that gets lost during the day. Any money brought in for Dinners, Uniform orders etc should be sent to the school in a clearly named envelope and given to the Class teacher on arrival.
- **Toys and sweets** - If the children bring toys and sweets to school it causes problems, and we ask your help in keeping them out of school. An exception is made if a child wants to bring in sweets to share on their birthday, but a non-food item is preferable, such as stickers.

- **Hair hygiene** -Despite all that has been done to eradicate them, the problem of the common louse still emerges from time to time. If you find them or suspect they are in your child's hair, don't worry and carry out the following procedure:

Smother the hair in conditioner. Go through the hair very carefully with a lice special comb. Follow this procedure regularly for 2 weeks.

Please check your child's hair every week using conditioner and a comb. Special combs are available from the school office.

- **DOGS ARE NOT ALLOWED IN SCHOOL OR IN THE SCHOOL PLAYGROUND EXCEPT GUIDE DOGS.**
- **THERE IS A NON-SMOKING POLICY ON THE SCHOOL PREMISES AND GROUNDS.**

What if I have a complaint?

In the first instance any problems should be discussed with the Class Teacher and Head Teacher. Usually most matters can be resolved in this way but if you wish to take the matter further details of the complaints procedure can be obtained from the School Office.

Conclusion

We hope you have found this document useful. You may wish to visit the school in person. If you would like to arrange a visit please contact the school office. We look forward to welcoming you and your child to our school.

Documents and Addresses

The following documents are available for inspection in school:

- (a) National Curriculum documents including Statutory Instruments, Circulars and memoranda.
- (b) Schemes of work currently in use.
- (c) The Trust Deed that governs the provision of RE in our voluntary aided school.
- (d) The School Curriculum Policy Statement.

Some useful addresses

The Chair and other Members of the Governing Body can be contacted through the Clerk of Governors at the School.

Director of Children's services:

Bedford Borough Council
Borough Hall
Bedford
MK42 9AP

School Health:

Bedford General Hospital
North Wing
Kimbolton Road
Bedford

Department for Children, Schools and Families

Sanctuary Buildings
Great Smith Street
Westminster
London
SW1 3BT

The information supplied in this prospectus was correct at the time of its production. Changes in staff and other factors may of course, alter the arrangements in the school during the year.

Revised September 2009

Who works at St Lawrence School?

Head teacher: Mrs Mary Haynes

1. Classroom Staff

Class teacher	Learning Support Assistant	Age range
Mrs. H. Lee	Mrs. T. Shortland Mrs. R. Compton	Early Years Foundation Stage
Mrs. J. Brand		EYFS/KS1/KS2
Mr. B. Thomas	Mrs. S. Parnell	Key Stage One - Year 1
Mrs. J. Morris	Mrs. S. Parnell	Key Stage One – Year 2
Miss P Nudd		Key Stage Two – Year 4
Mrs. M Haynes		Key Stage Two – Year 3

2. Other Support Staff

Mrs. B Whitford	School Secretary
Mrs. S. Clark	Finance Assistant
Mrs. C. Ward	Caretaker
Miss C. Hay	Cleaner
Mrs. M. Walker	Mid-day Supervisory Assistant
Mrs. T. Simmons	Mid-day Supervisory Assistant
Mrs. N. Nurrish	Mid-day Supervisory Assistant
Mrs. A. Douse	Mid-day Supervisory Assistant

3. Eden catering services staff

Mrs. T. Fensome

4. The Governors

The members of the current governing body, together with the dates when their term of office expires are as follows:

Cllr. B. Lewis	Chair	31.08.2012
Mrs. H. Wade	PCC	31.08.2012
Mrs. C. Walker	PCC	31.08.2012
Mrs. S. Smith	PCC	20.09.2013
Mr. N. Pennington	Parent	31.10.2010
Mr. P. Underwood	Parent	31.10.2012
Mr. A. Lord	LA	31.08.2010
Mrs. M. West	DBE	31.01.1012
Miss C. Ward	DBE	30.09.2013
Mrs. P. Nudd	Staff Governor	31.08.2012
Mrs. H. Lee	Staff Governor	March 2012
Mrs. M Haynes	Head Teacher	Ex-Officio
Mrs. S. Lewis	In lieu of incumbent	Ex-Officio
Mrs. A. Nevill	PCC	20.09.2013
Clerking Services provided by Northamptonshire Clerking Services c/o The School		

Abbreviations: PCC = St Lawrence Parochial Church Council
DBE = Diocesan Board of Education
LA = Local Authority