

Lubenham All Saints Church of England Primary School



School Prospectus

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Website: www.lubenham.leics.sch.uk

Head Teacher: Miss. Gemma Kettle
Chair of Governors: Mr. Andrew Jenkins



Introduction

Dear Parents,

If your child is to join us here at Lubenham School, we welcome you and look forward to a happy and successful partnership over the coming years. We are committed to strengthening the links between home and school and hope you will accept our invitation to visit and help when you can, as this is the best way of knowing what happens in school.

I hope that the information in this prospectus will help to give you a feel for how our school operates and the procedures which are in place. Please also visit our website - www.lubenham.leics.sch.uk - to find out more about life at school.

Lubenham All Saints C.E. Primary School is a small school, with pupils coming from Lubenham, Theddingworth, other neighbouring villages and Market Harborough. We have close links with the parish church in Lubenham and the community in general. The school has a family ethos; pupils from all age groups mix well and look after each other. The staff here are very proud of the school, its pupils and of the achievements we have made over the last few years.

I would like to invite you to visit the school, if you have not already done so, to see for yourself the positive attitudes to teaching and learning here.

I hope that you and your child will enjoy your association with us and I look forward to welcoming your child into our care.

Yours sincerely,

Miss. Gemma Kettle
Head Teacher





We care - we learn - we achieve!

At Lubenham All Saints C.E. Primary School, children, staff, governors, parents, carers and the church are all part of our school family.

We aim:

- To provide a happy and caring atmosphere of mutual respect which is rooted in Christian teachings.
- To achieve success and develop a love of learning through gaining the ability to question, think rationally and work independently.
- To enable every child to fulfil their potential at school and in the future.
- To promote healthy practices and enable all children to make informed choices.
- To have an attractive, stimulating and well-resourced environment.
- To foster a sense of self-esteem and confidence and celebrate each other's success.
- Ensure all children and adults are included, valued and supported and enabled to contribute fully to the school community.

PLAYTIMES

Morning Break 10.35am - 10.50am

Lunchtime 11.50am - 1.00pm (Foundation Stage and Key Stage 1)
 12.00 - 1.00pm (Key Stage 2)

HOMETIME

Please collect your child promptly at 3.15pm.

Pupils in Class 1 and Class 2 are handed to a parent or nominated carer at the classroom door. Please let us know if your child will be going home with another adult. We wish to avoid the embarrassment caused by having to refuse to send a child home with an unexpected or unknown adult.

Class 3 and 4 pupils meet their parent or carer on the playground. Class 4 pupils may walk or cycle home by themselves if parents have notified us in writing that they give permission.

Please help us to keep the children safe at home time by:

- Coming right in to the playground when collecting your child, so that we have a clear view of the gate.
- Avoiding parking directly outside the school or in the school car park.
- Letting us know by telephone if you are delayed.

PROVISION OF FOOD IN SCHOOL

School Dinners

Hot meals are freshly prepared and cooked in our school kitchens each day. There is always a vegetarian option available and school caterers are made aware of any food allergies or special dietary requirements. Children who qualify get a school meal free of charge. The 'Cook-in-charge' works hard to understand the children's preferences and her chicken pie is legendary! 'Chippie Friday' is also popular.

Hot dinners cost £2.10 per day for children in Years 3, 4, 5 and 6. Dinner money for the week should be sent to school on **Monday** in a sealed envelope. A hot dinner cannot be ordered if dinner money has not been sent to school. Cheques should be made payable to the school or parents can pay online using our [ParentPay](#) system.

From September 2014, children in Years R, 1 and 2 are entitled to a free hot meal.

Children may choose to bring in a packed lunch from home. Encouraging a healthier packed lunch is an on-going target for the school. **No glass bottles, fizzy drinks or sweets are allowed.**

Treats

Parents are requested not to send in sweets to school. This includes refraining from putting sweets and fizzy drinks in packed lunches. We actively encourage the children to make healthy choices at lunchtime.

Nuts in school

We are a 'nut free school' as we have pupils with serious nut allergies in our community. It is not just eating nuts that can have repercussions for them; any contact at all can be very serious in terms of their health and well-being.

Please help us to keep our school environment safe for everyone by avoiding bringing nut products into school in packed lunches. Thank you very much for your support in this.

Morning Break

All children in the Foundation Stage and Key Stage 1 are offered a piece of fruit or raw vegetables free of charge at morning break under the government Fruit for Schools scheme.

Milk is available free of charge to pupils aged under 5. All other pupils are able to pay for milk on a weekly basis through the Cool Milk online ordering system.

Water is always available in school at our drinking fountain. Pupils can also bring a water bottle from home each day which can be kept in the classroom. This should be taken home each night for washing and refilling.



CLASSES

There are four classes in school. Which are usually structured as follows:

Class 1	Early Years Foundation Stage	(4-5 years)
Class 2	Years 1 and 2	(5-7 years)
Class 3	Years 3 and 4	(7-9 years)
Class 4	Years 5 and 6	(9-11 years)

However, as a small school we sometimes have to be flexible with the class structure to accommodate particularly small or large cohorts.

STAFF

We have a dedicated team of teaching and support staff. All members of our teaching staff have relevant qualifications, and all staff have had CRB/DBS checks. They all keep up to date with new developments through attending regular training courses and meetings with other schools.

THE CURRICULUM

Our creative curriculum is broad, well balanced and personalised to meet our children's needs. It broadly reflects the requirements of the National Curriculum. As an academy, however, the school has more freedom and flexibility with its curriculum. Work is planned to enable children to achieve maximum progress through matching learning activities to the attainment and ability levels of each child. Priority is given to the four core subjects of the National Curriculum, which are English, Mathematics, Science and Computing. We also teach all the foundation subjects, namely:

Religious Education	Music
Design and Technology	Art and Design
Geography	History
Physical Education	Personal, Social and Health Education / Citizenship

In Years 5 and 6 a German taster unit is delivered. Children in Foundation and Years 1 and 2 learn basic Mandarin with a visiting specialist teacher.

Our creative approach to the curriculum means that many subjects are brought together through one topic. Often the whole school works together on creative projects, such as a recent week spent learning together about the Queen's birthday.

Since our classes contain two year groups, we operate a two year rolling programme of topics which ensures full coverage of all areas of the curriculum. Appropriate skills for each age group are taught within those topics. We differentiate activities to ensure they are appropriate for individuals within the class.

HOMEWORK

Learning Logs are used to encourage the children to record their knowledge and understanding in whatever way they feel is most helpful. Further details about homework and Learning Logs can be found on our website. The most important aspect of homework for children is for their adults to talk positively to them about their day at school, discussing learning, favourite activities and all of the great things about their day. Finding 5 minutes a day to hear your child read or read to them will also reap great rewards in your child's reading skills but also their ability to access the rest of the curriculum. As a school, we are passionate about reading!

SPECIAL EDUCATIONAL NEEDS

Pupils with special educational needs are given Individual Education Plans (IEPs) by the class teacher, which are monitored and reviewed regularly. Strategies and support mechanisms are identified which will enable the pupil to progress rapidly through smaller steps in learning. The specialist teaching service is involved with pupils requiring additional support. Parents of pupils with special educational needs are invited in to discuss their child's IEP progress each term with the class teacher and our special educational needs co-ordinator (SENDCO), if appropriate.

RELIGIOUS EDUCATION

As a requirement of the Education Reform Act 1988, Religious Education is provided for all pupils in this school. The Religious Education is in accordance with the Leicestershire Agreed Syllabus which reflects the traditions and beliefs of a multi-cultural society within a Christian culture.

COLLECTIVE WORSHIP

A daily act of collective worship which is of Christian character is provided for every pupil. This may take place with the whole school, a key stage or class. Parents have the right to withdraw their children from collective worship for religious reasons and may communicate this desire in writing to the Head Teacher if they so wish.

We encourage visitors to speak to and teach the children and we attend the Parish Church during the year for special occasions such as the Harvest Festival, Christmas, Mothering Sunday and various key points in the Christian calendar. We want the children to develop caring and sharing attitudes as well as a sense of community. We encourage the teaching of Christian values and the development of citizenship.

MULTICULTURAL EDUCATION

The school recognises that it is part of a country of many cultures and sees the need for pupils to be aware of the variety of cultures which make up our society. We help our pupils to understand some of the events and celebrations which take part throughout the year, and encourage them to value the contributions these events make to society. As part of our Religious Education work, we sometimes visit different places of worship.

SEX EDUCATION

Sex education is covered in Year 6 by the school nurse and/or specialist teachers from Robert Smyth Academy, in conjunction with the class teacher. It focuses on the changes which are happening to the children's bodies and on the differences between the sexes. Such teaching is offered in a framework which gives due regard to the importance of loving relationships and respect for others. The school nurse holds a meeting for parents before the sessions to discuss the teaching.

Parents have the right to withdraw their child from sex education lessons if they wish.

ABSENCE

The Education (Pupil's Attendance Records) Act 1991 requires that the School Prospectus includes information concerning unauthorised absence, i.e. absence from school without leave of duly authorised person. Examples of authorised absence are:

- Sickness
- Medical/Dental appointments

In the interests of pupil safety it is essential that parents notify the school office by telephone on the first day of absence. A letter explaining the period of absence should be sent into school on your child's return. Failure to do so will result in an unauthorised absence being recorded against them in the school register.

From 1st September 2013, the amendments to the Education Regulations in relation to absence from school give NO entitlement to parents to take their child on holiday during term time. Any application for leave must only be in **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave (for example, in the case where a family holiday is judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events or the holiday might be a unique, one-off never-to-be-repeated occasion which can only take place at the time requested.)

Requests for authorised leave of absence must be submitted on a holiday form. The Head Teacher is unable to authorise holidays which coincide with the statutory assessments taken in Year 6. Our full Attendance and Absence Policy can be found on the school website.

ENHANCING CHILDREN'S LEARNING

We offer a wide variety of trips and extra-curricular activities to all pupils within the school. Where possible, we keep these activities free, such as local visits and clubs run by the teachers. Sometimes we ask for a voluntary contribution from parents to cover the cost of coach hire or entrance charges.

In addition, Key Stage 2 pupils have the opportunity to take part in residential visits during their time at school. Class 4 have the opportunity to go on a 5 or 3 day residential to a PGL centre to experience outdoor and adventurous activities. Every other year, Class 3 have the opportunity to go on an overnight residential to Castleton Youth hostel in Derbyshire.

Charging Policy for School Activities

1. The provisions of the 1988 Education Reform Act will be followed. (Reference: Administrative Memorandum 89)
2. Parents may be asked to pay a voluntary contribution towards the cost of activities taking place during the school day. This will not be more than the cost of the activity for that pupil. If insufficient contributions are received the activity may be cancelled.
3. Parents may be asked to pay a charge for activities provided mainly or wholly outside the school day, provided these are optional extras e.g. sporting clubs. These will meet the costs of materials and equipment, non teaching staff costs, contracted teaching staff, travel, entrance fees and insurance.
4. Musical tuition for individuals or groups of less than four will be charged for (We currently offer guitar lessons on this basis).
5. Visits taking place in school time:
 - Parents will be asked to pay a voluntary contribution to cover the cost of activities and transport taking place during the visits. If insufficient contributions are received the activity may be cancelled.
 - Parents will be charged for board and lodging during residential visits.

Pupils whose parents are receiving income support, income based job seekers allowance, support under part 6 of the Immigration and Asylum Act 1990 or Child Tax Credit (provided they do not also receive working tax credit and have an annual

income assessed by the Inland Revenue that does not exceed £13,230), will not be charged board and lodging where otherwise applicable to residential activities.

Please see our Charging Policy, available on the school website, for more details.

HEALTH

During the school life of your child, regular checks are carried out by the school doctor or school nurse. You will have the opportunity to discuss any problems your child may have with visiting health personnel, although it is not generally necessary for you to attend these health checks. If it is discovered that further examination of your child is required, you will be fully informed.

Additionally, your child may receive dental inspections and more frequent hygiene inspections from the school nurse, and height/weight checks in Years R and 6.

ACCIDENTS, ILLNESS, MEDICINES AND FIRST AID

Despite our precautions, there are occasions when a child has had an accident or is ill and we need to contact you. We always notify parents by a 'red letter' in the book bag if their child has had a bump or injury to the head. If an injury is serious enough to require an accident report to be sent to the Authority, parents will be contacted. The majority of our members of staff have a first-aid qualification.

Up to date emergency contact numbers are essential!

On a child's admission to the school, parents are asked to give details of address, telephone number, place of work etc., together with the contact address and telephone number of a relative, friend or neighbour in case we are unable to reach the parents.

Please notify us as soon as possible if there are any changes to these details.

FIRST AID

In school we administer first aid - not treatment of any kind. Open wounds are cleaned with water. Gloves are used and disposed of after each use. Plasters are used if necessary. Bumps and bruises are bathed in cold water. If necessary, sterile, un-medicated dressings may be used.

If your child is allergic to plasters or any other dressings, you must indicate this on the medical section of the admissions form or at any future time.

If we feel that treatment is necessary, parents will be contacted. If neither the parent or emergency contact(s) can be reached then we will take such action as we think fit, such as a visit to the doctor or hospital.

MEDICINES

A child who is receiving medication is usually unfit to be at school. We are only able to give prescribed medicines and tablets if parents complete a "Request for Administration of Medicines" form in the office, stating dosage and times. Staff are acting voluntarily in administering medicines. If parents think they have a good reason for an exception to be considered, they should discuss the matter with the Head Teacher. Class teachers are not authorised to keep medicines in their class areas. We are not able to give un-prescribed medicines.

Under no circumstances should a child be sent to school with medication to administer to themselves without prior discussion and approval from the Head Teacher.

ASTHMATICS

For pupils in Key Stage 2 named inhalers should be kept in the child's care. For younger pupils, their named inhaler will be kept safely in their classroom for ease of access. Due to the school office being upstairs, we do not recommend inhalers are kept there. The school must have written instructions as to how frequently inhalers are to be used and the recommended number of puffs.

OTHER CONDITIONS

If a child suffers from a chronic illness such as diabetes or a life-threatening allergy, a member of staff may volunteer to administer treatment (such as an epi-pen) providing:

- a) that they are suitably trained
- b) the parents are willing to indemnify that member of staff against liability
- c) a written agreement is made between the school and the parents

ILLNESS

If a child is poorly it is sometimes better that they are kept at home, and we ask you to let us know before morning registration, if possible. In order to minimise the spread of infection we request parents keep their child at home for at least 48 hours from the last occurrence of sickness/diarrhoea.

We do not encourage children to miss lessons or to stay indoors during playtimes and lunch times. Before a child is sent back to school after an illness, parents should ensure that he/she can cope with the whole school day.

SUN SAFETY

Shady areas are available at playtime and dinnertime if children choose to use them. All children are encouraged to bring a hat and sunscreen to school. Sunscreen must be named and kept in the child's bag. Children must apply their own sunscreen as staff are not permitted to apply it. It may not be used by any other pupil.

SCHOOL UNIFORM

We encourage our pupils to wear school uniform which has proved popular in its style and colour, although it is not compulsory.

The uniform is:

- Grey or black trousers (not leggings or skinny jeans)
- Grey or black skirt or pinafore dress
- Green polo shirt
- Royal blue sweatshirt or cardigan
- Blue checked summer dresses
- Sturdy black closed-toe shoes; not trainers or boots

Fleeces, raincoats, caps, beanie hats and book-bags are also available.

Items with the school logo are available from 'Your School Uniform'. Details can be found on our school website - www.lubtenham.leics.sch.uk We can place an order for you in the school office. A try-on pack of uniform is available at school.

It is essential to name uniform. If items are un-named they cannot be returned if found.

If children have pierced ears, small studs only should be worn. Watches may be worn. No other jewellery or make up is permitted in school. Please see below for rules about earrings during P. E.

P.E. Safety

- Jewellery is not to be worn for P.E. for safety reasons. If children have pierced ears they must cover studs with surgical tape or plasters for the first 6 weeks after piercing only. After this time, children will be expected to take their own earrings out for all P.E. lessons. Staff are not allowed to remove earrings.
- Long hair must be tied back for all P.E. activities to prevent it obscuring pupils' vision or becoming entangled in apparatus during physical activity.

Children must wear appropriate clothing for P.E. and this should be available in school every day. All items must be named.

Indoor games and athletics: Plain black or navy shorts and pale blue t-shirt or polo shirt; plimsolls.

Gymnastics and dance: Shorts and t-shirts must be worn. Feet should be bare.

Outdoor games: Warm clothing must be worn. Plain black or navy tracksuit bottoms and sweatshirts are essential. Trainers should be worn for running.

Swimming: Swimming trunks or swimming costumes (no bikinis or long Bermuda swimming shorts) and swimming hat. Parents will be required to sign a disclaimer form if their child needs to wear goggles. Swimming hats are available from the school office.

Additional clothing requirements for Early Years Foundation Stage

Learning in the outdoor environment is actively encouraged, especially within the Early Years Foundation Stage. It is therefore important that these children keep named waterproofs and wellingtons in school in order for them to make use of the outdoor area whatever the weather.

DISCIPLINE AND PASTORAL CARE

We believe that children should be developing tolerance, respect and appreciation of others, their feelings and capabilities. School rules are few but must be observed because they are based on common sense. If the children make the wrong choice, they can expect to be sanctioned in accordance with our behaviour policy which can be found on the website. If the misbehaviour continues the class teacher or Head Teacher will contact the parents concerned to discuss further action. The emphasis throughout is on self-discipline and care, courtesy and consideration for others.

The school operates a zero-tolerance of bullying. Bullying can be behaviour by one or more person(s) intended to hurt another individual. If you believe your child is being bullied at school, reassure them that the adults are there to help them, and that it isn't their fault. Come into school and speak to your child's class teacher who will make sure that other staff are aware of any issues and will deal with the problem in accordance with the school's Behaviour and Anti-Bullying Policy. This and our Child-Friendly Anti-Bullying Policy can be found on the school website.



Our school achieved the Leicestershire County Council 'Beyond Bullying' Award in 2014.

COMPLAINTS PROCEDURE

The Governors hope that complaints can be dealt with on an informal basis and that matters will be resolved within the school. However, if it is not possible, information about how to make a complaint under Section 23 of the Education Reform Act 1988 is available from the Head Teacher at the school.

In the event of a complaint we will follow the procedure below.

1. The Stages of Complaint

Stage 1

- Complaint heard by Headteacher
- Acknowledge receipt of complaint (written complaints will be responded to within 2 days)
- Write to complainant with outcome of investigation

If not resolved

Stage 2

- Complaint heard by Governing Body's complaints panel
- Issue letter inviting complainant to a meeting
- Issue letter confirming panel decision
- Ensure complaints coordinator informed of outcome

If the complaint concerns the conduct of the Head Teacher or a governor it will be necessary to go directly to stage 2.

A copy of the full complaints procedure can be found on the school website.



SAFEGUARDING AND CHILD PROTECTION

Our school feels it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, throughout all the activities which the school undertakes. This means that staff and volunteers must be alert to possible concerns about every pupil, and to report these in a proper fashion. The school has a safeguarding and child protection policy: parents may request a copy of this.

It is important for parents and carers to be aware that:

- Staff and volunteers in the school have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.
- There are four categories of abuse: physical, sexual, emotional, neglect.
- In some cases the school is obliged to refer children to children's social care staff, for children to be assessed for their needs or if an investigation into possible child abuse is required. In many cases there will already have been discussions between school staff and the parents of the child, and the situation and concerns will not be a surprise to the parents. However, parents may not be told that the school has referred their child to children's social care if it is thought that this might put the child at risk.
- Children's social care tries to carry out its enquiries in a sensitive fashion. It has to gather information and generally it can be open with parents about the steps being taken.
- If you think your child may have been abused you can contact the children's social care office or the Local Authority's Allegations Manager, Safeguarding unit direct. If you think the abuse may have happened in school, contact the Head Teacher who is the Designated Senior Person for Child Protection. If you think your child has been hurt, arrange to visit your doctor. Comfort and reassure your child.
- If school staff need to express concerns about a child or refer a child to children's social care, it is understood that this can cause distress or anger for the child's parents. It is important that all parties - parents and school staff - try to discuss these matters as calmly and sensibly as possible.

Our school follows the Leicestershire County Council policy and procedures for Safeguarding and Child Protection. Our policy can be found on the school website.

For parents' enquiries please contact the Head Teacher.

LINKS WITH PARENTS

PARENTS AT LUBENHAM SCHOOL - "PALS"

We have a very active parents and friends association who organise a number of social events throughout the school year and who support the children's learning in school through considerable fundraising. New members are always welcome to meetings.

For more details please contact Claire Stevens, Chair of PALS, via the school.



PARENTS AT LUBENHAM SCHOOL

REPORTING TO PARENTS

A report is issued at the end of the academic year to provide you with a written summary of your child's progress. At our school each child is considered to be an individual who will develop according to his/her abilities and opportunities. The report is based on our records, samples of work and a variety of assessments and tests. It is aimed at promoting co-operation between the home and the school so as to provide the best possible learning environment for your child.

We hold two parents evenings throughout the year but we also encourage contact with parents on a regular and informal basis.



MEMBERS OF STAFF - 2015/2016

Teaching Staff	Responsibilities	Class Taught
Headteacher		
Miss Gemma Kettle	Mathematics	
	Spiritual, moral, social and cultural development	Class 1, 2, 3, 4 - PPA cover
	Assessment	
	Curriculum	
	Educational Visits	
	Designated Senior Lead for Child Protection	
	Modern foreign languages	
Teaching Staff		
Mrs. Claire Price	Senior Teacher	Class 4, Year 5/6
	SENDCo	
	PSHE	
	Well-being	
Mrs. Sue Foster	Literacy	Class 2, Year 1/2
	Art and Design	
	Design and Technology	
Mrs. Lucy Pepper	Early Years Foundation Stage	Class 1, Year R & 1.
	Geography	
	School Council teacher rep	
Mrs. Louise Handford	Collective Worship	Class 1, Year R & 1.
	Religious Education	
	History	
Mrs. Kate Mugridge	Science	Class 3, Year 3/4
	Music	
Mrs. Jill Dewis	Physical Education	Class 3, Year 3/4
	Extra-curricular activities.	
Mrs. Penny Melville	ICT	
Support Staff		
Mrs. Vanessa Lingley	School Business Manager	
Mrs. Jo Cole	Administrative Assistant	
Mrs. Chris Gordon	Teaching assistant	
Mrs. Carole Rowsell	Teaching assistant	
Miss Claire Gordon	Learning support assistant	
Mrs. Lawinder Gill	Learning support assistant	
Mrs. Sarah Darby	SEN Learning support assistant	
Mrs. Nicky Alderman	Lunchtime supervisor	
Miss Ginni Page	School Cook	

GOVERNING BODY 2015/2016

Name	Role	Committees
Mr. Andrew Jenkins Trust member	Chair	Finance, Performance Management and Pay, Safeguarding and Child Protection, Looked after children, Racist Incidents, More Able children
Miss Gemma Kettle	Head teacher	Curriculum, Finance, Premises, Health and Safety
Rev'd. VACANT Trust member	Foundation	Religious Education, Performance Management and Pay
Mrs. Susan Foster	Staff	Curriculum, Staff link
Dr. Kate Gerrad	Parent	Premises, Health and Safety
Vacancy	Local Authority	
Vacancy	Parent	
Mr. James Kavanagh Trust member	Parent	Health and Safety, Premises
Mrs. Sue Meadows	Foundation	Link Governor, Curriculum, Literacy, EYFS and SEN
Mrs Rona Purdham	Clerk	

