



**WELCOME TO
CHURCH LANE
PRIMARY SCHOOL
& NURSERY**



Welcome to Church Lane Primary School and Nursery

At Church Lane Primary School and Nursery, we believe that every child is our future. It is the aim of the school, through its curriculum and teaching to nurture and care for each individual to enable them to grow, to flourish and realise their full potential.

Our school motto “Tall oaks from little acorns grow” reflects the firm foundations we believe we give the children at Church Lane.

OUR AIMS

- We will support our children to take steps to success
- We will build a curriculum for the future
- We will enable our children to stride confidently into the wider world
- We will all work together towards tomorrow.

OUR SCHOOL VISION

Our shared vision is what makes Church Lane Primary School such a unique place. It drives what we do and ensures we remain focused on what matters to us as a school. Schools are continually offered new initiatives and it is easy to be distracted from one's own core beliefs. Our shared vision is a filter and ensures that we remain on track within our beliefs even with all the different educational ideas and approaches. We will always keep up to date with contemporary educational thinking; rather we listen and see which developments can be embraced to crystalize our vision further.

Some schools focus exclusively on reading, writing and maths and less on the arts and wider learning experiences whilst others focus on creative pursuits without the three Rs. At Church Lane, we believe that both are equally as important. Our vision for primary education is child centred and focuses on their needs and development.

Teaching children how to be self-aware and be good citizens is what we call our values. At Church Lane we recognise the importance of children developing a strong moral construct through British Values. We feel this is fundamental to children's relationships with themselves- their self-esteem- and their relationship with others, with their community and with the environment. The important values we emphasise are:

Honesty, Courage, Respect, Kindness, Happiness, Resilience, Humility

CLASSIFICATION OF SCHOOL

The school is a Community Primary School, owned and provided by the County Council, which caters for the needs of approximately 250 children aged from 3 – 11. We have opened our Early Years provision to 3 year olds and they are entitled to 15 hours or 30 hours depending on your circumstances 38 weeks per year (term time). Funded places can be taken from the term after their third birthday. The school also offers wrap around care (please see the office for further details, including times and prices).

SCHOOL BUILDING

We are one of 7 schools included in Lincolnshire's PFI project (Private Finance Initiative). This scheme has provided us with a new purpose – built school building, built by Bovis Lend Lease and managed by Focus Education. Construction of the building began in January 2001 and was completed in December 2001 We moved into the new building in January

2002. Construction of the whole school site continued until August 2002 when all work was completed. We are working with Engie to continue developing our building and site to extend opportunities for our children.

SECONDARY EDUCATION

At the age of eleven children usually transfer to one of the three secondary schools in the town, - St George's Academy (co-educational), Carre's Grammar School (boys) or Sleaford & Kesteven High School (girls). Two tests are taken in Year 6 are used to determine admission to either Grammar school. One test is verbal reasoning and the other is non-verbal reasoning. Support is provided by school to those children who choose to

THE CURRICULUM

All children will receive a broad and balanced curriculum at a level appropriate to their needs and ability. We follow a Chris Quigley Curriculum which allows us to teach children key skills linked to topics that interest them. Our aim is to ensure that the basic educational skills of English and Maths are given greatest prominence however these will link to curricular topics wherever possible.

Teaching is both project and subject based and children are taught as a class, in groups and individually, as appropriate. We make use of the learning resources of the local environment and community whenever possible.

Whilst in this school your child will move through three stages:

Foundation Stage	3 - 5 years
Key Stage 1	5 – 7 years
Key Stage 2	7 – 11 years

FOUNDATION STAGE

The Early Years base offers outdoor play facilities and offers an exciting and secure learning environment.

It is staffed by experienced Early Years Practitioners. Staff work with parents and families to ensure all children are happy, settled and have a positive start on their learning journey.

The staff in the Foundation Stage are all highly trained educators, who are knowledgeable about how children learn, child development and care, and have a passionate commitment to the Early Years Base and its aims. We work closely together as an integrated team across the whole of the Foundation Stage.

In the Foundation Stage, which continues until the end of the Reception class, your child's education will focus on the early learning goals. They are 7 broad areas of learning:

- Personal, social & emotional development
- Communication & language
- Literacy
- Mathematics
- Understanding of the world
- Physical development
- Expressive art & Design

A high quality foundation stage education is about your child learning to be independent, confident, strong and curious....it is much more than colours and shapes, numbers and letters. We use Read Write Inc for the teaching of phonics.

KEY STAGE 1 & 2

The curriculum for children in Key Stage 1 and Key Stage 2 consists mainly of the new 2014 National Curriculum and Religious Education. The remainder of the whole curriculum is left for the Governing Body to decide. In both Key Stages English, Mathematics and Science are known as Core Subjects. They take up the major part of class teaching time. The Foundation

subjects (Design & Technology, Computing, History, Geography, Art, Music, PE & Personal, Social & Health Education) are compulsory and are important aspects of the Curriculum. Religious Education, though not part of the National Curriculum, is also compulsory and is taught according to the Lincolnshire Agreed Syllabus. In planning the curriculum, the teaching staff work collaboratively to share ideas and expertise. Planning is thorough and detailed to ensure effective teaching for all our children.

Computing is an integral part of the National Curriculum. We use a cross-curricular approach using tablet, computers, laptops- interactive touch screens and other ICT peripherals regularly in all our work. Our school has access to networked PC's, Internet access and e-mail, a suite of programmes, apps and interactive whiteboards in all classes from Early Years to Year 6.

In our school we use a Broadband high-speed link. We had a brand new ICT lab opening in September 2013 with a major focus on multimedia using Apple products and in addition we have a class set of ipads, We invest heavily into state of the art technologies and Computing is woven into all of the Curriculum areas. Children benefit from being taught both specific com skills and from learning to use ICT in a cross-curricular way in other subject areas.

Through our curriculum we aim to equip our children with the qualities and skills needed to become caring, responsible citizens of the future.

We promote respect, tolerance and kindness and are committed to nurturing strengths and encouraging interests. We ensure learning is relevant, interactive and stimulating and we set high expectations for all of our children.

We also have an excellent School Library with over 5000 books for the children to enjoy. We aim to provide reading materials that are not just educational but fun, so our pupils learn to enjoy reading. We encourage parents to pop in and see us and explore what the library has to offer. The reading book library is book banded into different stages.

REPORTING TO PARENTS

There are three main opportunities during the year to discuss children's progress. In the autumn and Spring terms Parent consultations are arranged on an individual appointments system. We will also produce termly newsletters which you will find on our website on the last day of each term showing all the children's handwork.

Towards the end of the summer term all parents will receive a written report on their child's progress and will be offered the opportunity to discuss this with class teachers.

In addition to this, parents are always welcome in school to discuss any matters relating to the education of their children. If possible please contact us in advance to arrange a mutually convenient time.

CLASSROOM ORGANISATION

In class, work is organised according to the needs of the children. Sometimes children are grouped according to their ability in a certain subject area. Teaching may be delivered to the whole class, in groups or individually. We adapt our planning and teaching to ensure that there is lots of opportunities for pair talk, for investigations and for discussion. Teaching is not always done in the classroom; we use the entire environment inside and outside us to give children learning experiences.

As you can see, a variety of teaching methods are used according to the needs of the children and the type of activity being carried out.

THE SCHOOL DAY

School officially starts at 8.45 am and finishes for Early Years and KS1 at 3.00 pm and for KS2 at 3.10 pm. There is a 15-minute morning break with a lunch break is from 12 noon until 1.00 pm for KS1 & 12:10 until 1pm for KS2.

PHYSICAL EDUCATION

We have our own specialist PE teacher. Children are taught using indoor and outdoor environments where appropriate. They are taught in mixed groups in each class. The activities are structured to give every child the chance to participate successfully and to work together. Our pupils are encouraged to develop positive attitudes by learning how to observe the conventions of fair play and good sporting behaviour as individual participants, team members and spectators. Annual Sports Days are held in the Summer Term to which parents are invited.

In addition to timetabled P.E. lessons children are able to use a growing collection of playground games and activities during break and lunch times. Many of these activities are run by the older children through Positive Play Schemes which is overall lead by our appointed play-coordinator.

In Key Stage 2 we have football and netball teams who take part in league matches between local primary schools. We also take part in Sporting Festival days for sports such as rugby table tennis, la-Crosse and swimming.

We have been awarded Gold in recognition of our delivery of the PE, School Sport and Club Links strategy. It acknowledges our provision of a high quality PE experience for all.

Children will be asked to remove all jewellery for Health and Safety reasons. Help will be given if requested. If earrings are worn staff will give children micropore tape to cover them in order to prevent injury.

School PE Kits MUST be in school every week for lessons.

SEX AND RELATIONSHIP EDUCATION (SRE)

SRE in school should complement and support the role of parents and match the maturity of the pupils. At this school, health and sex education will be in accordance with the requirements of the National Curriculum for Key Stages 1 & 2. General questions which may arise relating to health and sex will be answered simply and sensitively as they arise in connection with the syllabus.

Forming positive relationships is an integral part of the whole curriculum and in Year 5 and 6 a planned programme of sex and relationships education is offered. Teachers deliver this programme and discuss and answer questions children may have. Parents are invited in to hear about this programme and view the resources we use and talk to teachers about it. Parents do have the right to withdraw children from this programme if they so wish.

RELIGIOUS EDUCATION

The school is a Community School and not affiliated to any particular religious denomination. We follow the agreed Religious Syllabus for Lincolnshire published 2012, which may be examined on request, from the Head teacher. Parents wishing to withdraw their children from religious education and acts of worship on grounds of conscience may apply to the Head and arrangements will be made. Assemblies will be conducted by the Head Teacher, school staff or invited speakers. The Vicar of St Denys' Parish Church visit school regularly and conduct Collective Worship.

The Lincolnshire Agreed Syllabus aims to:

- Provide opportunities for all pupils to learn and achieve.
- To promote pupils' spiritual, moral, social and cultural development.
- To prepare them for the opportunities, responsibilities and experiences of adult life.

Parents, families and friends are invited to join us at any time for assemblies especially on Fridays for achievement assembly and for class assemblies.

EXTRA - CURRICULAR ACTIVITIES

A wide range of activities is available to children in Key Stage 1 and 2. Clubs are held both during the lunch hour and after school. Please see our website to look at the range of activities on offer.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

We strongly believe in equal opportunities for all our children and we are able to support the inclusion of all children with additional needs. Children may have either short or long-term special educational needs. These individual needs will be identified at the earliest possible stage and individual programmes will be put into action to help the children concerned. Parents will be consulted by the class teacher as soon as concerns are apparent and they will be encouraged to work with the school to help their child.

Individual programmes will be designed and reviewed in line with the 1993 Education Act and the Code of Practice for Special Educational Needs. This is often all that is needed but occasionally a child's needs may require more than is routinely available in school. In these cases support may be required from outside agencies such as Educational Psychologists, Learning Support Services, Speech and Language Therapy Service.

For a few children Health Care Plans may be necessary. Please see our website for more information on this and what we offer as a school.

Through child and family support we aim to identify and rectify barriers to learning. We aim to do this by implementing short or long term intervention programmes, setting targets, monitoring progress and providing guidance through Special educational needs and learning mentor. By working together with parents and carers we can help children to develop strategies and skills to enable them to make positive choices and reach their full potential.

EQUAL OPPORTUNITIES

Every child has an entitlement to equal opportunities in education.

Our objective is to educate, develop and prepare all our children, whatever their sex, colour, culture, origin or ability for life in Britain.

Any form of discrimination will be dealt with firmly as discrimination of any sort is unacceptable in our community.

SCHOOL PROCEDURES

1. All children are expected to wear school uniform.
2. Children should not arrive before 8.40 am as there will not be anyone to supervise in the playground before this time.
3. Please notify us by telephone or in writing of any change to collection arrangements for your child.
4. We are a healthy school and you can help us with this by encouraging fruit and vegetables to be eaten as mid-morning snack. We have a healthy tuck-shop in the morning. Under the National Fruit in Schools scheme all Foundation and Key Stage 1 children are provided with a piece of fruit daily at no charge.
5. Children are always encouraged to bring things into school to show their teacher to enhance their learning experiences but they must be clearly labelled. It is not really appropriate to have toys in school as they get easily broken and lost. Unfortunately we cannot take responsibility for anything of this nature brought into school, which is lost or damaged.
6. If children are going to be absent from school Parents must ring in before 9am on every day of absence and leave a message on the absence line or speak to member of the school office.
7. We have a clear jewellery policy which allows
 - Watches
 - Plain stud earrings.
 - Religious /Medical necklaces (which must be under clothing.)

Any items brought into school are the child's responsibility. The school will take no responsibility for loss or damage.

BEHAVIOUR POLICY

We aim to provide a caring, supportive and secure environment for all. Parents and carers are involved in dealing with unwanted behaviour from the very beginning. The emphasis is on consistent, positive strategies.

We work positively with our children and encourage them to follow these rules. Good behaviour is consistently reinforced with rewards and sanctions in accordance with our behaviour policy which is in detail on the school's website.

Staff aim to work closely with parents to develop consistent strategies which can be adopted by home and school.

We expect everyone, children and adults, to be polite and respectful to others. We encourage pride in the classroom, the school and the environment.

SCHOOL RULES

Our school rules form the basis of our behaviour policy.
The school's 'Golden rules' are:

- We are kind and helpful
- We listen
- We are honest
- We work hard
- We look after property

HOME/SCHOOL LEARNING

Home/School Learning is a fundamental part of the children's learning experience. It aims to strengthen the partnership between Home and School. We hope you will enjoy spending time with your child on this experience.

In parents are encouraged to support their children's education at HOME with:

Library books
Reading
Maths games and activities
English activities.
Projects
Phonics and spellings
Investigations

SCHOOL COUNCIL

Our School Council consists of a selection of children from Reception age to children in Year 6. They are voted in to the Council by their classmates. We meet regularly to discuss important issues in our school and the outcomes of these meetings are shared and discussed with the rest of the school and the staff. The School Council are responsible for working out ideas for positive change and negotiating with others to bring about the changes.

LUNCHTIME

From September 2014 all children in Reception, Year 1 and Year 2 will be entitled to a universal free school meal under the Government universal meals policy. Here at Church Lane Primary School & Nursery it was voted by parents in 2014 to make it hot meals compulsory for all children in Reception, Year 1 & 2.

KS2 PACKED LUNCH

You are asked to supply your child with a well balanced packed lunch and drink. Drinks must not be of the 'fizzy' variety and should be contained in a plastic bottle or flask. Sweets/Bars of chocolate are not allowed in school.

HOT MEAL

You may choose a hot meal, consisting of two Courses, bread and a drink for your child. Our hot school meals are provided for by a local company, Farm Kitchens. Meals are ordered directly between parent and farm kitchen (see leaflet provided by the school).

The school hall is used for all hot school meals. All KS2 children eat their packed lunch in their classrooms/hall. During the remainder of the lunch time children go out to play, again under the supervision Midday Supervisors.

If outdoor play is not possible due to bad weather, the children are supervised by Midday Supervisors in their classrooms.

TUCK SHOP

We aim to promote a healthy lifestyle, including healthy eating habits & Fair Trade. A mid-morning Tuck Shop is run by Key Stage 2 children where healthy snacks are on sale at a cost of 20p-50p.

BREAKFAST CLUB

We offer a breakfast club from 8am in the morning till the start of the school day and activities are available till then. We provide a selection of cereal and a cold drink. For the prices and further information please contact the school office for Breakfast and other wrap around care we may offer services.

NUTCRACKERS AFTER SCHOOL CLUB

Our after school club runs daily during term time, 3.00pm-5.50pm.

All children in the school are welcome, from Reception up to Year 6. (You must fill in an application form for each child you wish to attend, so that we have correct up to date contact details and allergy information etc.)

The after school club is based in the Nursery unit and is accessed by going around the back of school.

Costs

£6.50 for full session (including snack and drink on arrival and tea)

£3.00 for hour session, up until 4.00pm (this includes snack and drink on arrival)

Activities

This is a child-led club with lots of activities on offer. Friday is Movie Night at the Nutcrackers. Children will need to be collected by no later than 5.30pm on a Friday night.

SCHOOL VISITS

Whenever possible we use the immediate environment of the school to support the curriculum. These visits are usually on foot with the class teacher supported by non-teaching staff and volunteers and will not require any financial contributions.

The school governors have decided all educational visits further a field must be covered by a voluntary contribution or they may not take place.

The costs of such visits will be calculated in advance.

Parents will be notified, in advance, of a visit and will be told the nature of the visit and the voluntary cost per child.

On the basis of this information a decision will be made as to whether the visit can take place, dependent on whether the contributions will cover the full costs.

We believe school visits make a significant contribution to a broad and balanced curriculum.

Please see our Charging Policy on the school website for more information on this.

COMPLAINTS PROCEDURE

Wherever possible, concerns expressed by parents and others about the school curriculum or related matters, will be dealt with in the first instance by informal discussion with teachers or the Head.

However, there may be occasions when such concerns cannot be resolved informally and, under the terms of the 1988 Education Reform Act, the County Council has set up a formal complaints procedure which offers a readily accessible and clearly understood route in order for Complaints of this nature to be pursued further.

A document setting out this procedure is available for inspection at the school and a copy can be obtained via the school website.

MEDICAL ARRANGEMENTS

Parents are informed of any treatment required after the usual dental, visual, audio and medical examinations.

Medicines

Prescription medicines can be administered by a member of school staff provided that the parent/carer has filled in an Administering Medicine form which can be obtained from the school website or school office. Please see the Administering Medicine Policy for more information on the school website.

In the case of chronic illnesses such as diabetes, epilepsy, asthma we have a Medical Conditions Policy and Individual Health Care Plans will be completed with the parent/carer, appropriate medical staff and the school staff.

Head Lice

Advice from Lincolnshire Health Authority reminds parents that it is their responsibility to check their children's hair on a daily basis. When washing the hair with ordinary shampoo, comb out the tangles with a normal comb. Then with the detection comb, comb through the hair keeping the teeth of the detection comb in contact with the scalp at all times. Repeat this all over the head checking the comb after each stroke. Treatment should only take place when a living, moving louse has been found.

If a member of staff sees live lice on a child the staff member will speak to the parent/carer privately. Treatment is available from GPs and chemists. Children are still to attend school whilst lice are evident.

PERSONAL ACCIDENT INSURANCE

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

GETTING TO SCHOOL SAFELY

If your child walks to school make sure he/she knows to

- Stay with an adult
- Use the footpath
- Cross the road safely using Zebra crossings, pelican crossings, or the lollipop lady where possible.

If you bring your child to school by car please remember

- To ensure he/she wears a seatbelt with age/height appropriate car seat

- The area around the school becomes very congested therefore take extra care
- Please note the school car park is for **staff parking** only. Parents may use the lay-by or park at alternative car parks in town.

Please do not walk through the car park, remain on the path.

In the interest of the children's safety please note parking on the yellow zigzags outside of school is prohibited.

PARENTAL SUPERVISION

Before and after school children in your care must be supervised closely on school premises. They must not be allowed to roam unsupervised or to use school equipment such as the Trim Trail or football pitch.

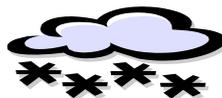
PLEASE REMEMBER



NO SMOKING ON SCHOOL PREMISES



NO DOGS ALLOWED ON SCHOOL PREMISES



SEVERE WEATHER or SCHOOL CLOSURES

BBC Radio Lincolnshire and Lincs FM broadcast schools information at a quarter to and a quarter past every hour. Normal broadcasting starts at 6 am but during severe weather they go on the air at 5 am. You will be informed by text if there are any school closures.

SCHOOL OFFICE



Please notify the Office Staff of any changes in circumstances e.g.

- Address
- Telephone number- especially mobile number as we use a text messaging service
- Work places
- Contact numbers
- Any changes in family circumstances
- Any pick up changes

SCHOOL UNIFORM

We expect all children to wear our school uniform and our school PE kit. It is important from starting school to develop a sense of belonging and of pride in our school.

Our school colours are red, green and grey. Order to be placed through Nationwide Uniforms on line service; the school **DOES NOT** hold any uniform. There is a uniform list included at the end of the school prospectus.

Shoes should be black sensible (not high heels) and should offer support for growing feet.

The school does not take any responsibility for any loss or damage to school uniform, PE kits or any items. All belongings are the child's responsibility.

IDENTIFICATION OF PROPERTY

Please ensure all clothing and belongings are clearly marked with your child's name.

GENERAL ENQUIRIES

The Office Staff will always be pleased to help parents with any general enquiries.

PE KIT

All children require our school PE kit. A PE bag is required, which should contain the following:

- School logo PE T-Shirt- plain white
- Shorts- red
- Plimsolls and/or trainers

PE kit should remain in school during the week in case of impromptu, additional lessons.

In winter for Games sessions Key Stage 2 children are able to borrow a school tracksuit if required but must be returned after use.

FREE SCHOOL MEALS

Free Hot school meals are available for the children of parents who receive certain benefits; please can every parent complete the registration form which is available from the school office.

ABSENCE/PUNCTUALITY

See SCHOOL PROCEDURES, POINT 6

Unexplained absences will be checked by the School Attendance officer. They will first try and make contact with you via telephone and where necessary a home visit may be deemed appropriate.

Please see the full Attendance Policy on the school website for more information on this. The Policy contains all of the information on holidays/absences within term time and school procedures if parent do not make contact if their child is off school.

Please do not send children to school before 8.40 am unless they are attending the Breakfast Club.

The school day officially begins at 8.45 am and persistent late arrival is unacceptable and will be addressed by the Attendance Officer.