



'Being the best we can be with God'

School Prospectus 2020 - 2021



CONTENTS

CONTENTS.....	2
1. HEADTEACHER'S INTRODUCTION	4
2. SCHOOL DETAILS AND CONTACTS.....	5
3. A WORD FROM OUR RECTOR.....	6
4. OUR SCHOOL	7
5. SCHOOL GUIDING PRINCIPLES.	8
6. SCHOOL ETHOS AND VALUE OF THE SCHOOL.....	9
7. THE CURRICULUM.....	11
The School Curriculum	11
Literacy.....	11
Mathematics.....	12
Science.....	12
ICT.....	12
The Foundation Subjects	13
Music.....	13
PE and Sport.....	13
Religious Education and Worship.....	14
PSHE & Citizenship	14
Enhancing the curriculum.....	16
Homework.....	16
Transition from nursery to school.....	16
Transition between key stages and classes.	17
8. CHILDREN WITH SPECIAL EDUCATIONAL NEEDS	18
9. GENERAL INFORMATION ON THE SCHOOL DAY	19
Admissions.....	19
The School Day.....	19
School Closure	20
Charging and Remissions.....	21
Visits & Insurance Arrangements.....	21
Parental Concerns/complaint arrangements.....	22
Behaviour	23



Inappropriate Behaviour	23
Uniform	24
School Meals	25
Illness and Accidents	26
Absences	28
Child Protection	28
Parent Volunteers and Friends of St Lawrence	29



1. HEADTEACHER'S INTRODUCTION

Dear Parent/ Guardian,

Welcome to St Lawrence Church of England Primary School

Thank you for entrusting your child into our care.

This prospectus has been prepared to help you understand the organisation of our school and its aims. The children, parents, staff and governors are very proud of our school, its family atmosphere, the achievements of the children and its place in the local community.

We are all striving towards the same goal, seeking to meet the best interests of the individual children in our care. We aim to create a happy, spiritual, secure environment where children can learn with enjoyment and we hope that by good example they will grow up to be respectful, courteous and caring of each other and other people.

For children to realise their full potential a partnership between home and school is essential. Close co-operation between parents and teachers is a long established tradition at our school of which we are proud.

Should you require any further information about the school, please do not hesitate to contact us. We will be happy to be of help in any way we can.

Yours Sincerely

*Miss Helen Osterfield
Executive Headteacher*



2. SCHOOL DETAILS AND CONTACTS

Name: St Lawrence CE Primary School
Address: Preston-Upon-the Weald Moors
Telford
TF6 6DH

Telephone: 01952 387780
Email: a3091@telford.gov.uk

Executive Headteacher: Miss Helen Osterfield
Head of School: Mrs Alison Moore

Chair of Governors: Mr Paul Evans





3. A WORD FROM OUR RECTOR

Dear Parents

On behalf of St Lawrence's church I would like to welcome you to St Lawrence Church of England Primary School.

There have always been very strong links between St Lawrence's church and the school from the days when the first school was founded in the 19th century to the present day. These continue with the foundation governors appointed by the dioceses, the weekly school worship taken by the rector, the various school Services held in the church, and using both the building and the priest as a resource for worship, RE and other subjects.

The Christian faith contributes an important part to the ethos of the whole school as we try together to develop each child's character and full potential.

I know that you and your family will be very happy at St Lawrence's and look forward to working in partnership with you!

Reverend H Morby



4. OUR SCHOOL

The school is situated in the village of Preston-upon-the Weald Moors (which is north of the market town of Wellington) about 6 miles from the town centre of Telford in Shropshire. As such, the school enjoys a semi-rural setting and is surrounded by open fields and extensive countryside. The school was founded by the Church of England to provide an education for the children of the Parish of St Lawrence and has Voluntary Controlled Status. Our catchment encompasses the Parish of St Chad's, Kynnersley and the children of both this and St Lawrence Parishes are guaranteed a place at the school by the governors. Many children travel from outside this catchment to attend the school.

Our building comprises the original Victorian building with a modern extension providing excellent facilities. There are three classrooms.

The Reception and Year 1 and Year 2 class incorporates a large, enclosed outdoor classroom, this leads into its own 'forest school' wooded area. This classroom has been designed to enhance the Foundation Stage learning requirements.

Class 2 and 3 are in a demountable building along with their own toilet facilities, cloakroom and a reference library.

The hall in the main building is used for whole school worship/ assemblies, PE and drama, peripatetic music teaching and visiting artists as well as for lunchtime for dining. The Hall is also used by Acorns who provide before and after school club.

The main building is on one level, accessed by a double door with ramp. There are two disabled toilets and adequate space to modify the rooms appropriately.

The demountable classrooms are accessed via a ramp or steps.

The school has produced a detailed Accessibility policy (as required under the Disability Discrimination Act 1995), which is available from our website or from the school office).

The children are taught in mixed age classes. Class 1 has Reception, Year 1 and Year 2 children; Class 2 has children in Year 2, 3 and Year 4 children; Class 3 has Year 4, 5 and 6 children. We are proud to be a school which serves individuals learning needs. It is for this reason that we split years 2 and years 4. It is at these times when children have different learning needs. We work very closely with families in order to place children where they will make the most progress.



5. SCHOOL GUIDING PRINCIPLES.

Vision/Intent

Through 'The St Lawrence Way' we will engage, excite, empower and inspire all to **be the best they can be with God** equipping them for today, tomorrow and the future.

Motto

"Being the best we can be with God"

'For I know the plans for you,' declares God, 'plans to prosper you and not harm you, plans to give you hope and a future.' Jeremiah 29:11

Values

Through 'The St Lawrence Way' we will explore our vision, intent and Christian values.

Listening and Learning = Perseverance and Courage

Respecting and Caring = Respect and Justice

Trusting and Forgiving = Trust and Forgiveness

Helping and Supporting = Generosity and Service

Smiling and Inspiring = Friendship and Compassion

Mission/Implementation

Through the 'St. Lawrence Way' we will....

- Design a curriculum that: recognises children's prior learning, providing first hand **learning** experiences, allowing the children to build resilience and become creative, critical thinkers who will go on to be lifelong learners.
- Recognise every child as a unique individual. We teach the children to be tolerant and accepting of one another whilst understanding and **respecting** difference and diversity, knowing that all have been created in the image of God.
- Provide **inspiring** enhancement opportunities that engage children in their learning, encouraging investigative and enquiring skills where there are no limits to curiosity and there is a thirst for new experiences and knowledge.
- Promote lifelong Christian values by **helping and supporting** our children to contribute successfully to their local community and the wider, increasingly complex national and global community is an integral part of our curriculum offer.
- Foster a Christian community whereby everyone feels valued and has a strong sense of belonging building upon strong, **caring** relationships that are based on mutual respect; demonstrated through courtesy, forgiveness and reconciliation.
- Value the community to which we belong by **listening** to adults and creating



opportunities for the pupil voice to be heard, providing support for good mental health and the wellbeing of all in our Christian community and is central to the ethos of our school.

- Instil core Christian values through our collective acts of worship by **trusting** our children to make positive choices, supporting the strong moral sense of right and wrong, having a very positive impact on pupils' outcomes and behaviour.
- Raise aspirations and engender a sense of personal pride in achievement, providing purposeful and relevant learning opportunities ultimately helping every child to find their strengths and interests by promoting a **smiling**, happy culture for the children.

Our School Prayer
Loving God
Help us to work together
To look after our school
And share what we have
So that everyone has what they need
Help us to build a better world where each of us is the best person we can
be.

6. SCHOOL ETHOS AND VALUE OF THE SCHOOL

Helping and Supporting

At St Lawrence we aim to ensure that every child and their family enjoy all aspects of school life. We place great importance on children being happy and in working together as a community. This includes St Lawrence Church, local residents, health professionals and police, parents, carers and extended family, as well as other children and school staff.

Respecting and Caring

All members of this community work as a team to ensure that children learn through caring and supportive relationships with one another in a safe and purposeful environment.

Smiling and Inspiring.

We believe that it is through creativity and first-hand experience that children learn best. We strive to make sure that children are enthusiastic about their work and motivated to learn. We recognise that children need to be in the correct emotional state to learn and work together with families to support one another in this. We want communication with parents and all school partners to



be open, honest and supportive so that we can celebrate achievements and work together in times of difficulty.

Listening and Learning

At St Lawrence we value all pupils equally and educate each pupil to achieve their full potential, no matter where their talents or interests lie and regardless of children's abilities. They are all entitled to the very best education. We have high expectations of all children and encourage them to have high expectations and aspirations for themselves too.



7. THE CURRICULUM

The School Curriculum

At St Lawrence we aim to foster an environment in which the children can feel secure and happy, and which stimulates their development intellectually, socially and through spiritual, moral skills and awareness. All classes are supported by teaching assistants who work with groups or individuals, as directed by the teacher. Work is differentiated in all subjects (i.e. activities are matched to every child's needs) on a group or individual level to account for the different age groups and abilities of pupils in the same class.

The core subjects of English, Maths, Science and ICT, together with PE, RE, PSHE & Citizenship and Music are taught throughout the year. The foundation subjects of history, geography, art, music and design and technology are taught in a rolling half termly programme and wherever possible appropriate subjects are linked together to create a skills based curriculum. The school have a 3 year rolling programme of study which ensures the children have a rich, broad and balanced curriculum which inspires them towards further study.

Religious Education is taught in accordance with current legislation and the recommendations of the Local Authority and the Lichfield Diocese.

All curriculum policy documents and schemes of work can be viewed on the website or a paper copy can be requested at the school office.

Literacy

We aim to develop the children's skills as speakers and listeners, readers and writers through the implementation of the national curriculum. At St Lawrence we allow additional time for extended writing and independent reading. We firmly believe in promoting reading, not only as an important skill but as an enjoyable leisure activity. We encourage parents and friends to share in daily reading activities as children greatly benefit from this developing partnership. This balanced approach includes developing children's understanding and enjoyment, their phonic skills, their basic reading vocabulary and their ability to make informed selections of books.



Mathematics

We implement the National Curriculum with the aim of developing a range of mathematical skills which include using and applying maths through number and algebra, shape, space and measure and handling data. We encourage pupils to learn these skills via independent learning activities, problem solving and using a various calculation methods. Multiplication tables are encouraged to be learnt from the very beginning of school!

Science

In Science there are four areas of development:

- Experimental and Investigative Science which develops the practical skills of investigating and experimenting through prediction, observation, recording of results, and use of appropriate apparatus. These skills are used to investigate the three remaining programmes of study which are as follows:
- Life processes and living things
- Materials and their properties
- Physical Processes

Children are encouraged to learn about the world around them from reception and to apply these skills as the curriculum builds. Questioning, exploring and investigating are all life skills which will deepen their scientific understanding.

ICT

All pupils have a wide range of technology equipment available to support and enhance their learning throughout the primary years.

Each class has multi-media PCs, android or ipad devices and smart tablets. All classes are equipped with an interactive whiteboard. There are opportunities for all children to use the internet and children are introduced to e-mail. All pupils regularly use digital cameras and video cameras. E-safety is paramount and the children receive lessons in e safety awareness from staff and from visiting police officers and the NSPCC. The school follows the NSPCC PANTS code. <http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule/>



The Foundation Subjects

History, Geography, Design and Technology and Art are taught in blocks throughout the year to ensure that the children are provided with the appropriate range of experiences as set out in the National Curriculum. We ensure that links are made whenever possible between all subjects by working on a 'theme' each half term. This allows children to use their skills and knowledge across the subjects such as using a history context in literacy and art lessons. The termly theme is produced as a topic web for parents on our website.

Music

Music plays an important part in our school! We value the singing expertise in school and the children take part in singing assemblies each week. Children engage in musical activities as part of their learning. It is an important part of the early years and develops through their school years. Children also have the opportunity to have music tuition in school. We have been learning the violin and brass recently.

PE and Sport

We aim to ensure that the pupils understand and appreciate the benefits of physical activity. We teach a range of additional games and games skills throughout the year. All children in class 2 have the opportunity to take part in 10 weekly swimming sessions, in the spring term. The PE co-ordinator works closely with other sports providers, including Adams Grammar and the local authority sports partnership through a three year sports initiative that will ensure that the pupils within our school have the opportunity to participate in a wide range of activities that we would otherwise be unable to offer, for example, golf sessions and rugby coaching. Due to the small size of our school hall we plan to make the best of outdoor PE opportunities and indoor sessions are used for group work and workshops, including dance and gymnastics. We also have extra-curricular sporting activities. WE use our sports premium monies to provide expert tuition coaching for all the children twice a week. We also use the coaches to run lunchtime and afternoon clubs twice weekly. These activities change according to the children's choice.



Religious Education and Worship.

We have been judged as an OUTSTANDING SIAMS school

Religious Education is provided in accordance with current legislation and the recommendations of the Local Authority and the Lichfield Diocese. We encourage the children to develop a caring attitude in empathy with the Christian ethos in accordance with our role as a Church of England school. We have a daily act of worship through which we aim to:

- Develop a sense of belonging and community
- Promote the children's spiritual and moral development
- Develop a sense of awe and wonder and provide opportunity for children to reflect and question
- Offer a foundation through which children can discover a faith or belief on which to base their life.

Worship takes place during whole school, key stage and class assemblies. We visit St Lawrence Church each week for an assembly led by our Rector Rev. Ward, and celebrate Harvest, Christmas and Easter festivals there. The Foundation Governors play an important role in the life of our school, they regularly talk to the children about their spiritual education.

Parents have the right to withdraw their children from assemblies and from all or part of religious education.

PSHE & Citizenship

Personal Social Health Education is all that a school undertakes to promote the personal and social development of its pupils.

Through our PSHE & Citizenship lessons we aim to:

- Equip pupils to be personally and socially effective members of a wider society.
- Develop pupils' self-esteem and personal responsibility
- Prepare pupils for the challenges, choices and responsibilities of work, employment and lifelong learning
- Empower pupils to participate in their communities as active citizens and to develop a global perspective
- Assist pupils to live healthy and fulfilled lives
- Foster and encourage positive attitudes and behaviour towards the environment and the principles of sustainable development locally, nationally and globally
- Consider and learn about important health issues that may impact on their lives and the lives of others.



Personal Social Health Education

The governors and staff believe it is important that children are well-prepared for adulthood and that it is important to support parents in this sensitive task from the time the children start with us to the time they leave. We have a sex and relationships education policy within school and the materials used for the teaching of this subject have been viewed and approved by parent governors. We believe that the school sex-education programme should support parents in their role in providing appropriate information at each stage of learning as part of the curriculum. The school draws on the expertise of the school nurse when Year 6 study more specific aspects of the physical and emotional changes which are a natural part of growing up. This is an integral part of a science theme on living and growing. The programme is undertaken every year and parents are invited into school to discuss this programme and view the materials before it is undertaken.

Parents have the right to withdraw pupils from all or part of the sex education programme except that which is part of the science curriculum.

STAR- This is a drugs awareness and personal development programme for Year 6; it is taught every year in partnership with the Community Police Service. Again, parents will be invited to view the materials before they are used with their children. This area is taught at an appropriate level for the children both in terms of age and maturity.

We ensure that the children are safety aware and e safety aware and have visits from the local police and other agencies.



Enhancing the curriculum

We aim to provide additional activities to enhance the curriculum.

These include:

An annual theatre visit for all pupils

Visits and activity days linked to history, geography, art or D&T themes

Books weeks and Book Fairs

Visiting Authors

Harvest, Christmas and Easter celebrations

Focused weeks of activity e.g. Arts Week

At various times of the year we are able to offer a range of out of school clubs, e.g. netball, music and craft clubs, led by both staff and outside agencies who have been DBS checked. We are also lucky to have parents who volunteer to organise after school activities.

We actively encourage pupils to think of those in need and support a number of charities, e.g. Barnardo's collecting boxes, NSPCC, Christmas parcels for children in other countries and charity appeals such as Children in Need and Blue Peter appeals.

Homework

We believe that the education of your child is based on a joint responsibility by school and parents to support them in all aspects of their learning.

Homework is a way of consolidating work taught in class and for involving parents in their child's education. The amount of homework varies and tends to increase as the child gets older. We strongly recommend you read with your child for at least 10 minutes each evening from an early age. Weekly spellings are given where appropriate. Your child's teacher will set work that is relevant and pertinent to the class topic and area of study.

Transition from nursery to school.

When your child has a confirmed place at St Lawrence we arrange for the reception teacher to visit your child in their nursery setting/ or at home. This visit is to meet your child and their key worker to gain valuable knowledge about your child's learning and development. After this visit you are invited to school for 3 separate sessions so that your child feels more comfortable.

The children are also buddied up with a child who will be in year 6.

Your child will start the first week of school mornings only. These sessions are 8.45 - 12.00.pm



Transition between key stages and classes.

At the end of the Foundation Stage, children move in to Year 1. The children remain in Class 1 with the same teacher and so the adults working with your child at this time have a very good understanding of your child and their individual needs. Children too have the security of a familiar environment and staff.

When children move between classes care is taken to ensure that children and parents feel comfortable with their child's class teacher and that all information is shared.

Pupils transfer from KS1 to KS2 at the end of the school year in which they are seven years old (when moving from Year 2 in to Year 3). Teachers work very closely together to enable the transition between key stages to be smooth. Children spend time with their new teacher in the Summer Term before transferring.

Some of our year groups are split over classes, because we recognise that children develop and learn at different rates.

At the end of the primary years the pupils transfer to a number of different secondary schools within the area. During Year 6 (the year in which your child becomes 11), a 2-4 day period will be set aside when the children are given the opportunity to visit their chosen school as an induction for the following September.

Staff from some of the secondary schools will make visits to the school in order to discuss this process.

Records and any other relevant information are passed on to the relevant schools. Every effort is made to ensure a smooth transition between primary and secondary school.



8. CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

The school endeavours to identify children with Special Educational Needs, whether they need extra support due to learning or physical difficulties, and also if your child has exceptional gifts or talents in areas of learning, as soon as is possible. Please see the new code of practise and our Special Educational Needs offer on our website. This is also available as a paper copy on request.

We will always work closely with parents when it is thought that a child needs additional support with learning. Parent views will always be sought. These children may be supported individually or in a small group within their class base as appropriate to their learning needs.

Children who need support through activities above and beyond high quality first teaching are placed on the SEND register. Where children do not make their expected progress despite targeted intervention strategies the school will seek advice from external agencies such as the Learning Support Advisory Teacher (LSAT). Following a report from the LSAT further interventions will take place and other agencies may be called upon to assess and offer support for a child.

The Special Educational Needs co-ordinator, (SENCo) will work together with the class teacher to write an Individual Education Plan (IEP). Outside agencies who are involved with the school include the Local Authority's learning support team, the educational psychologist, the sensory advisory support teachers, speech or occupational therapists.



9. GENERAL INFORMATION ON THE SCHOOL DAY

Admissions

The school's current admissions policy is operated by the Local Authority on behalf of the school, full details of which, together with information about the arrangements, are set out in the Telford and Wrekin information for parent's booklet, a copy of which is held in school. Please also see the school accessibility plan for the admission of pupils with disabilities.

Telford and Wrekin Council has placed admission limits of 13 children in each year group for this school. Once this limit has been reached, the school is deemed full. Parents still wishing their child to attend the school should contact the Admissions Department of the Local Authority (Tel: 01952 380903) who will explain the APPEALS PROCEDURE. The Governors believe that any child living within the parish boundary of St Lawrence should be offered a place in school even if the school is 'full' in the appropriate year group.

The Local Authority will officially allocate the Reception class places during the spring term before your child is due to start school.

The school provides an induction programme for children starting school and works closely with the local playgroup and other settings in order to provide a smooth transition to full-time schooling. Full details of these visits will be given out to parent at our Starting School meeting.

Children start in reception on a half day timetable in their first week. Full details are provided before your child starts school.

For those children who join our school other than reception, parents should contact the Local Authority who process all admissions.

The School Day

School opens	08.45am
Registration	08.55am
Morning session starts	09.00am
Morning session ends	12.00 noon
Afternoon session starts	01.00pm
Afternoon session ends	03.05pm

Length of teaching session for Early Years Foundation Stage and for Key Stage 1 children - 4 hours 45 minutes (23 hours 05 minutes weekly).

Length of teaching session for Key Stage 2 children - 4 hours 45 minutes (23 hours 55 minutes weekly).



There is a morning break of fifteen minutes for all children and an afternoon break of ten minutes for the younger children.

For safety reasons children should not arrive at school before 8.45am. A member of staff is on duty at the end of the day to see the children safely off the premises. For your child's safety we need to know who will be collecting your child from school. On starting school you will be asked for the name of persons authorised to collect your child should you be unable to do so. We also ask you to inform us in writing if there are any changes to those carers previously authorised by parents.

Children will not be released to adults who are not known to the school.

We ask for your consideration of local residents when parking around school and when arriving at and leaving school. Please do not park or turn in driveways. If you can possibly arrange with parents living near you to car share, this would be a great help. The school has developed a Travel to School Plan to try to make access to the school safer, and the local police and community support officers regularly monitor and monitor parking and car speeds in and around the village at these times.

School Closure

In the event of the school having to be closed in adverse weather conditions or any other emergency we will endeavour to inform you of the situation via the Telford and Wrekin website, the school website or the following local radio stations;

BBC Radio Shropshire
Free Radio
Heart FM
Telford FM

In the event that the school has to close during the day, parents will be notified via Parentmail. Please ensure that the school are made aware of any changes to contact numbers as soon as possible.



Charging and Remissions

For visits and activities during the school day, voluntary contributions from parents will be sought. We would like to point out that such activities offered during the school sessions will be very unlikely to take place unless parents offer the suggested level of voluntary contribution. We are fortunate that the Friends provide financial support for the majority of school trips thus reducing the charge for each pupil.

Newsletters are sent out regularly during the term and also contain information about the Friends of St Lawrence and Community events. These letters sent via e-mail using Parentmail, we do send out paper copies to parents not registered with Parentmail.

Newsletter updates are published on our website - stlawrenceprimary.taw.org.uk/

Telford and Wrekin have a Local Authority curriculum statement. Should parents wish to see this document they can contact the Education and Culture Department of Telford and Wrekin Council.

Visits & Insurance Arrangements

The LA's insurance policy is a third party policy which provides cover against "its own legal liability for injury, damage, or loss that might arise as a result of negligence by the Council or one of its servants" The County Council's policy does not cover personal accidents to individual children or theft or damage to personal property. The school arranges a variety of out of school activities and visits to broaden the children's educational experiences and enhance their learning. Some of these form part of the regular routine of our school e.g. visits to St Lawrence' Church, walks around the village. When your child starts school you will be asked to complete a visit consent form which covers all visits undertaken in school time with our locality. For visits undertaken out of school time or which involve coach travel, you will be asked to complete a separate consent form for each visit. Staff undertake pre-visits in order to carry out risk assessments.

Where transport is necessary, coaches with seatbelts will be hired from reputable local companies.

Children will be supervised on all visits in line with LA/DFES recommendations and will be accompanied by teachers, support staff, parent helpers and other adults as deemed appropriate for the visit and the age of the children involved.



Where children are engaged in extended or residential visits, the school arranges personal accident insurance specifically to cover each visit. Details will be given to parents of children participating in these visits.

Parental Concerns/complaints arrangements

At St Lawrence we have an 'open door' policy. Parents are welcome to share concerns, comments and ideas with us at any time. This can be done with any member of staff depending on your needs. We believe that the best interests of the pupils are paramount. To this end we encourage early discussion of problems. We believe that problems can be handled more effectively when a complaint is;

- Made politely
- Received sympathetically
- Dealt with speedily to the satisfaction of all concerned

We have a preferred system of dealing with complaints;

- Minor problems should be taken directly to the class teacher. If you are not satisfied with the outcome please speak to the Head of school.
- More serious complaints should be explained to the Head of school who is available personally / by telephone or via email if absent from school on school business.
- A parent who is not satisfied with this outcome should contact the Chair of Governors in writing c/o the school.
- A complaint may be made directly to the Education Department of Telford and Wrekin Council if you are still unsatisfied with the outcome.

"For all other complaints or concerns parents and others are encouraged to raise them initially with the head teacher (*schools to include other names and status where appropriate*) who will be able to discuss them either there and then or at a mutually agreed time. Should it not be possible to resolve any complaint or concern satisfactorily, in this way, the complaint should be put in writing and sent or given to the head teacher. If you would like assistance in setting out your complaint the school will, if asked, help you to do this, facilitating access to translation services where necessary. The school will then deal with your complaint as follows: -

- formally acknowledge it within five school working days.
- tell you the name and telephone number of the person looking into your complaint.



- respond to it within twenty school working days or, if it is not possible to give you a complete answer, tell you what is being done to investigate and how long it is expected to take.
- tell you if your complaint has to be dealt with under a separate procedure.

If, when you have received your response, you are not satisfied with the outcome of your complaint you can write to the chair of governors (c/o the school) who will arrange for the governing body's complaints committee to consider what you still wish to say.

Thereafter should you remain dissatisfied and want to take the matter further you will be informed of who else you can write to at that time.

A full statement of the school's complaints policy can be obtained from the school.

Behaviour

St Lawrence adopts a positive behaviour policy. This means we place high value on the pupils acting as responsible members of our school and community, coupling self-discipline with a regard for others and a respect for property. We regard discipline as rules for good behaviour which cultivates in pupils an understanding of their actions and decisions, and an acceptance of responsibility for the consequences. We seek to provide a relaxed and pleasant atmosphere where all children can feel safe and secure, where we encourage and reward achievement within a positive and consistent framework for behaviour.

We have a School Behaviour Policy, which outlines in greater detail our expectations of the children's role in developing this community; it includes details of the sanctions we feel are appropriate.

Inappropriate Behaviour

This describes a variety of behaviours which may happen in schools. This might include an incident of bullying. The broadest definition of bullying is **that it has occurred if a victim perceives they have been bullied**. Thus, it can happen once, repeatedly or even not at all except in the perception of the victim. We address this issue by being proactive rather than reactive. Issues such as this are highlighted in assemblies and at the beginning of terms. Through PSHE, RE



and circle times we address specific issues that may arise in a particular class or group.

Parents should contact the school if they believe their child has either behaved inappropriately or has been affected by it. The point of contact for this may be the class teacher or the Head of school.

All concerns will be taken seriously and all concerns will be logged.

Uniform

Our school colours are navy and pale blue.

Navy logoed jumpers or cardigans and pale blue polo shirts are worn by all children, together with grey trousers, skirts or pinafore dresses. Winter socks and tights should be black or grey only please. Should girls need to wear boots in the winter these should be plain and black for preference.

During the summer months girls may wear pale blue gingham summer dresses and white socks, boys and girls can wear grey school tailored shorts. Shorts are to be worn with pale blue polo shirts.

The school can supply knitwear, polo shirts and other items with the school logo on. Orders are taken at various times during the year, uniform can be ordered from the school office.

For safety reasons, flat -heeled shoes are most appropriate for school. Black shoes for preference. The wearing of jewellery is discouraged, except for watches and stud-type earrings - which should be removed or covered for PE. We ask that the children **do not** wear trainers with their school uniform.

A change of clothes is required for PE

Autumn/ Winter PE kit - plain white short sleeved T-shirt, plain navy tracksuit or jogging bottoms, plimsolls or trainers with grip, socks.

Summer PE kit- plain navy shorts and plain white short sleeved T shirt, plimsolls or trainers with grip.

We can order white polo shirts with an embroidered school logo.

Please ensure that PE kits **do not have colours, logos or decorative stripes etc on them.**

As storage is limited, kit should be in a **small** named drawstring bag. No bulky bags please.

If your child wears laced shoes, please ensure that your child can tie laces!

All clothing should be clearly marked with your child's name at all times.



Please adhere to this uniform code.

Lost Property

If an item is lost, please report it to your child's class teacher who will make every effort to locate it for you. However, we cannot emphasise enough the importance of having all items clearly labelled with the child's name.

Personal Possessions

Toys and personal possessions should not be brought into school unless for a specific project or on a designated day. If toys or cards are seen inappropriately in school they will be kept safely in class and returned to you at the end of the day.

School Meals

The children eat their lunches in the main building, or in warm weather outside. They may choose to eat a school lunch, or they may bring sandwiches. For children in key stage 1 (Reception to year 2) a Free School meal is funded by the government. For those children in Key stage 2 taking a school lunch, dinner money should be paid weekly on Mondays for those dinners to be taken during the week. The cost of school meals is £2.20 per day which is payable by cheque to Telford and Wrekin Council or in cash. The dinner money should be brought to school on a Monday or Friday, in a sealed envelope with the child's name clearly marked. Alternatively, you can pay on-line at Telford & Wrekin school meals. Any absence is credited to you when your child returns. Non fizzy drinks brought to school please. Drinks by children taking sandwiches should be in unbreakable containers for safety reasons.

Break times

St Lawrence is proud to be a healthy school and so we ask that children **do not** bring in sweets, chocolate or cake into school to eat at break times. Please provide a healthy snack such as fruit or vegetable sticks. Key stage 1 children are all part of the government fruit and vegetable scheme and receive a free piece of fruit or small vegetables each day. Birthday treats will be shared at the end of the school day for children to take home.

Water

Children are actively encouraged to drink water throughout the school day. Water bottles are for sale in the school office. Please mark your child's bottle clearly with their name.



Break and Lunchtime Supervision

At St Lawrence we recognise that not all children want to run around to relax! The children have access to the 'quiet garden'. This spiritual area is for quiet reflection and quiet play/ reading or just enjoying the plants, fruits and vegetables. The children also have access to the library, where they can read quietly.

During morning break times at least two members of staff are on duty. At dinnertimes the children are supervised by at least three lunchtime supervisors. We have a large range of outdoor play equipment, large climbing apparatus and a climbing wall.

The older children are trained as Jumping Jaxx, specially trained to play games and model positive playtime behaviour to younger children. In addition, Reception children have a 'buddy' when they start school. They meet their 'buddy' the previous term so that they have a familiar face on the playground when they start school. The buddies will also help the reception children with their school lunches.

In all instances, if an incident or accident occurs, the matter is reported to the Head, Lead Teacher or First Aider and dealt with accordingly.

Illness and Accidents

All children when admitted to school must give at least two emergency contact numbers so that should the need arise for us to send a child home due to illness or in case of an accident. Please make sure that school is notified of any changes in contact numbers. A number of staff have completed first aid training. Where serious injury is suspected an ambulance will be called and the parents will be notified as soon as possible. You will be informed of minor injuries such as bumps to the head by a note that explains what has happened.

Infectious diseases should be notified to school as soon as possible. Children suffering from an upset stomach or feeling generally unwell should not be sent to school and of course any infection can be spread to others. It is important that children are kept at home for at least 48 hours after the last bout of sickness or diarrhoea.

When starting school, parents are asked to identify any allergies their child may have. This is very important as the school endeavours to give the children as many opportunities to touch and taste different foods and materials.

All staff have regular update training in Asthma Awareness, Epilepsy training and Epi-pen training.



Medicines

School can only administer prescribed medicines from a Doctor which have the child's name and dosage printed on the bottle. If your child needs three doses per day, parents should give doses at home (before and after school, with a final dose at bedtime). Medicines should only be kept in school if the doctor has prescribed four doses per day. Parents should fill in a permissions form from the school office in these circumstances.

We are unable to administer over the counter Cough mixtures/ Calpol etc.

On starting school you will be asked to identify any allergies your child may have. Children who require inhalers will keep them accessible at all times and should know how to use them. The child's name should be clearly marked on the inhaler and the school should be informed of details of the asthmatic condition. These will be sent home half termly for renewal.

The school has an asthma policy which states the children who require inhalers should keep them accessible at all times. The inhalers are kept in a plastic box with a photograph of the child on the front and the box is clearly marked with the child's name, the box is then kept with the child at all times. Parents will be asked to sign an Asthma Care Plan.



Absences

St Lawrence has an excellent attendance record of which we are very proud.

If your child is going to be absent from school for any reason please can you notify the school as soon as possible. Authorisation will not be given for an annual family holiday unless there are EXCEPTIONAL circumstances. Absences which are unauthorised will be recorded as such - parents should be aware of the following guidance from DCSF:

Any holiday taken without a grant of leave of absence from the school will be recorded as an authorised absence which may be subject to a penalty notice fine of £50 per parent per child. This will increase to £100 if not paid within 28 days. Thereafter, failure to pay the £100 fine within the period 29 to 42 days may result in court action.

Any requests for absence should be completed on an absence request form to the head of school at least two weeks in advance.

Child Protection

At St Lawrence CE Primary School, we recognise that your child is your responsibility and their safety and wellbeing your concern. We wish to work in partnership with you, and we will share successes with you, and discuss with you any concerns that we may have.

Since your child's welfare is also our first priority, there may be occasions when our concern for your child means that we have to consult other agencies. We will endeavour to contact you in the first instance, and share our concerns and, where possible, seek your consent to a referral being made to Family Connect.

However, this will only be done where we believe that such discussion will not place your child at further or increased risk of significant harm. The welfare of the child will be paramount and will override any considerations where we consider that to be the case.

The procedures we follow are those laid down by the Telford & Wrekin Safeguarding Children Board. The school has adopted both Child Protection and Anti Bullying Policies for the safety of all.

Safeguarding is described in Government Guidance as:



"Making sure that children grow up in safety and in a way that they are cared for; protecting them from harm or ill-treatment; making sure that their health or development is not damaged in any way and doing this in a way that means that children have the best possible chances in life."

If you would like to know more about our procedures or policies, please speak to the Executive Headteacher.

Designated Child Protection Leads in St Lawrence are:

Miss Helen Osterfield

Mrs Alison Moore

Mr Laith Al-Asmar

The child protection governor is:

Mrs Helen Ashby

Parent Volunteers and Friends of St Lawrence

Parents are automatically part of Friends of St Lawrence. We do have a wonderful committee that support fundraising in the school but they are always looking for volunteers to support the wide and varied activities that take place throughout the year. Meetings are held regularly through the year and published on the website.

There are many occasions when we like to welcome adult supporters in school. Our parents and families have a wide range of talents and we like to utilise them! Before we can invite adults into school we ask that all volunteers complete a DBS check. This is a web based safety check process. To be involved in school life you will need to have obtained DBS clearance first. Please contact Mrs Care or Mrs Stevens in the school office. We look forward to welcoming you into school to be part of the team!

"I hope this gives you a flavour of our happy school. We look forward to meeting you and welcoming you to St Lawrence!"

Miss Helen Osterfield - Executive Headteacher