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# Long Lawford Primary School



School Handbook 2008 - 2009



ACHIEVE, CARE & ENJOY

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**Welcome to Long Lawford Primary School**

Long Lawford Primary School  
Holbrook Road  
Long Lawford  
Rugby  
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Dear Parents and Carers

**Welcome to Our School**

This booklet aims to answer the questions you may have about how our school is organised and to help you understand more about Long Lawford Primary School.

Every effort is made to provide a full and interesting curriculum, to prepare your child for future education and give them the skills and enthusiasm to pursue learning for the rest of their lives.

We hope you will encourage your child to contribute to the life of the school and take part in and enjoy the many opportunities afforded here.

We hope that your association with the school is a long and happy one.

Yours sincerely

**Rob Morrissey**  
Head teacher

At Long Lawford Primary School we have 178 plus 20 Part-Time Nursery children on the roll.

Under the 1986 Education Act children are requested to be in school for 190 days each academic year. These are divided up into three terms:

- September 2<sup>nd</sup> 2008 – December 19<sup>th</sup> 2008, Autumn term
- January 6<sup>th</sup> 2009 – April 3<sup>rd</sup> 2009 Easter, Spring term
- April 20<sup>th</sup> 2009 – July 16<sup>th</sup> 2009, Summer term

During each term there will be a half-term break of one week. In addition, teachers will attend school for five days for professional development (inset days). Exact term dates are available from the School office.

The school hours are as follows: -

	The Infant School		The Junior School	
Morning Session	8.50 a.m.	— 12.00 p.m.	8.50 a.m.	— 12.30 p.m.
with a break at	10.35 a.m.	— 10.50 a.m.	10.35 a.m.	— 10.50 a.m.
Afternoon Session	1.00p.m	2. 55 p.m	1.15 p.m.	— 3.00 p.m.

We welcome children on the school premises after 8.40 a.m. when we become responsible for them. Please try to ensure children arrive before 8.50 a.m. There is a school bus, arranged by the Local Authority, to collect and return children to Lawford Heath.

For everyone’s safety the school would ask all Parents and Pupils to please use the pedestrian gate in front of the School Reception and not the vehicle access.

In addition, all Pupils are reminded to dismount from scooters and bicycles when entering the school grounds.

## **Our Mission Statement**

At Long Lawford Primary School we aim to have the highest possible quality of teaching and learning to enable all children to achieve their full potential. So that together we are an:

**A**chieve  
**C**are  
**E**njoy School

## **Our Values**

### The Child

We start from where the individual child is. We believe in order to learn each child should feel valued, happy and secure. We aim to cater for individual learning needs. We feel that all children are talented and we encourage each child to develop to their full potential.

Throughout their time with us at Long Lawford we look to develop every child's self esteem and confidence. In return we expect a high standard of behaviour. We look for each child to accept a degree of responsibility for their learning, dependent, of course, upon their age and maturity.

### The School

We believe each person has a valuable role to help make our school a happy and successful place to be. We look to foster a love of learning for all and aim to provide a safe, positive, rewarding, supportive and thrilling learning environment. We try to ensure everyone in our school feels valued, as this leads to better teamwork.

Within our school we look for all to treat others as they themselves would like to be treated. Indeed, we value tolerance and understanding of others very highly. Alongside this we aim to create an awareness of spiritual values within the school. Each day we start afresh and we aim to recognise the personal achievements of all.

### The Community

We feel it is important to recognise that we are all part of a caring school community. We try to work alongside parents and guardians to fully support their child's education. We aim to equip everyone within our school community with the skills to lead a rewarding life. We aim to have strong and rewarding links with our immediate community and beyond.

**WORKING TOGETHER**

## Our Aims

At Long Lawford Primary School we want you to:

- Feel secure and happy
- Know that you belong
- Listen carefully and enjoy learning
- Respect and consider the opinions of others
- Ask questions and be curious
- Enjoy your achievements
- Celebrate the achievements of others
- Always try your best and preserve
- Acknowledge that everyone is good at something
- Treat everyone and everything with respect
- Look forward to everyday

## Our Golden Rules

Our school community has agreed to follow the school's Golden Rules, which are:

- Be Kind and helpful to Everyone
- Listen Well
- Always Remember Our Manners
- Speak Nicely to Children and Adults
- Look after our School both Inside and Outside

## Our School and Our Community

Everyone who works at or supports Long Lawford Primary School has an important part to play and is a valued member of our team.

### Teaching Staff

Mr. Rob Morrissey	Head teacher
Mrs. G. Hallahan	Deputy Head teacher & Year 6
Mrs. T. Street	Senior Leadership Team & Year 5
Mrs. R. Barton	Year 2
Mrs. S. Burnell	Year 4
Mrs. C. Dennis	Year 3 & SENco
Mrs. J. Harrison (Maternity)	Year 1
Mrs. C. Large (Covering Maternity)	Year 1
Mrs. R O'Neill	Year 1
Mrs. N. Hetherington	Foundation 2
Mrs. R. Episcopo	Foundation 1

Teaching Assistants

Mrs. F. Pressler	Year 6
Mrs. J. Anderson	Year 5
Mrs. L. Crawshaw	Year 2/4
Mrs. M. Hayden	Year 1/3
Mrs. J. Patrick	Foundation 2
Mrs. Y. Carr	Foundation 1

Support Staff

Mrs. W. Griffiths	Office Manager
Mrs. K. Marshall	Admin. Assistant
Mrs. T. Timms	Caretaker
Mrs. J Hyde	Catering
Mrs. J. Lawrie	Cleaner
Mrs. E. Allen	Cleaner & Mid-day Supervisor
Mrs. J. O'Conner	Cleaner & Assistant Caretaker
Mrs. J. Randall	Senior Mid-day Supervisor
Miss. Dunkley	Mid-day Supervisor
Mrs. H. Acteson	Mid-day Supervisor
Mrs. J. Blunt	Mid-day Supervisor
Mr. Parsons	Mid-day Supervisor

School Governors

The governing body is responsible for the strategic development of the school. It also has a role in monitoring the School’s performance and ensuring that the school is held to account for what it does. As a body the governors are made up of representatives elected by parents and staff, as well as governors appointed by the County Council. We also have community governors who provide the knowledge, skills and experience to help make Long Lawford an ‘Achieve, Care and Enjoy ’school.

The full governing body meets each term and its work is supported by the following committees:

Resources Committee

The resources committee is chaired by Darren Hogg and is responsible for all employment matters and for setting and keeping a track of the school budget. This committee is also tasked with Health and Safety and Building / Maintenance matters.

Performance and Standards Committee

This committee is chaired by Damian Gray and is responsible for curriculum matters in school. This includes not only the subjects that are taught but also the standards of achievement gained by the children.

Governors with children currently at the school are shown in **bold**.

Mrs. C. Watson	Chair of the Governors	(Term of Office ends Sept. 2010)
Mrs. G. White	LA Gov. and Vice Chair	(Term of Office ends Oct. 2010)
Mrs. L. Haggan	Parent Governor	(Term of Office ends Nov. 2011)
Mr. D. Gray	Parent Governor	(Term of Office ends Nov. 2011)
<i>Vacancy</i>	<i>Parent Governor</i>	<i>(Term of Office ends xxxxxxxxxxxx)</i>
<i>Vacancy</i>	<i>Parent Governor</i>	<i>(Term of Office ends xxxxxxxxxxxx)</i>
Mrs. L. Burrows	LA Governor	(Term of Office ends Oct. 2012)
Mrs. C. Hallahan	Staff Governor	(Term of Office ends Sept. 2011)
Mrs. M. Hayden	Non-Teaching Governor	(Term of Office ends Jan. 2013)
<i>Vacancy</i>	<i>Staff Governor</i>	<i>(Term of Office ends xxxxxxxxxxxx)</i>
<b>Mr. D. Hogg</b>	<b>Community Governor</b>	<b>(Term of Office ends Apr. 2010)</b>
<i>Vacancy</i>	<i>Community Governor</i>	<i>(Term of Office ends xxxxxxxxxxxx)</i>

**Accommodation**

The school has two main buildings; one houses the recently refurbished Foundation Stage and the other the Junior Section. The Foundation Stage is self-contained with its own toilet and washroom facilities and combines the Nursery and Reception Classes within three adjoining rooms. The children eat their lunch, either packed lunch or school dinner in the school hall. It is here that school assemblies and other activities such as indoor sports and concerts take place utilising the newly installed multi media facilities.

An ICT suite contains 18 computers with internet and networking capability to the 42 computers through-out the school. The library contains 4 networked computers and £10,000 worth of catalogued books.

The school has extensive grounds with spacious playgrounds and large areas of grass. The three playgrounds enable the smaller children to play on the infant school playground whilst the older, larger children can run safely around the junior school playground.

### **Every Child Matters**

Since 2005 all organisations that deliver services to children from hospitals to schools to the police and voluntary groups have been given a new agenda by the government. The Every Child matters agenda quite rightly focuses on the well-being of children and young people from birth to 19 years old.

The Government's aim is for every child, whatever their background or their circumstances, to have the support they need to;

- **Be Healthy**
- **Stay Safe**
- **Enjoy and Achieve**
- **Make a positive Contribution**
- **Achieve Economic Well-being**

These five outcomes are universal ambitions for every child and young person, whoever they are. The outcomes are mutually reinforcing, for example, children and young people learn and thrive when they are healthy, safe and engaged; and evidence clearly shows that educational achievement is the most effective route out of poverty.

For more information on Every Child matters please go to;  
[www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

### Classes

Children can spend eight years at Long Lawford Primary School and each age group is classified as follows;

Age	Year
3 – 4 years old	Nursery
4 – 5 years old	Reception
5 – 6 years old	Year 1 (YR1)
6 – 7 years old	Year 2 (YR2)
7 – 8 years old	Year 3 (YR3)
8 – 9 years old	Year 4 (YR4)
9 – 10 years old	Year 5 (YR5)
10 – 11 years old	Year 6 (YR6)

### The Foundation Stage

The Foundation Stage consists of two classes at Long Lawford Primary School, a Nursery and Reception class. The Foundation Stage is the beginning of your child's time at school and covers the time spent in both FS1 (Nursery) and FS2 (Reception) classes, which work very closely together. The children will learn through well planned, high quality, play activities. The children are encouraged to learn through –

First hand experiences

- Investigating
- Exploring
- Discovering
- Creating
- Consolidating

Research shows that play is the way young children learn successfully. Through play children explore materials, create, construct, discover, investigate, challenge and make sense of the world around them. During play children learn to co-operate with others, conform to social rules and work collaboratively with peers and adults.

Children are supported to become independent learners, actively involved in all aspects of their education. For this purpose the classroom environment is clearly labelled to encourage the children to resource themselves and tidy away when they have finished. The staff work hard to create an environment fit for learning, providing stimulation, structure and excitement.

Both classes follow the same curriculum. This stage in their education is called the Foundation Stage. It aims to foster, promote and develop children's:

- ❖ Personal, social and emotional well being
- ❖ Positive attitudes and dispositions towards their learning
- ❖ Social skills
- ❖ Attention skills and persistence
- ❖ Language and communication
- ❖ Reading and writing
- ❖ Mathematics

### WORKING TOGETHER

- ❖ Knowledge and understanding of the world
- ❖ Physical development
- ❖ Creative development

It recognises that different children in the same class will be at different stages of learning. It recognises and encourages parents as partners and as their child's first educators.

### **Key Stage 1, (Year 1 – Year 2)**

Year 1 presents the first structured classroom environment to the children.

The National Curriculum at Key Stage 1 consists of five core subjects and seven Foundation subjects

ENGLISH	HISTORY
MATHEMATICS	GEOGRAPHY
SCIENCE	ART
INFORMATION TECHNOLOGY	MUSIC
RELIGIOUS EDUCATION	PHYSICAL EDUCATION
	DESIGN AND TECHNOLOGY
	PSHE

### **Key Stage 2, (Year 4 – Year 6)**

The Curriculum consists of all the learning opportunities provided by a school. This includes timetabled lessons, out of school activities and all attitudes, moral values and styles of behaviour supported and promoted by the school. The school aims to provide a curriculum that is broad, balanced, relevant and differentiated. The school also strives to provide equal opportunities for all pupils regardless of race, gender and disability. The Education Reform Act (1988) provides for a National Curriculum for every child in a maintained school.

The National Curriculum for children up to the age of 11 consists of five core subjects and seven Foundation subjects

ENGLISH	HISTORY
MATHEMATICS	GEOGRAPHY
SCIENCE	ART
INFORMATION TECHNOLOGY	MUSIC
RELIGIOUS EDUCATION	PHYSICAL EDUCATION
	DESIGN AND TECHNOLOGY
	PSHE

In addition the school has developed a creative curriculum using the International Primary Curriculum and aims to provide enriching, enjoyable and interesting learning activities for all the children. The curriculum at Long Lawford currently boasts free swimming weekly swimming lessons for Foundation 2, Year 1, 2 and 3 classes, specialist dance, sports and music tuition and Spanish.

### **Extra Curricular Activities**

We at Long Lawford Primary School offer a wide variety of clubs that take place before, during and after school. These are run by members of staff, parents and outside agencies. The current list comprises of;

- Tae Bo, Football
- Tag Rugby, Basketball
- Short Tennis, Music
- Wild Play, Cricket
- Impact Dancing, Swimming.

### **School Trips**

At certain times of year to enrich and consolidate learning, we will arrange trips to various locations;

- Drayton Manor, Pantomime
- Theatre, Garden Centres
- Art Galleries, Library
- Museums, Country Houses
- Residential Activity Centres

### **Home Learning and Support**

Homework is anything children do outside the normal school day that contributes to their learning, in response to guidance from the school. Homework encompasses a whole variety of activities instigated by teachers and parents to support the children's learning. For example, parents who spend time reading stories to their children before bedtime are helping with homework.

Homework is a very important part of a child's education, and can add much to a child's development. The government made clear its commitment to homework in the 1997 White Paper 'Excellence in Schools', in which homework was described as 'an essential part of good education'. We recognise that the educational experience that any school by itself can provide is limited by the time and resources available; children can therefore benefit greatly from the complementary learning that they do at home. Indeed, we see homework as an important example of cooperation between teachers and parents. One of the aims of our teaching is for children to develop as independent learners, and we believe that doing homework is one of the main ways in which children can acquire the skill of independent learning.

Homework plays a positive role in raising a child's level of attainment. However, we also acknowledge the important role of play and free time in a child's growth and development. While homework is important, it should not prevent children from taking part in the activities of various out-of-school clubs and of other organisations that play an important part in the lives of our pupils. We are well aware that children spend more time at home than at school, and we believe that they develop their interests and skills to the full only when parents encourage them to make maximum use of the opportunities available outside school.

We set a variety of homework activities. In the Foundation Stage and at Key Stage 1, we give children books to take home and read with their parents. We give guidance to parents on achieving the maximum benefit from this time spent reading with their child. We also ask Foundation and Key Stage 1 children to learn letter sounds and phonics or mathematical activities as part of their homework. Sometimes, we ask children to talk about a topic at home prior to studying it in school. For example, in the history topic on

toys, we ask children to find out what toys were popular when their grandparents were young, and, if possible, to bring examples into school to show the other children. Sometimes, we ask children to find and collect things that we then use in science lessons, and occasionally we ask children to take home work that they have started in school, when we believe that they could benefit from spending further time on it. When we ask children to study a topic, or to research a particular subject, we encourage them to use not only the school library but also the local library, as well as the Internet and CD-ROMs.

At Key Stage 2, we continue to give children the sort of homework activities outlined in paragraph 4.2, but we expect them to do more tasks independently. We set literacy and numeracy homework routinely each week, and we expect the children to consolidate and reinforce the learning done in school through practice at home. We also set homework as a means of helping the children to revise for examinations, as well as to ensure that prior learning has been understood.

One of the most important things you can do to help your child is to show he or she how interested you are in them and their work at school, and encourage all their efforts. Other ways in which you can help vary. In the infant school it will probably be by hearing them read, in the junior school it may be by taking them to the library and guiding their research!

### **New Developments**

We at Long Lawford have made several significant changes and improvements to our school in the past 3 years.

At the beginning of July 2008 contractors started work on a new Foundation Unit, ICT suite and school library. The school library was completed by the end of the summer holidays with the Foundation unit and ICT suite complete by half term.

Such improvements were long over due and something the governors have been working hard to achieve with the Local Authority for sometime. Happily the school now boasts a new ICT infrastructure complete with 42 new computers, which are networked with the latest educational software. ICT is a vital part of the world and children's learning today and it is important that the school also now has an ICT room with 18 new computers.

The Reception and Nursery classes have also been refurbished to create a Foundation unit to enable children to make the best possible start to their learning at school. Nursery and Reception classes now work together each morning with all 3 rooms and the outside area in use to provide all aspects of the Early Years Foundation Stage Curriculum.

The new school library was officially opened on November 13<sup>th</sup> 2008 by the children's author and poet Tony Mitton. Reading is at the heart of all good learning and the governors are pleased that the school now has a purpose built library to promote a reading culture with the children.

**First Day**

Starting school or changing school is a worrying time for parents and children. We hope the following information will help to make your child's first days with us as easy as possible for us all!

**Starting Out**

Starting school is a big change in a child's life. To make this as easy as possible we have a few suggestions.

- Encourage your child to be more independent in the last few months before starting school. Doing things for themselves will give a child confidence in new surroundings.
- Make sure that they can use the toilet and wash their hands afterwards.
- Dressing is a difficult skill which needs a lot of patient practice, so start early and give lots of praise at each stage. Hopefully by the time your child starts school he or she will be able to dress and undress and put on their coat. We always help with buttons, zips and shoelaces as they can be difficult for little hands.
- The reception class children have their own Mid-Day Supervisor to look after them, but children should be used to sitting at a table and using a knife and fork. Children who bring a packed lunch should know that they eat the savoury food before filling up on the sweet things! We recommend that you do not send too much in their lunchbox, as the children often don't have a big appetite in the first few weeks.
- Share books with your child. The basic awareness that a book has a front, back and a right way up are not obvious to a child who cannot read. They learn these skills from you as you read to them.

Your child will probably get very tired in the early weeks and months of school. Make sure they get plenty of rest otherwise they won't cope with such a full day. Children are frequently grumpy when they arrive home from school. This is usually cured by something to eat and a cuddle. If you are worried about anything don't be afraid to come and see the teacher who will listen sensitively, offer guidance and advice. Above all we want the transition from home or nursery to school to be a happy one.

**The End of the Day**

After school children should leave the premises within 15 minutes unless they are attending an after school activity supervised by a teacher. If you have a child in the infant school, we ask you to collect them at the end of the school day or make arrangements for them to be collected. If you are unable to collect your child or need to change the arrangement please let us know.

**Meals**

At lunchtime the children are supervised whilst eating and at play by our 'Mid-Day Supervisors'. We expect the children to treat the Mid-Day Supervisors with the same respect as the teaching staff. For administrative reasons we prefer children to keep to a regular lunchtime arrangement.

School dinners are prepared and cooked in our own kitchen, and the meals are eaten in the hall. The menus are arranged on a 3 week rotational system, which can be found at [www.warickshire.gov.uk/schoolmeals](http://www.warickshire.gov.uk/schoolmeals) each day there is a variety of main courses, vegetables, puddings and drinks to choose from. The children are encouraged to choose a well-balanced meal. If you want your child to have a school dinner, you may pay in advance for up to a term or weekly. Weekly payments should be made on the Monday morning. Envelopes are provided.

Some children may be entitled to Free School Meals; details are available from the school reception area.

Free School Meals can either be a choice of a hot meal or sandwiches. Forms for Free School Meals can be collected from school reception.

Your children may prefer to bring a packed lunch. These are eaten in the hall at the same time as, or following, the children eating school dinners. Packed lunches and drink should be provided in a sturdy, named lunch box. Children are encouraged to take home leftovers and all wrappings. If a child forgets his or her packed lunch school reception will try to contact you and arrange for lunch to be provided

### **Breaks**

During break times the children will usually play outside. Whilst at the school the children all learn about nutrition and healthy eating. If snacks are required children are encouraged to bring in fruit or plain biscuits but not sweets or crisps. We have a break time snack bar, providing healthy snacks. Milk is available for children in the reception and nursery classes. The milk is free for children under 5 years old and at a subsidised price for the 5+ pupils. All children aged 4 to 7 years have a piece of free fruit provided by the Government Fruit Scheme.

Children are encouraged to bring a named plastic bottle of water to school. It has been proven that if children have regular access to water during the day they are more able to concentrate and make greater progress at school.

## Other useful Information

### Absence

If your child is ill or cannot attend school on any day, please inform the school as soon as possible in the morning. If your child does not attend school and no reason for this absence is given, then we will register this as an unauthorised absence. The school has to report any unauthorised absences to the Local Authority. If your child will be away from school, for any length of time, please let us know the reason. This can be done by telephone or by note.

New Government regulations mean that any child arriving more than 30 minutes late for school without a note has to be recorded as an unauthorised absence. Please ensure your child arrives at school promptly and brings a note after an absence or late arrival.

### Absence Rates

Attendance rate: 95.1%

Authorised Absence: 5.1%

Unauthorised Absence: 0.3%

Permanent Exclusions: 0

### Access and Security

The school gates will be kept shut and all doors closed during the school day.

### Behaviour

Bullying will not be tolerated.

Bullying can be defined as an abuse of power by one or more people through repeated hurtful or aggressive behaviour with the intention to cause emotional or physical harm to another person.

Here at Long Lawford we have developed a policy for living in harmony to go alongside our discipline policy.

We have based our discipline policy upon the reinforcement of positive behaviour and achievements. The children receive stamps and stars in the infant school and team points in the junior school. When a child has twenty stars or stickers in the infant school or thirty team points in the junior school, a certificate is awarded in assembly. We try to make sure that parents hear about the good things their children by inviting parents to the awards ceremony in assembly.

The children are made aware of the school rules and the reason for their existence. Our children are encouraged to realise that observance of the rules is necessary for the well being and safety of themselves and of the whole school community. As a result we hope that they will develop into caring young people who have a pride in themselves and who have respect for others.

### Communication

The school has recently refurbished its website, ([www.longlawfordprimaryschool.com](http://www.longlawfordprimaryschool.com)). Many useful articles and bits of useful information can be found as well as details of up and coming events. You are encouraged to visit our site and have a look. Every week a Newsletter is published and sent home with all pupils. This contains information on current local issues, discussion points and awards that the children have been awarded for their efforts. Parents evening will be held through-out each term. Dates will be posted on the website and in the newsletter. The Headmaster and Governors meet several times a term and can be contacted through the school office (01788 543 332) at any time, if they are not available, they will get back to you.

### Complaints Procedures

If you have concerns that you wish to discuss, please approach the Head teacher first, where hopefully the matter can be resolved. There is, however, a formal complaints procedure concerning the provision of the curriculum. This is available from the school reception, if parents feel that the school has not adequately dealt with their complaint.

### Emergency Closure

In exceptional circumstances the school may need to be closed. This decision would only be taken as a last resort. When considering whether or not to close the school the head with the caretaker will consider the following:

- Conditions on the school site, especially safety.
- Availability of school meals.
- Availability of heating.
- Weather forecast.
- Road conditions.

Every attempt will be made to open the school, if at all possible. Where possible parents will be informed the day before the school is to close. Information regarding the school's closure will be put on:

- Rugby FM 107.1 FM
- Mercia Radio 97 and 102.9 FM
- The local authority school closure website at [www.warwickshire.gov.uk/schoolclosure](http://www.warwickshire.gov.uk/schoolclosure)
- A notice will also be placed on the school gates

### Friends of Long Lawford School

The Friends of Long Lawford School (F.O.L.L.S.) is a support group to the school. The group was formed in 1998 – just a few mums who realised that school budgets left no room for the treats that can make a difference.

With the help of parents, teachers and the children themselves, many thousands of pounds have been raised to provide a wide range of items from gym vests to full building refurbishments.

F.O.L.L.S. meet about once a month during term time to pool ideas and arrange events – including fashion shows, discos, quiz nights, Summer and Christmas Fairs. We are always in need of new members and helpers, so if you would like to find out more about us or perhaps join us one evening, please contact us. You could get involved by just joining

our register of 'helpers' and support an event on the day. You may have a talent which we could make use of (such as face painting, supplier of goods, entertainer, bouncy castle owner etc.) For more information please ask at the school office.

### **Holidays**

A list of holiday dates is available from the reception area on the notice board outside the Head teacher's office. In addition to these holidays, the school will be closed for 5 days each year for teacher training.

If you need to take your family holiday during term time please complete a 'Holiday Form' available from school reception. However, we would prefer it if children were not taken away during term time and particularly when children in years 2 and 6 are taking National Tests. Dates for these tests will be communicated to parents each year.

### **Loss or Damage**

Whilst every possible care is taken to prevent the loss or damage of property brought into school, the school cannot accept responsibility when such loss or damage occurs. Similarly any money brought into school remains the responsibility of its owner unless given into the care of a teacher. As a general rule, don't allow children to bring in anything they don't need and make sure everything is marked with their name. The school has several Lost Property collecting points where children should be encouraged to look for lost items.

### **Medical Attention**

If your child needs medical attention during the day, you need to be available to administer it. Teachers and first-aiders are advised not to administer medication to a child. If your child is self-administering medication, authorisation and any necessary details are to be communicated to the Head teacher.

### **Money and Belongings**

Children are not encouraged to bring money or valuable possessions to school, if it a necessity, please ensure that all monies sent to school are in a secure envelop marked with your child's name, amount and the purpose of the money.

The school bank operates every Monday and aims to encourage children to understand the importance of saving.

### **Parents**

A Parents Forum made up of parents of children across the school was formed in 2008. The forum meets regularly and has two main aims. These are:

- *To promote partnership between the school, its pupils and all its parents.*
- *To discuss and develop ideas, policies and activities which support the education and welfare of the pupils.*

### **Parking**

The school car park is for staff use only, PLEASE FOR YOUR CHILDS SAFETY DO NOT PARK ON THE LINES OUTSIDE THE SCHOOL.

**Returning from Illness**

Children returning to school after illness should clearly be fit to do so and free from infection. Please err on the side of caution when returning to school. Children should be fit to participate in all school activities. If in doubt, the school will be happy to advise.

**Road Safety**

We actively encourage children to walk or cycle to school. For safety reasons we ask that cyclists do not ride through school property and should store their cycles in the area provided, Children and parents should not walk on the road but keep to the pavements and motorists should respect the road markings and be aware of cyclists and pedestrians at all times.

**SAT Results**End of Key Stage 1 results 2008

It is expected that by the end of Year 2 children will get a Level 2. (An above average grade being a Level 2a or 3). Results at the end of Key Stage 1 were again good with percentages higher than those of the County and National averages for Level 2 or above (\*SEE tables below).

## Reading

Level 2c or above	Overall: 100%
Level 2b or above	Overall: 83%
Level 2a or above	Overall: 41%
Level 3	Overall: 14%

## Writing

Level 2c or above	Overall: 93%
Level 2b or above	Overall: 79%
Level 2a or above	Overall: 28 %
Level 3	Overall: 14%

## Maths

Level 2c or above	Overall: 100%
Level 2b or above	Overall: 87%
Level 2a or above	Overall: 52 %
Level 3	Overall: 24%

End of Key Stage 2 results 2008

It is expected that children will get a Level 4 at the end of Key Stage 2. An above average grade being a Level 5. Results at the end of Year 6 were very good with percentages higher than the last 2 years and higher than those for County and National at both Levels 4 and 5.

English

English overall Level 4 or above	Overall: 91%
English overall Level 5	Overall 40%

Maths

Level 4 or above	Overall: 94%
Level 5	Overall: 34%

Science

Level 4 or above	Overall: 100%
Level 5	Overall: 71%

**Sun Protection**

Especially during the warm summer months all children should have a named sunhat in school which they will be encouraged to wear when playing outdoors. The school does not apply sun cream and encourages children to come into school wearing cream on hot days.