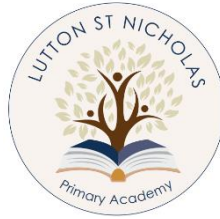


Lutton St Nicholas Primary Academy



Welcome to Our School!

Dear Parent / Carer,

We hope that you find the information contained in this document useful. It has been put together to give you both a flavour of the school and some more specific information on the way we operate.

The education system has changed a lot in recent years and as there have been less resources in the Local Authority, schools have been encouraged to work together in the interests of their own school communities. We have always been a school that embraces change and in September 2021 we joined together with Keystone Academy Trust, a multi-academy trust of seven, good, like-minded schools. We have kept our own staff and everything that makes Lutton St Nicholas unique, but we also benefit from working collaboratively with our partner schools. This Trust will also give us access to resources and new partnerships.

We are pleased to present this school prospectus, which gives you a sense of what we offer here and the ethos of the school. The school is based in wonderful grounds and combines a beautiful rural setting with the highest of expectations.

We are proud of our achievements here at Lutton St Nicholas Primary Academy. Within our school we seek to create a supportive, safe, and friendly environment, where each child can develop fully.

The Governors, teachers and all involved in the children's learning are enthusiastic and eager that the needs of each child are satisfied and wherever possible their potential is reached and capitalised upon.

Support from home is a vital factor in providing a child with a secure base for learning. We therefore hope to work in partnership with all parents to provide the best possible education for every child.

Warm Regards,

Scott Pearson – Executive Head Teacher

Andy Dearlove – Head of School

Lutton St Nicholas Primary Academy is a small village school located in the heart of the fens offering a unique and diverse learning experience for children aged 4 to 11 years old. We are proud to be a part of the Keystone Academy Trust which allows us to bring exceptional educational experiences to all our children. Our school is situated on a large area giving the children lots of access to outdoor learning. We have an enthusiastic, highly motivated staff, offering high levels of teaching and a commitment to a caring child centred ethos.



For more information regarding the Trust please log into the following link:

www.keystoneacademytrust.org.uk

At Lutton St Nicholas Primary Academy we have 4 classrooms, which consist of the following:

- Donaldson – EYFS and Year 1
- Dahl – Year 2 and Year 3
- Morpurgo – Year 4 and Year 5
- Tolkien – Year 6

Donaldson have a large outdoor area for EYFS to explore. We have a large playground and playing field which also has a newly installed trim trail for the children to enjoy. The school hall is used for assemblies, dinner time and indoor PE sessions when the weather isn't on our side.

The children at Lutton St Nicholas Primary Academy have access to a range of hot meal choices for dinner which can be pre-ordered on our Parent Pay account. The meals are varied daily with vegetarian options available.



Curriculum Intent



At Lutton St Nicholas we want our children to be:

Confident

Adults modelling confidence.

We encourage resilience and not getting upset about mistakes.

We encourage children to try new things.

We praise perseverance.

We help children find their passion.

We set aspirational goals.

We celebrate effort.

Creative

We encourage children to have an open and playful mind.

We promote creative thinking.

We inject creative opportunities within our curriculum.

We want children to be able to connect experiences they've had and synthesize new things.

Problem Solvers

We want our children to be able to define the problem.

We want our children to be able to generate alternatives.

We want our children to be able to evaluate and select alternatives.

We want our children to implement solutions to the problem.

Kind

We want our children to be good listeners.

We want our children to show empathy and understanding of others' needs and feelings.

We want our children to have a better understanding of beliefs and cultures.

We want our children to be gentle and patient.

Happy and Healthy

We engage our children in a wide range of physical education.

We educate our children to make healthy food choices.

We support their wellbeing.

We promote an inclusive environment.

We teach children to build relationships.

For more information of what we do in school:

www.luttonstnicholasprimary.org/wellbeing/index.html

Culturally Aware

We want our children to experience a range of cultures, religious beliefs and values.

We promote cultural understanding and awareness.

We build strong relationships with communities.

We teach children to treat everyone equally.

We promote British values of democracy, liberty and rule of law.

We promote children's voices through our active School Council.

At Lutton St Nicholas Primary Academy we aim to:

- have high standards for everyone
- promote effective learning and teaching
- provide a positive, stimulating environment
- promote a caring and sharing atmosphere within the school
- educate the whole child at the appropriate level
- encourage self-discipline, independent learning and self-reliance
- generate self-worth and respect, and tolerance for others

Our Mission:

To achieve these aims the school will provide:

- skilled teachers and support staff
- appropriate resources
- support from all stakeholders
- opportunities for learning beyond the curriculum
- effective monitoring of the school's provision
- appropriate evaluation of, and response to, national and local educational initiatives



Our Curriculum

At Lutton St Nicholas Primary Academy it is our aim to offer each child a broad and varied curriculum. To achieve this, it is paramount we know our children. The teachers within our school assess and get to know the children and then deliver a tailored learning journey to meet their needs. We have high expectations for every pupils' achievement and use a range of reward systems to encourage the children to produce their very best. Being a part of Keystone Academy Trust has allowed us to expand on our technology provision and can now offer iPads and Chromebooks for the children to use.

During a child's education at Lutton St Nicholas, they will encounter a variety of experiences. The curriculum of the school is divided into the following categories:

English

History

Physical Education

Mathematics

Geography

Computing

Science

Art

Religious Education

Music

PSHE

Modern Foreign Languages (Key Stage 2)

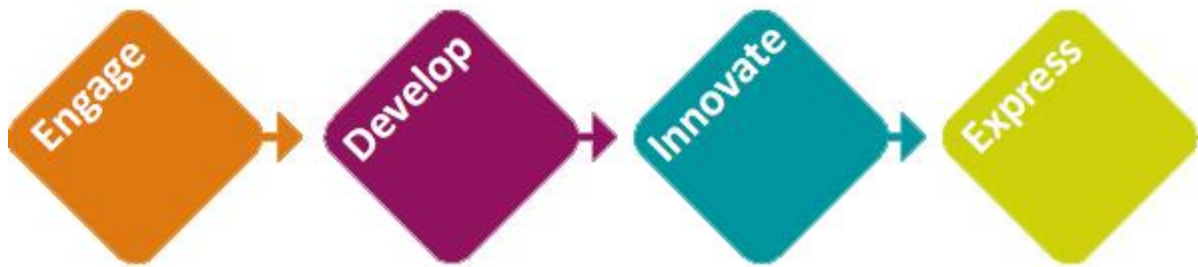
Much of our work with children follows cross-curricular themes which are planned through our 'Cornerstones Curriculum', considering the stage of development of individual children. Our curriculum strategy follows closely the regulations of the National Curriculum in such a way that children achieve their maximum potential. As a School, we plan for our pupils to experience a "Connected Curriculum".

Curriculum Structure

Our curriculum is built on The Four Cornerstones of Learning – Engage, Develop, Innovate and Express. These are four distinct stages that actively promote children's learning and thinking.

The Four Cornerstones of Learning link explicitly to pupils' spiritual, moral, social and cultural (SMSC) development.

The focus for teaching and planning in each Cornerstone is as follows:



Engage

- hook learners in with a memorable experience
- set the scene and provide the context
- ask questions to provoke thought and interest
- use interesting starting points to spark children's curiosity

Develop

- teach knowledge to provide depth of understanding
- demonstrate new skills and allow time for consolidation
- provide creative opportunities for making and doing
- deliver reading, writing and talk across the curriculum

Innovate

- provide imaginative scenarios for creative thinking
- enable and assess the application of previously learned skills
- encourage enterprise and independent thinking
- work in groups and independently to solve problems

Express

- encourage reflective talk by asking questions
- provide opportunities for shared evaluation
- celebrate success
- identify next steps for learning

The school curriculum is enriched by a broad range of first-hand experiences which include theme days, guest speakers and visits to places of interest.

After School Clubs:

Out of school clubs broaden the children's experiences and reflect their interests. They may include keyboard, craft and cookery, drama, knitting, gardening, multi-skills, chess, netball, football, recorders, guitar, reasoning skills, archaeology, film making and French, as interest demands.

Belonging to a club requires a degree of commitment and we ask that you encourage your child to give of their best through good attendance and practice. With a little bit of application and commitment, who knows what they will be able to achieve!!



Behaviour at Lutton St Nicholas Primary Academy

Promoting positive behaviour and good choices is an important part of daily life at Lutton St Nicholas Primary Academy. We have a behaviour policy that focuses heavily on positive behaviours, and we have always wanted to have a greater emphasis on this rather than the sanctions for making poor choices.

Children can earn points for our three houses which are all named after planes – Tornado (Red), Vulcan (Green) and Harrier (Blue).

Alongside this there is we celebrate the 'Star of the Week' and 'Wow Worker' from each class in our Celebration Assembly.

Difficult Behaviour and Sanctions:

Making mistakes in the way we behave is a natural part of the learning process; each mistake being an opportunity to learn and grow. However, repeating mistakes, especially when this is wilful, is not acceptable. In order to reinforce the learning of good behaviour, it is sometimes necessary to apply sanctions or take other action to emphasise its importance. Sanctions should be viewed as reinforcement of learning rather than in terms of retribution. Sanctions can also be a deterrent and a means of showing that our code of behaviour is important and needs to be followed.

If a child has behaved in such a way that goes against our school rules this will result in them having to spend a break time, a lunchtime or multiple lunchtimes in the POT (Place Of Thought). During the 15-minute break in the morning or for 30 minutes at lunchtime (half of lunchtime) they will be in the Break/Lunch POT space. There is always appropriate adult supervision and the children spend the time reflecting on the choices they have made.



School Routines

The school gates open at 8.30 am and adults will be on the playground to supervise the children and to talk to parents. All children line up at 8:40 and registrations are called at 8:50am and any child that arrives after this time is given a late mark. Registers close at 9:10 am. If a child arrives after 9:10am, they may be recorded as an 'Unauthorized Absence' for that session if the lateness cannot be satisfactorily explained. It is important that children are punctual. During the first twenty minutes of the morning we settle the class and ensure that they are ready for the day ahead. A child who arrives late, misses out on this settling activity and disrupts the class.

Where do I meet my children? Children will leave through the door that they used in the morning at 3:20pm. We ask parents and carers to wait in the playground as it is important that we ensure that all the children leave the premises safely.

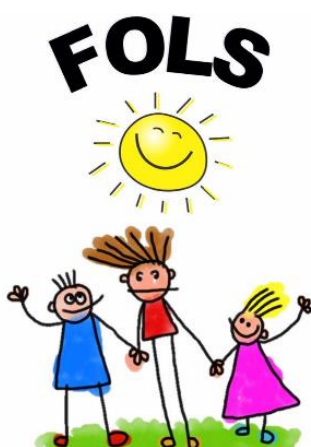
Will children be kept in after school? No, the only time that your child will be late leaving is when they are taking part in an organised activity and you will be informed of this in advance.

What happens at playtimes? The children are supervised by a teacher and a team of support staff during morning break and by a team of midday supervisors during the lunch break.

Parent Partnership

We welcome parents and carers into Lutton St Nicholas Primary Academy believing we are partners in the education of your children. Communication is key and all of our teachers offer an open-door policy. If you would like to speak a member of staff within the school, you can ring the main office on 01406 363392 or email enquiries@lsn.keystonemat.org here someone will arrange this for you. We keep parents informed and up to date with any news through our School App and Online Newsletters

We welcome your involvement as a volunteer, especially to hear readers, help on trips or to assist with the superb fundraising our Friends of Lutton (FOLS) work so hard to do. If you wish to become a volunteer, please speak to the school office for more information.



We know that parents and carers of children at the school have high expectations of us and we also have high expectations of them. We recognise that the pressures of work, family and life affect how much a parent can give to the school, but in principle, we expect parents to do the following:

First and foremost:

- To engage in an active partnership with the school, where you share with us any information that you feel might affect your child's happiness or learning in school
- Approach the school if you have any queries or questions about what we do or how we do it.

On a more practical level:

- Attend both Parent Consultations each year
- Read regularly with their children, whatever their age or ability
- Support their child in completing their homework and ensuring that it is returned by the date set
- Ensuring that their child comes to school with the equipment that they need, including their PE kit so that they can take part in all aspects of the curriculum
- Promote the wearing of our school uniform
- Ensure that your child attends school regularly and arrives on time

- Support the School's Attendance Policy by only requesting a Leave of Absence in exceptional circumstances
- Involve yourself in the life of the school by joining us for school events, such as the Summer Fair, performances and events organised by the Friends of Lutton School.

We firmly believe that all children benefit where there is a strong partnership between home and school, and we hope that you will feel able to support our direction of travel. We are a school that is always looking to get better and asking for feedback is part of that process.

Special Educational Needs

At Lutton St Nicholas Primary Academy, we aim to identify difficulties and barriers to learning as early as possible, to ensure the best possible outcomes for the child. We recognise that children identified as having additional needs may require extra provision within the curriculum to enable them to make progress, whether their needs are academic, behavioural, or medical. Wherever possible, we aim to include children in any decisions that are made and give them ownership of their learning.

All children are taught within their peer class group with learning outcomes differentiated to accommodate the range of needs within the classroom. If appropriate, supplementary programmes are used to provide more focused, targeted support whilst also giving the children access to a broad, rich curriculum. This additional support is most often delivered by a Teaching Assistant on a one-to-one basis or within a small group.

We strongly believe that close partnership with parents is imperative if we are to fully meet the needs of our children and strive to develop mutually supportive relationships. This is a two-way relationship, and we encourage parents to share information with us which may assist us in effectively supporting the child in school.

At times, it may be necessary to access a range of external educational and medical professionals who are able to assist us in assessing children's needs and providing specialist recommendations to support children's development. This is always done in consultation with the parents.



Communication

Our app from OurSchoolsApp gives you important information or news about the school, pushed straight to your phone. To get the app:

1. Using your device (iPad, iPhone, smart pad, tablet, or android phone), visit the relevant marketplace for your product (Apple Store or Google Play).
2. Search for '**OurSchoolsApp**' and download the app.
3. Once downloaded, use the search bar within the app and enter the postcode or the name of our school.
4. Hit the search button.
5. Once you see our school name displayed, please select it.
6. Confirm your choice by pressing 'OK'.
7. You will now have the school's app on your device.

(If you get a prompt to turn on notifications/prompt a sync with your calendar, please accept these. This way, you will get the most out of the app).

Charging Policy

The Local Governing Body are fully committed by the terms of successive Education Acts to:

1. Maintain the right to free school education
2. Establish that the activities offered wholly or mainly during the normal teaching day should be available to all pupils regardless of their parents' ability or willingness to meet the cost
3. Emphasise that there are no statutory requirements to charge for any form of education or related activity, but to give the school the discretion to charge for optional activities proved to be wholly or mainly outside school hours
4. Confirm the right of the school to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours

The Local Governing Body wants to ensure that all pupils can take advantage of the whole range of activities provided by the school to broaden children's experiences. Such activities may include residential trips, non-residential trips, swimming, and clubs.

Some pupils are entitled to remission from certain costs e.g. music tuition, trips, residential experiences etc. These are usually but not exclusively for children in receipt of Free School Meals (FSM). If you wish to check on either entitlement or remission, please contact the main school office.

Travelling to School

Can I bring/collect children by car? We encourage children to walk, cycle or scoot to school if they are able. We recognise that for some families, their only viable choice

is to come by car. There is a NO PARKING ZONE outside the school entrance that allows children a clear view of traffic. However, we do have disabled parking bays and parents who need to use this facility can come to the office to arrange for a parking permission.

Unfortunately, some of our parents park on neighbouring roads, often causing a problem for our neighbours. This creates ill-feeling with the school often being the first port of call for a disgruntled resident. If you must park near to the school, please be considerate of others.

Can children cycle to school? Yes, yes, yes! Bicycles should be locked in the cycle rack although we cannot take responsibility for them. All cyclists must dismount before entering the school grounds. Children must wear cycle helmets, and reflective strips and lights are recommended for the winter months. Please can young children waiting with their parents at the end of the school day not cycle or 'scoot' around the school playground. You are not covered by the school's insurance if there should be an accident from such an incident.

Clothing

We actively encourage the wearing of school uniform to give a sense of belonging and to foster a feeling of pride in our school. The uniform is kept simple to avoid unnecessary expense and comprises a dark blue sweatshirt/sweat cardigan with school logo which can be purchased directly from the School Trends website. This is worn with either grey/black trousers or grey/black skirt. No football shirts or jogging outfits, please.

www.schooltrends.co.uk

We ask you to discourage the wearing of certain clothing such as hoodies and high heeled shoes/boots for safety reasons. Children need to be able to run freely at playtimes, and their school clothing must allow them to do so safely.

Light weight PE shoes, T-shirts and shorts are required for all pupils during the school year. A PE kit, including a bag but excluding plimsolls, can be purchased from the School Trends. Safety, comfort, and hygiene are considered to be crucial elements of the Physical Education programme.

School Meals

We provide hot meals for those requesting them and for those entitled to free school meals; the remaining pupils have packed lunches. Children from Early Years to Year Two are entitled to free school meals. Please ensure that the box is clearly named. We also ask that you consider the food value of the contents, and likes and dislikes of your child, as we are keen to promote a healthy lifestyle as well as discouraging wastage. Our school always provides access to water during the day. Meals can be booked via our school Parent Pay system with a variety of healthy choices made available.

To access our school's Parent Pay platform please contact the main office.

Breakfast Provision

We recognise that children will benefit from a healthy and nutritious start to the school day. To assist, we have a Breakfast Club which can be paid for using Parent Pay. It is available to all pupils from 8:00am-8.40am. If you require your child to attend our breakfast provision, please enquire at the school's office.

When Things Go Wrong

No matter how hard we try, there may be times when you are worried or concerned and there will certainly be occasions when we make a mistake – we are, after all, only human.

Please come and see us - we will be pleased to see you and will do whatever we can to move things forward. If you would like to talk to a member of staff privately then it is best to make an appointment, although the Head of School or a member of the Senior Management Team is usually available when the matter is urgent.

If you are not satisfied after these discussions, then a formal complaints procedure exists. You have the right to complain about the Curriculum (including RE.) to the Local Governing Body. A copy of the regulations is available on request from the school office and is available on our website.



When Things Go Right

We hope that there will be many occasions when you are pleased with your child's experience at school. Please come and see us — we will be very pleased to see you!

We welcome the opportunity to pass things on to those who have earned it! All too often we only speak out when things are less than ideal. We have a 'Celebration' display in the school where we show positive work we have seen in class and further afield. It is important that you let your child know when you are pleased.

The school operates a policy of discussing progress and achievement with children and your support is an important aspect of this. We celebrate children's achievements on a regular basis. Each child has the potential to have actions or achievements celebrated individually, in a school assembly and with our community.

Safeguarding

Lutton St Nicholas Primary Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have several policies and procedures in place that contribute to our safeguarding commitment, including our Safeguarding and Child Protection Policy which can be viewed in the Policies section of our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Designated Safeguarding Lead (DSL) is Mr Scott Pearson (Executive Head Teacher).

Our Deputy Designated Safeguarding Lead (DDSL) is Mrs Faye Butler.

