

Prospectus 2017/18

Lutton St Nicholas Primary School



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Lincolnshire
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**Head Teacher: Mr B. Lord
Chair of Governors: Mrs N. Taylor**

A message from the Chair of Governors

It gives me great pleasure to welcome you to Lutton St Nicholas Primary School.

The school is situated in a quiet residential area in the village of Lutton, near Long Sutton. Our children join us from families living in Lutton and many villages in the surrounding area.

The Governors represent an interesting cross-section of the community, and are committed to achieving the school's aims through continued improvement and development.

The prospectus is your first introduction to Lutton St Nicholas School and in the following pages you will find examples and explanations about the Policies of our school. Should you wish further clarification on any matters relating to this prospectus please do not hesitate to contact the Headteacher.

On behalf of the Governors and Staff, may I take this opportunity to thank you for your enquiry.

Natalie Taylor

.....and from the Headteacher

I am pleased to present this school prospectus, which gives you a flavour 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. Please feel welcome to make an appointment to come and look around the school.

We are proud of our achievements here at Lutton St Nicholas School. Within our school we seek to create a supportive, safe and friendly environment, where each child has the opportunity to 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.

Bill Lord

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School Staff

Mr B. Lord Head Teacher

Class Teachers

Mrs Lorraine White	Class 1 and SENCO
Miss Emily Pattern	Class 2
Miss Charlotte Hodson	Class 3
Miss Diane Jacobs	Class 4 and Senior Teacher
Support Staff	
Mr Mark Chapman	PPG Teacher
Mrs Shelley Cropley	Higher Level Teaching Assistant
Mrs Maria. Edwards	Higher Level Teaching Assistant
Mrs Pam Carter	Teaching Assistant
Mrs Della Pack	Caretaker/Teaching Assistant
Mrs Chelsea Powley	Learning Mentor
Mrs Faye Butler	1:1 Teaching Assistant
Mrs Linda Hyland	Senior Midday Supervisory Assistant
Mrs Claire Oldfield	Midday Supervisory Assistant
Mrs Helen Pattern	Midday Supervisory Assistant
Mrs Jolene Bulbrook	1:1 Teaching Assistant
Mrs Natalie Mascall	Breakfast Club Provision
Miss Zara Lewis	Senior Administrator/ Bursar

The School Governors

Mrs N. Taylor	Parent Governor Chair
Mrs D. Howard	Associate Governor
Mr B. Lord	Head Teacher
Mr J. Tolliday	Community Governor
Mrs. J. Speed	Parent Governor
Mrs D. Shepperson	Parent Governor Vice Chair
Miss N Lal	Associate Governor
Mrs V Clayton	Associate Governor
Mrs C Brookin	Associate Governor

Clerk to the Governors

Mrs. R. Horn

All governors can be contacted via the Clerk at the school.

Aims of Lutton St. Nicholas Primary School

We aim to encourage the social, mental, emotional, spiritual and physical development of every child in a happy, secure and stimulating environment. We strive to foster good relationships between school, home and community.

Aims

At Lutton St Nicholas Primary School we aim to:
Have high standards for everyone
Promote effective learning and teaching
Provide appositive, 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

Mission

- In order 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

Admissions Policy

The Local Authority acts as the Admissions Authority for community schools. Our school is a community school therefore the Local Authority acts as the admissions authority. This means that we use the Lincolnshire County Council Admissions Policy. This Policy can be found in the current edition of 'Going to School in Lincolnshire' Booklet, which can be obtained from the School Office. Parents need to be aware that the Local Authority prefers web-based resources and all the required guidance, including application forms, are available via the following link:

www.lincolnshire.gov/schooladmissions

Pupils are admitted to school in September of the academic year in which they are five years of age. There will be a maximum of 30 children in each Foundation Stage and Key Stage 1 class, ensuring full compliance with the Infant Class Size Initiative. Our Published Admissions Number (PAN) is currently 15. Places will be confirmed to parents by the Local Authority during the spring term.

Pre-Admission Arrangement

Parents of pre-school children are welcome to make an appointment with the Head Teacher, to visit during the school day. Towards the end of the Summer Term, we invite the new children to spend some sessions in class, where they can meet their teacher and other children in their intake year.

Mid-year Admissions

Allocations of all places will take into account the PAN for the school. Parents may apply directly to the school, through the Schools Admissions Team at Lincoln County Offices on 01522 782030 or via the County website (see above).

If the year group is oversubscribed, parents have a right of appeal. Please consult the Head Teacher for further advice.

Free Transport

If you live more than two miles from school and this is your nearest school, it may be possible for you to obtain free transport for your child. Application forms and further details are available from the School Office.

Secondary Schools

During the Autumn Term of Year 6, parents receive information from Lincolnshire County Council on procedures for applying for a Secondary School place for their child. Parents have the choice of opting into the 11+ selection procedure.

Organisation of the School

Classes

There are three stages in a child's primary school education. At Lutton St Nicholas Primary School, children are organised in classes by age:

CLASS 1 - Foundation Stage and Key Stage 1 - Reception and Year 1

CLASS 2 - Key Stage 1 - Year 1 and Year 2

CLASS 3 - Key Stage 2 - Years 3 and Year 4

CLASS 4 - Key Stage 2 - Years 5 and 6

Children are taught some subjects by specialist teachers.

School Day

For Foundation Stage and Key Stage 1 the school hours are:

Morning	8.55am to 12.15pm
Break	10.15am to 10.30am
Afternoon	1.15pm to 3.30pm.
Break	2.15pm to 2.30pm

For Key Stage 2 the school hours are:

Morning	8.55am to 12.15pm
Break	10.15am To 10.30am
Afternoon	1.15pm to 3.30pm

The School Curriculum

Teaching Hours

Foundation Stage/Key Stage 1:22hours 15 minutes

Key Stage2:23hours 30 minutes

Teaching hours do not include the time spent on collective worship, registration, lunches and other breaks.

Foundation Stage

Our Class 1 aims to make your child's start to school a happy and successful one. We hope to create a lasting partnership between parents and the school. We foster children's independence and offer an exciting, caring, safe environment through which children learn by discovery. Our high standard of education is based on the Early Years Foundation Stage Curriculum, which aims to help all children work towards their full potential.

English

English is taught as a subject and through other areas of the curriculum. We aim to enable each child to communicate effectively and confidently through reading, writing, speaking and listening.

We provide the children with a wide range of activities, which develops their ability to speak appropriately to a variety of audiences as well as developing important listening skills and written communication. The curriculum is based on the Primary Framework for Literacy and Mathematics. Children are taught to use punctuation and the basic rules of grammar. Spelling and handwriting are taught through a systematic approach. Neatness and accuracy are emphasised.

Mathematics

We aim to develop skills and knowledge in mathematics, science and technology and an understanding of their application in a number of situations.

Mathematics is planned from the Primary Framework for Literacy and Numeracy. Much of the work is practical and involves investigations and problem-solving. Number work includes computational skills, mental arithmetic and tables. Algebra explores patterns and relationships of numbers. Shape and measuring will involve 2 and 3 dimensional shapes, metric and imperial units of measure. Data handling includes collecting and presenting information in a graphical form.

Science

We aim to develop a sense of enquiry and extend the children's knowledge and understanding of the world around them. Science is taught through practical experiments, research and demonstrations.

Information and Communication Technology

Information and Communication Technology is a priority area for the school. We are aiming to ensure improved access to equipment throughout the school.

The children learn to use and apply elements of word processing, data handling, artwork and control technology. Pupils are introduced a variety of applications to enable them to acquire the essential skills.

Information and Communication Technology is also used as a tool to support other areas of learning.

Religious Education

Christianity, of a positive, non-denominational nature, is taught within the school. We aim to develop knowledge and respect of other religions and respect of different faiths. There is a daily act of collective worship and pupils follow the Lincolnshire agreed syllabus. Parents have the right to withdraw their children from religious worship and religious education after consultation with the Headteacher. Alternative provisions will be made available.

Physical Education

We encourage children to enjoy sports and develop a healthy attitude to exercise. The school has a good-sized playing field where, when weather permits, the children practise skills for many different activities including football, netball, rounders and athletics. Years 3 and 4 children are taught to swim at the Hudson Swimming pool in Wisbech. The children travel to Spalding by coach. Children are also taught gymnastics and dance. Matches are played with local schools and we attend other sports meetings. In the summer there is a Sports Day. Parents and friends are invited to attend.

Design Technology

In technology, children respond to given needs by designing, making and evaluating objects. They learn to work carefully using a range of materials and tools.

Music

We aim to provide many opportunities to allow children to express themselves. In addition to weekly structured music lessons, children are given singing and playing opportunities in daily assemblies, hymn practice and whenever year groups are involved introductions. As children move to Key Stage 2, guitar lessons are available.

Art and Design

Creative skills are encouraged and individual effort recognised. The work involves a variety of materials including paint, pastels, collage and textiles. Pupils explore ideas and meanings in the work of artists, crafts people and designers. They learn about art in contemporary life, and in different times and cultures.

History

History is about people -our record of what has happened and why. We aim to encourage and enable children to gather, analyse and interpret information in order to gain some idea of its place in history.

By starting with situations familiar to young children, we can progress to those more distant in time and experience. Opportunities to handle historical artefacts and visit museums or places of interest help bring the past to life for the children. Once children are aware of differences between the past and present, they can begin to develop a chronological framework and a depth of historical knowledge, which may be communicated in a variety of ways.

Geography

Geography throughout the school is designed to give the children progression and continuity of geographical skills and knowledge, leading to an understanding of places in the world around them.

The younger children investigate their immediate environment and neighbourhood. Studies for older children are broadened from within Luton to places further afield in the British Isles and abroad. Learning takes place through fieldwork activities and secondary sources as the children become more familiar with maps, plans, photographs and globes. Children are encouraged to develop an awareness of local and world-wide issues and formulate their own opinions and views.

Personal, Social, Health and Economic Education (PSHEE)

Provision for children's PSHE is carefully planned and integrated across the curriculum. The children learn about life skills in a caring environment and they are encouraged to deal confidently with everyday situations and recognise that they can make mistakes. It embodies the realisations that they are able to make choices relating to their actions and to recognise how their behaviour affects themselves and others. A variety of learning experiences are used to encourage this responsibility. Aspects of personal health, i.e. fitness, diet and exercise, are also incorporated into the PSHE curriculum.

Sex and Relationships Education

Sex and Relationships education is a key strand of our approach to PSHE and the broader aim of providing a caring community in which children can learn to respect themselves and others and to take responsibility for their own actions. Fundamental to our federation's values and practice is the principle of sharing the responsibility for the education of children with the parents. We strive to keep parents informed of any developments and changes to our approach to sex and relationships education. Parents are invited to view the teaching materials we use and we welcome their comments as we try to foster a sense of co-operation and understanding in this vital area.

Sex and Relationships education will also be delivered through the Science Curriculum and assemblies including the use of SEAL materials. Parents have the right to withdraw their children from aspects of Sex Education that do not form part of the Science curriculum. Parents wishing to exercise this right should inform the Head Teacher, in writing, of their decision.

The following progression is observed across both schools in our federation:

(Reception)	<ul style="list-style-type: none"> ▪ Recognising the importance of family and friendship ▪ Communities: people who help us in and outside of school - who to go to if we need help ▪ Keeping myself safe ▪ How friends/family make us sad or happy ▪ How do we communicate those feelings?
(Years 1 and2)	<ul style="list-style-type: none"> ▪ How friends/family make me feel afraid or angry ▪ How to deal with those motions ▪ How do I make someone else feel special? ▪ How does my behaviour affect those around me? ▪ How do I cope with change in my relationships? (The arrival of a sibling, the death of a pet etc) ▪ How do I support my friends during sad times and times of change? ▪ Name common body parts
KS2	<ul style="list-style-type: none"> ▪ How have my relationships changed since I was an Infant? ▪ How do I resolve problems when relationships go wrong? ▪ What do I look for in a good friend? ▪ How can I be a good friend to others? ▪ Being responsible for my own decisions, including rights and responsibilities ▪ How has my body changed since I was young? ▪ Puberty, including periods* ▪ Name all body parts, including sexual organs
KS2	<ul style="list-style-type: none"> ▪ Peer pressure - how to say no ▪ How will I change in the future? ▪ Sexual intercourse ▪ Contraception ▪ How babies are born ▪ Changing relationships ▪ Facing changes - my body, my school ▪ Supporting friends through change ▪ Peer pressure – secondary transfer survival strategies ▪ How to recognise changing and conflicting emotions

* Targeted towards Year 4pupils

Assessment

Assessment of children at Lutton St. Nicholas School is used as a tool to evaluate children's learning and facilitate planning for effective teaching. Baseline assessments are completed when the children enter school in Reception and this initial profile is discussed with parents.

Formal assessments take place at Year 2 and Year 6 in Literacy, Mathematics and Science (SATs) and their results reported to parents. End of year assessment tests in Literacy and Mathematics are also made at the end of other year groups.

Teachers constantly evaluate children's progress, against the learning objectives taught, in all subjects. Through these assessments, children requiring extra support, and those who would benefit from enrichment, are identified.

Children with Special Educational Needs

Children with special educational needs are carefully monitored and given extra help. The school has support staff that assist children under the guidance of the class teachers. The school has a range of materials and equipment to support children. We have good working relationships with other professionals, e.g. School Doctor and Nurse, Speech and Language therapist, and Educational Psychologist. We encourage the children to do their best and feel confident in what they do. Parents of children with learning difficulties are kept informed.

We recognise that all children enter school at different starting points. Where some children face more profound challenges, we will work in conjunction with feeder organisations and other agencies to ensure a smooth transition. If children face specific challenges e.g. access and mobility, a full assessment of the site will be undertaken to ensure that learning needs can be met. Where necessary, changes to the physical organisation of the building will be considered to ensure equality of opportunity for all.

All groups of pupils are subject to close academic monitoring and the Head Teacher takes responsibility for this. The school is proud of its inclusive tradition and will take positive steps to ensure that all pupils are treated fairly and are not subject to any form of discrimination.

Currently, the school is fully compliant with the Disability Discrimination Act and accessibility plans are published on an annual basis. If parents of children with specific challenges are considering enrolling their child at the school, an initial meeting with the Head Teacher will be scheduled to ensure that the needs of the child can be fully met.

As part of a federation of small schools, Lutton St. Nicholas shares their Special Educational Needs Co-ordinator (SENCo) with Gedney Church End Primary School. It is the SENCo's responsibility to ensure that the Special Educational Needs Policy is kept fully up to date. A named governor is responsible for overseeing the federation's work in this important area.

Progress Reports and Parent Consultation Meetings

- Autumn:** During Term 1, an evening is held for any parents who would like to discuss how their child has settled into the new school year and ways in which they can help at home.
- Spring:** All parents are encouraged to come along to the Spring Parents' Evening in Term 3. This gives parents an opportunity to look at their child's work and discuss current progress and targets for improvement.
- Summer:** Annual Reports are sent home during Term 6. Parents are invited to meet with teachers to discuss the contents.

Homework

The recommended time allocation for homework is as follows:

Years 1 and 2: 1 hour per week to be spent on reading, spelling, other literacy work and number work.

Years 3 and 4: 1.5 hours per week to be spent on literacy and numeracy with occasional assignments in other subjects.

Years 5 and 6: 2.5 hours per week to be spent with continued emphasis on literacy and numeracy but also ranging widely over the curriculum.

In line with all schools, Lutton St Nicholas School implements a Home School Agreement.

Home School Agreement

As you can see, our success depends greatly on a partnership between the school and home. During your child's first year at Lutton St Nicholas School, they will be introduced to the school's Golden Rules, through assemblies, stories and discussions, and asked to sign their part of the Agreement. A copy of the Agreement will then be forwarded to you. Your child may be asked to re-read and re-sign their agreement at various times throughout their stay at our school, to reinforce its importance

Further details about the routine homework arrangements for each class are outlined in the termly Curriculum News leaflets that are sent out to all parents. This also lists the main topics that are being studied, which can provide opportunities for outings and independent research at home. Please contact the class teacher if you would like further suggestions of specific skills that your child would benefit from consolidating at home.

All children are encouraged to take their reading books home daily. It is certainly an advantage if you can listen to your child read a few pages, talking about and discussing the text to make this a pleasurable occasion.

Children who are absent from school during convalescence, can be supplied with activities, if parents make a request.

Extra-curricular Activities and Special Events

Visits are arranged to places of interest to extend the children's work e.g. local churches, the area, museums and nature reserves.

Travelling theatres and musicians visit the school from time to time.

The school takes part in various sports competitions and matches e.g. football, netball, cross-country running.

Bikability training is offered to all Year 6 children.

At the end of the Summer term a Leavers' Assembly is held and parents are invited.

The school photographer visits annually to photograph children individually or in family groups. There is also a class photograph available to purchase.

A Book Fair comes to the school each year. Children have time to browse through a good selection of books. Books may be purchased.

A range of lunchtime and after school clubs are available.

The children support several charities each year.

Out of Hours Learning

As your child gets older, they will be invited to join in various out-of-hours activities. These provide wider curriculum opportunities. These activities are offered at lunchtimes and after-school. The range of activities varies according to staff availability and children's expressed interest. Sometimes the Clubs are held at other venues and provide opportunities for our pupils to meet children from other Primary and Secondary schools. Regular days and times are fixed for each activity, so that parents are aware of the arrangements.

Staff volunteers to run these clubs in their own time and there will be no charge for your child to attend.

School Council

Representatives are elected from each class, by their peers, to represent them on the School Council. These children meet weekly to discuss issues that arise in school and voice the opinions of their class. Agendas and minutes are kept by them and the outcomes of their meetings are fed back to the class. In this way we are able to include the pupils in some of the decision making that goes on in school.

Newsletters and Information for parents

The children regularly take home letters with information about forthcoming events, reminders and requests. If anyone wishes to have a copy sent to a father or mother not living at home, please let the school office have the details. We will also be pleased to send copies of end of year reports.

Pupil Attendance and Absence

Parents have a responsibility to ensure that their children attend school each day and arrive on time. Punctuality is vital to the smooth running of the school and ensures lessons start promptly. Registration is at 8.55am. Pupils arriving later than these times are marked 'late' in the register. There may be occasions when arriving late is unavoidable and we will endeavour to support any parent having difficulties with prompt attendance.

The children may come into the playground after 8.45am, when staff supervision is provided. Separate arrangements apply for children travelling on the school bus, who may need to arrive a little earlier. These children should enter by the bus gate on arrival and go directly to the Hall.

Parents may wait in the designated playground area, at the end of the school day. In the event of unforeseen problems (e.g. car breakdowns) parents are asked to telephone the school, and arrangements will be made to supervise the children until they can be collected.

School Transport

Free transport to and from school is available to pupils living more than 2 miles away from the school and for whom Luton St. Nicholas is the nearest available primary school. Further details may be obtained from the Headteacher.

Cycles

Parents must take full responsibility for children who cycle to school. Children leaving cycles at school are expected to wear cycle helmets, in line with advice from the Road Safety Officer, who visits school to give talks to the children. Cycle helmets may be kept in school during the day. 'Bikewise' cycling proficiency training is offered to all Year 6 children as part of the wider PE curriculum. Bicycles can be kept in the cycle shelter during the day. Cycles are left at the owner's risk and parents are advised to provide a padlock. Cyclists must enter and leave school through the playground entrance, but may not ride their bikes on the school site.

Parking

Please park with care. Drivers of vehicles are reminded that they should not park at, or within, 10 metres of a road junction, and should not obstruct private driveways. Drivers are also reminded that stopping on 'zigzag, keep clear' lines is unlawful at any time when the children might be accessing the school. The lined area is laid down for the safety of the children.

Pupil Absence

Parents should notify the School Office, in advance whenever possible, if their child has a medical or dental appointment. If a child is ill please phone the Office on 01406 363392 before 9am (a messaging service is available), so the register can be marked accordingly and we know that your child is not missing. Investigations into the whereabouts of a child not accounted for will be made. Under new legislation that came into effect at the beginning of September 2013, schools are no-longer allowed to authorise holidays during term time. Exceptional circumstances will be taken into consideration and if you feel your holiday request is covered by one of these, you are required to make an appointment with the Head Teacher to discuss the matter further. If it is agreed that the holiday request is covered by such circumstances, it will be authorised. If not, any absence taken will be classified as unauthorised.

School Security

The safety and welfare of our children and staff is of the utmost importance. Parents and visitors arriving during the school day can only gain access by visiting the School Office.

School Uniform

We believe that wearing a school uniform helps children to identify with and take pride in their school. *The Lutton St. Nicholas school uniform is*

Girls

- Navy skirt/pinafore/trousers
- White/light blue shirt or blouse
- Navy sweatshirt/cardigan with school logo*/jumper
- White/navy -socks/tights
- Dark shoes

Summer option:

- Blue gingham dress*
- Sandals with covered toes

Boys

- Dark grey trousers
- White/light blue shirt
- Navy sweatshirt with school logo*/jumper
- Dark socks
- Dark shoes

PE

- Navy shorts
- Light blue T-shirt with school logo*
- Navy Leotard (optional)
- Plimsolls/thin soled PE trainers

Swimming kit when appropriate:

- Swimming trunks that are short in the leg, not below the knee or Bermuda style/one-piece costume
- Towel
- Swimming bag

Most items are available from general children's wear stockists.

*Items available only from the School Trends website. School Trends can also supply fleeces, coats and hats.

For safety reasons, it is recommended that if sandals are worn, they should not be open-toed. Boots or fashion shoes, including high-heeled shoes and sling backs are not suitable footwear for school.

PE bags and book bags are presented to each child free of charge on entry to school.

Parents are asked to ensure that all clothing and possessions are clearly marked with their child's name

Personal Property

Jewellery is not allowed apart from a watch and one pair of small, plain stud earrings. For health and safety reasons, all jewellery must be removed for swimming, and removed by the child for gymnastics and all sports. The school cannot accept responsibility for any loss.

Money and other valuables should only be brought to school for a specific reason and given to the appropriate person on arrival at school.

Health

Parents should ensure that the Headteacher is informed, in writing, of any medical condition that may affect their child at school.

There is a full system of care for your child in both health and personal terms. Our teaching staff and assistants are trained in First Aid. We have regular visits from our School Nurse, who makes routine checks on your child's well-being. These visits are carried out only with parents' permission. They include vision and hearing tests. We can also call on specialists such as the Speech and Language Therapist and Educational Psychologist.

Emergency Contact

Occasionally, children feel unwell at school and need to go home. Should a child be taken ill, we would always try to contact the parents and make necessary arrangements for the child's care. In the event that both parents are at work, we would be grateful for your business telephone number or an alternative telephone number of a relative or friend who would look after your child in your absence.

When your child starts school you will be asked to complete the 'Parent/Pupil Form'. Parents are required to keep school notified of any changes to address, telephone or emergency contacts.

Please keep this in mind, if you change your mobile phone.

Asthma Inhalers

If your child has asthma, an inhaler must be kept in school, for use at any time.

Medicines

Medicines should normally be given to children out of school hours. If your child needs to have medicine at lunchtime, you are welcome to visit the school at 12.10 pm to administer it. In exceptional circumstances, it may be possible for the Headteacher to dispense medicines. This is only possible by prior arrangement and when the medicine is accompanied by a written request and instructions from parents/guardians in line with the legend on the container and handed to the Headteacher or Senior Teacher. Medicines and inhalers must never be left in lunchboxes and school bags.

Access for the disabled

There is suitable access to the school for children or parents who may be disabled. Parents are asked to contact the Head teacher for further reassurance.

Break time snacks

Children in Classes 1 and 2 are offered a piece of fruit each morning free of charge. This is part of the Government's National Fruit Scheme and is very popular with the children. Parents do have the right to withdraw their child by discussion with the Headteacher.

Children in Classes 3 and 5 are encouraged to bring a piece of fruit from home. Children are encouraged to eat healthily and not to bring sweets to school.

Lunchtime arrangements

Most children stay at school over lunchtime and bring a packed lunch or eat a hot school meal, but they may go home if parents prefer. In the interests of safety, drinks must not be brought in glass containers or cans. Lunchtime assistants supervise children who stay at school for lunch.

Free School Meals

Some families may be eligible for free meals which are funded by the County Council and provided by the school. Meals are distributed to the children in a very discreet way.

The criteria for free school meals are for a parent/guardian to be in receipt of Child Tax Credit, but not Working Tax Credit, with an annual income figure that does not exceed £16,190 (April 2012). A parent can claim free school meals for their child/ren if they are in receipt of Income Support or Income Based Jobseeker's Allowance.

If you think that your child may be entitled to free school lunches, please ask the Headteacher for more details.

Universal Free School Meals

From September, all pupils in Reception, Year 1 and Year 2 will be able to receive a school meal at no cost to parents.

Pupil Premium

The Pupil Premium is an amount of funding that is provided by the government to remove barriers to learning for children from less advantaged backgrounds or who are deemed to be 'vulnerable.' It is calculated by the maximum number of pupils who are eligible to receive Free School Meals (FSM). Every year, we receive an allocation in the region of £12,600 and this has been used to provide additional tuition, intervention, curriculum enrichment opportunities, resources, small subsidies and specialist training for designated staff.

Child Protection

The staff at Lutton St. Nicholas Primary School believes that the welfare of every child is of paramount importance. Any concerns are passed to the Headteacher, who will take the appropriate action in compliance with the Lincolnshire Area Child Protection Code of Practice.

Charging Policy

Educational activities which take place during school hours (excluding midday break) are free and made available to all pupils.

On occasions, for example school visits and special events, parents are asked for voluntary contributions towards costs. Without contributions from parents, some of these activities could not take place. However, it should be noted that no child would be prevented from taking part through an inability to contribute. Charges are sometimes made for optional activities out of school hours.

Friends of Lutton School

'Friends of Lutton School', known as FOLS, is a group of enthusiastic parents and friends who organise fundraising and support various school events. Its aim is to contribute funds to enhance the educational opportunities for the pupils of the school. The children benefit greatly from the work of the group. FOLS have fully funded or made contributions towards projects such as playground and ICT equipment, subsidies for school outings and a variety of 'wish-list' requirements from different curriculum areas. Anyone who would like to join FOLS committee will be made very welcome. Please contact the School Office for more information, or the current chairperson Mrs. Stevenson, if you are interested. News of FOLS events is distributed in yellow FOLS Newsletters and displayed on the FOLS notice-board in the playground.

Complaints

We strive to deliver the best possible education to all our pupils and to care properly for their health, safety and welfare at all times. All the staff at this school are dedicated to achieving this aim. From time to time, however, it is possible that you feel that we have not lived up to your expectations. If this is the case, please tell us at once. If you do not tell us, we may not be aware of your concern, and so

cannot follow it through. A copy of the Complaints Policy is available from the Headteacher, on request.

Lutton St. Nicholas Primary School Term Dates

Autumn Term 2017

Day	Date	Open and Close	Time
Friday	September 1 st	INSET DAY	Staff Only
Monday	September 4 th	INSET DAY	Staff Only
Tuesday	September 5 th	School Opens	8:55
Friday	October 20 th	School Closes	3.30
Tuesday	October 31 st	School Opens	8.55
Tuesday	December 19 th	School Closes	3.30

Spring Term 2018

Day	Date	Open and Close	Time
Tuesday	January 2 nd	INSET DAY	Staff Only
Wednesday	January 3 rd	School Opens	8.55
Friday	February 9 th	School Closes	3.30
Monday	February 19 th	School Opens	8.55
Wednesday	March 28 th	School Closes	3.30

Summer Term 2018

Day	Date	Open and Close	Time
Monday	April 16 th	School Opens	8:55
Monday	May 7 th	School Closed	May Bank Holiday
Friday	May 25 th	School Closes	3.30
Monday	June 4 th	School Opens	8.55
Friday	July 20 th	School Closes	3.30
Monday	July 23 rd	INSET DAY	Staff Only
Tuesday	July 24 th	INSET DAY	Staff Only

Behaviour

Discipline

At Lutton St. Nicholas School there is a belief in good discipline and rules of conduct that contribute to the regulation of the school and raise social awareness in the pupils.

School life is based on a code of conduct that recognises the need for care, consideration, honesty,

Helpfulness, co-operation and respect for other people, equipment and property.

The school operates a system of rewards and sanctions and any misconduct is dealt with firmly. Where it is considered appropriate, parents are consulted about their child's behaviour, and support from them sought.

Safety and Security

Children are regularly reminded of important safety rules. Fire drill is practised at regular intervals.

Equal Opportunities

The school provides equality of opportunity to meet the educational and social needs of all pupils irrespective of gender, race or religion. The school encourages every pupil to attain their full potential in all activities of the school.

Pastoral Care

Each child has individual needs and staff must be aware of, and sensitive to these needs to get the best from each child. Please keep the Headteacher informed of anything that you may think may be affecting your child's wellbeing.

Anti-Bullying

The welfare of all children has a high priority and the school has an Anti-Bullying Policy. Bullying is seen as any deliberately hurtful behaviour, repeated over a period of time. It can be physical, verbal or indirect (anti-social). Bullying in any form is not tolerated. Children and parents are encouraged to share any concerns with staff, so that appropriate steps can be taken at the earliest opportunity.

Photography

County guidelines are observed on the restricted use of photographs. Parental permission is obtained to use photographs of children for internal publicity, school displays, staff training and assessment purposes. From time to time, articles and photographs of special events appear in newspapers. The use of cameras, camera phones and videos is restricted in school events. Parents may only take images of children at identified specific events e.g. concert performances. Images may not be taken at other times and no images will be allowed on any social media platform.

Prospectus revised October 2017

The school reserves the right to make necessary amendments to any information