



# LUTTON ST NICHOLAS PRIMARY ACADEMY

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Forming creative, curious  
and caring learners



# ABOUT OUR SCHOOL

Lutton St Nicholas Primary Academy is a small, mixed-age village school. Set in the quiet village of Lutton, our setting is all about knowing one another and working as part of the community.

This means that every staff member knows every child and that every child's voice is heard.

As our Pupil Admission Number is 15 (meaning 15 pupils per year group), many of our classes contain 2 year groups.

Donaldson Class (Reception)

Dahl Class (Year 1/2)

Morpurgo Class (Year 3/4)

Tolkien (Year 5/6)

Whilst we are a small school, we believe we have access to beautiful school grounds and are able to provide an environment where children feel known and never just by name.

Lutton St Nicholas Primary Academy is supported as part of Keystone Academy Trust, a family of schools who work together to provide pupils with the very best education and opportunities so that our pupils become life-long learners with the confidence to step into the world knowing they can do anything.

For further information, please visit our school's website.

<https://www.luttonstnicholasprimary.org/>



**Forging Stronger Futures for All**

# WELCOME

## FROM THE HEADTEACHER

Dear Parents / Carers,

A warm welcome to our school family here at Lutton St Nicholas Primary Academy. We look forward to welcoming you and your child(ren) to our setting.

Selecting a school is rarely an easy decision and we genuinely wish for you to find a place you know your child(ren) will feel safe and supported.

In our prospectus, we hope you find all the information you need but should you ever wish to find out more, we would encourage you to visit our website or contact the school office for any further details or queries.

At our school, we are always working to develop our children so that they may reach their full potential, whether this be through the development of our school grounds, through providing a range of experiences outside of school or through our progressive curriculum which meets the needs of pupils.

Should you make the decision to send your child to our school, we want to get to know them and you as a family and welcome you to join in any and every aspect of school life. In doing so, we hope that you engage with and support us, working in partnership together.

Kind regards,

*Mr J Perrin*

# OUR SCHOOL'S VISION AND VALUES

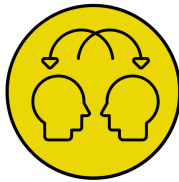
## Our Vision

### Forming Creative, Curious and Caring Learners

At Lutton St Nicholas, we believe that pupils need to be given an education that allows them to thrive in later life. We believe that these 3 qualities provide the pupils with the necessary skills to adapt in an ever-changing world, solve any problems they face, celebrate differences and remain life-long learners. Most of all, we believe these qualities are essential in allowing our pupils to become confident and proud of who they are and what they have to offer the world.

## Our Values

### T.E.A.M.



**Teamwork** - To work together as a group, a class, a school and a community. Teamwork means to support one another, value other people's efforts and helps us to reach our full potential.

**Empathy** - To understand and share our feelings. Empathy means to care for others, consider their points of view, listen carefully and treat others the way we wish to be treated ourselves.

**Achievement** - To accomplish an aim or goal as a result of effort. To develop our skills and improve ourselves in some way through learning. Achievement means to work hard to inspire those around us and make ourselves proud.

**Motivation** - To be brave, to be open-minded and to be resilient, even when things are difficult. It is the belief to always try, to never give up and to know our efforts will lead us to achieve.

# LOCAL GOVERNING BOARD

Our academy is supported by a committed and hardworking Local Governing Board. The governing board is made up of parents and community volunteers who work together to ensure the academy is always working to support our pupils and community. They oversee the actions of the school providing both challenge and support.

***A welcome from our Chair of Governors, Claire Brookin:***

*'Welcome to Lutton St Nicholas Primary, a school where staff always try their best to support children. It is a lovely school and one that works hard to help its learners thrive.'*

Our governing board visit the school regularly in addition to attending termly meetings to review the school's progress. Further information on our Local Governing Board can be found on the school's website.

# FRIENDS OF LUTTON (FOLS)

Providing further support to our academy are our Friends of Lutton. Our fantastic group of parents work tirelessly to raise funds to help support the school and offer regular opportunities for your child(ren). Such events include termly discos, Bouncy Fun days, Easter activities, Christmas events and much more.



The Friends of Lutton are always on the look out for willing volunteers to help support events in and outside of the school day. Many of our FoLs are working parents and despite limited time, work together to organise some amazing events for our pupils and fundraise for worthy causes.

If you are interested in following them or learning more, please visit **Fols.Lutton** on Instagram or contact them at **friendsofluttonschool@gmail.com**



## SCHOOL TIMINGS

Time	Event
8:30-8:40am	<p>Gates Open: Pupils are expected to be dropped off and enter in classes before the gates close at 8:40am. Any arrivals after this time should report to the office so that we can ensure your child is registered. Registers close at 8:45am.</p> <p><b>Please be considerate of our neighbours and pupils' safety when parking to drop off or pick up - thank you.</b></p>
8:45-10:45am	<p>Morning lessons Phonics, Reading and Writing</p>
10:45-11:00am	<p>Scheduled break and snack time</p>
11:00am-12:00pm	<p>Mathematics</p>
12:00-1:00pm	<p>Lunch time</p>
1:00pm-2:55pm	<p>Afternoon lessons Foundation subjects and provision</p>
2:55-3:15pm	<p>Whole school assembly Monday - Headteacher Assembly Tuesday - News / Event Assembly Wednesday - Class Assembly Thursday - Singing Assembly Friday - Learners of the Week Assembly</p>
3:20pm	<p>End day - dismissal to parents / carers</p>



# SAFEGUARDING

## What is safeguarding?

Safeguarding is the protection and prevention of harm to a person's health, well-being or human rights allowing them to live freely from worry, abuse or neglect.

## How do we work as a school?

As a school, safeguarding sits at the centre of all we do: it is our number one priority. Before learning can take place, we work to make sure pupils feel safe and cared for in our school environment. As such, we follow very clear guidelines to ensure that our safeguarding processes are robust. This means ensuring the school conducts appropriate checks for anyone working with our pupils; by providing regular opportunities to teach pupils ways in which to remain safe from harm e.g. online safety, through our behaviour management and through our contact with families.

Please do not be alarmed if the school ever contact you to discuss a worry or something your child has said. Please remember we are calling because we want the very best for your child(ren). Our duty, first and foremost is safeguarding our pupils and we aim to do this by working with you. As such, we ask you work with us, communicate with us and update us on any information you feel we may need to know.

**Our Designated Safeguarding Lead (DSL):** Mr Jake Perrin

**Our Deputy Designated Safeguarding Lead (DDSL):** Mrs Faye Butler

# ATTENDANCE AND KEY INFORMATION

At Lutton St Nicholas Primary Academy, we believe that good attendance sits centrally to learning. At our school, we aim for learners to have 97% attendance where possible. Of course, pupils will have unavoidable illnesses and for some, absence due to medical reasons. The government expects children to have an attendance figure of 95%, with any child being under 90% classified as persistently absent by the Department for Education.

Each day our school gates open between 8:30 and 8:40 and pupils should be marked in on the register by 8:45am. Any pupil arriving between 8:45am and 9:10am will be marked late. Any arrivals after this time will be an authorised absence.

As a school, it is incredibly important that we have your up-to-date contact details at all times in the event of an emergency or if your child becomes unwell during the school day. Please also inform the office of any changes to pick ups whether this be a trusted adult picking up long term or a phone call on the day regarding a short term change. Please know that the school **will not** dismiss any child to an adult not known to the school and we do ask for your patience and understanding if we contact you to query this.

## Attendance Letters

Each term, you will receive a letter regarding your child's attendance at school. Please do not be concerned. Our aim in monitoring attendance is to be supportive and understanding. However, should a pupils' absence fall below 92%, the school may reach out to speak to you to better understand the situation and offer next steps.

## Absences

Children are expected to attend school every day except in the event of illness. For illness, please contact the school telephone before 8:45am and ensure you make contact each day of subsequent illness. For all other forms of absence, please e-mail [enquiries@lsn.keystonemat.org](mailto:enquiries@lsn.keystonemat.org)

Holidays by nature are listed as an unauthorised absence and may result in a Penalty Notice (PN) and the penalty is calculated per parent, per child.

## Did you know ...

If your child's attendance during the school year was...

Your child lost approximately...

This is the same as approximately...

95%

9 days from school

50 lessons

90%

19 days from school

100 lessons

85%

29 days from school

150 lessons

80%

38 days from school

200 lessons

75%

48 days from school

250 lessons





## PARENTAL COMMUNICATION

At our academy, good communication is vital. As a small school, we always work hard to know and understand our families. When joining our school, you will receive a ParentPay login which provides you access to our school's e-mail platform. In addition to using ParentPay to book lunches and Breakfast club, the school will communicate with you regarding any key or urgent information on this platform.

Most information is shared with parents through our school newsletter. These are sent out fortnightly through ParentPay and can also be accessed through our school website. Our newsletters provide you with regular updates on school activities, learning in classes and other key dates and information.

In each long term (autumn, spring and summer), you will be invited to attend a parent consultation meeting to discuss your child(ren)'s academic and personal development. You can also expect to receive an interim report twice a year giving you a brief overview of academic progress and a full, annual report of progress in July that summarises your child(ren)'s learning, interests, successes and future areas of development.

However for all day-to-day updates, the best thing you can do is speak to the class teacher during morning drop offs and afternoon pick ups, or contact the office for any general enquiries.

We ask any specific enquiries of a complex nature are e-mailed to our enquiries e-mail address: [enquiries@lsn.keystonemat.org](mailto:enquiries@lsn.keystonemat.org) which will receive a response within 72 hours, often sooner. We do ask that no parent attempts to e-mail teachers directly as this can often cause confusion.

## PARENTAL CONDUCT

We are incredibly proud to serve our local community but do ask that any enquiries are done in a respectful manner and that the conduct of anyone on our site, be it relative or a trusted adult, sets a positive example for our pupils. As such we do ask that you read through our academy's Parental Code of Conduct to familiarise yourself with the academy's processes. This document is accessible under the policies page of our school website.

# BREAKFAST CLUB

A Breakfast Club is available for booking in the event you require wraparound care and can be booked through ParentPay. Breakfast club runs from 8:00am until 8:30am at which point pupils can then make their way to class. There are various games and activities for pupils to complete and a good selection of available food options including different cereals or toast and even the occasional seasonal item such as hot-crossed buns. Breakfast Club is charged at £3 per day. Please note that due to staff ratios, ParentPay may not allow you to book in short notice. If this is the case, please speak to the school office. If you are in receipt of childcare vouchers and wish to know how these may be used for Breakfast Club, again contact the school office on 01406 363392.

## SNACKS

At Lutton St Nicholas Primary Academy, we encourage healthy eating at all times. This does mean that we ask pupils to be given a healthy snack during break with examples including fruit, vegetables, yoghurt, a plain cereal bar or healthy biscuits. We do ask that pupils do not eat crisps, chocolate or similar items at break. In Reception and Key Stage 1, pupils are given a free fruit or vegetable-based snack e.g. raisins, apples and tangerines. We are also a nut-free school and therefore cannot have any nut-based products in school.

## LUNCHES

Children at Lutton St Nicholas Primary Academy have the choice of 3 meals each day. The meals are sourced from our partner school, Long Sutton. The cost of a meal is £2.50 from September 2024 which includes a main course and dessert option. Orders must be received by 6pm on a Tuesday the week before and are placed on our ParentPay app. When ordering for a new school term, meals must be booked during the last school week, not during the holidays. From Early Years to the end of Year 2, children are entitled to a free school meal. If you are in receipt of benefits or tax credits, you may be entitled to Free School Meals for the duration of your child's education. To find out more about this, visit: <https://www.gov.uk/apply-free-school-meals>

# SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

At Lutton St Nicholas Primary Academy, our intention is to ensure that all pupils receive a high-quality and ambitious education regardless of need or disability. We believe that it is vital that our pupils are provided with opportunities that will allow them to achieve, succeed and become confident, independent individuals as they progress through life.

In line with the Code of Practice methodology of 'Assess, Plan, Do, Review', pupils with special educational needs and/or disabilities are identified as early as possible. Teaching staff regularly assess and monitor pupils' progress. Where there are concerns about a pupil's progress or possible barriers to learning, a Graduated Approach will be followed. This begins with teaching staff raising a 'Record of Concern' to the school's SENCo, Mrs Arnold, along with discussing concerns with parents/carers. Teaching staff ensure adapted learning opportunities are provided to the pupil, followed by identifying appropriate strategies and interventions designed to 'narrow the gap' and promote accelerated progress. Should these strategies fail to 'narrow the gap' efficiently, the school may consider an Individual Support Plan (ISP). Mrs Arnold provides support and advice throughout this Graduated Approach process.

We place great importance on keeping parents fully informed about their child's development and the monitoring process. We actively encourage parents/ carers to share their insights and knowledge with their child's class teacher, fostering a strong partnership between home and school. The 'Assess, Plan, Do, Review' model will be applied over several cycles to test the pupil's response before considering whether a child may have special educational needs and/or a disability. Mrs Arnold can be contacted to discuss any concerns using the following email address: [\*\*senco@lsn.kestonemat.org\*\*](mailto:senco@lsn.kestonemat.org)

Further information about the Graduated Approach to SEND at Lutton St Nicholas can be found on the school website under the 'Information' tab. Here, you can also access information about the Local Offer and agencies that the school works closely with.

# MEDICAL



Lutton St Nicholas Primary Academy strives to ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported in school, so that pupils can play a full and active role in school life, remain healthy, achieve their academic potential and access and enjoy the same opportunities at school as any other child.

We recognise that pupils with long-term and complex medical conditions may require ongoing support, medicines or care whilst at school to help them manage their conditions and stay well. Should your child have a long-term medical condition or require daily care in school, our SENCo Mrs Arnold, in conjunction with parents/carers, will draw up and implement an individual health care plan.

## **Administering Medication**

The school will only administer prescribed medicines that require taking four times a day, with one of these points falling within the school day. Any medicine that is to be prescribed for 3 times a day or less should not be brought into school. Any medicines must be handed over, alongside a completed and signed medication form, at the school office. The school will provide Calpol only to pupils in the event it is required to support with symptoms such as a temperature or following a recent physical injury. Request for this service must be identified in the enrolment paperwork. We will contact parents and carers prior to providing this and do ask that you provide written permission on the day as well through an e-mail to our enquiries inbox.

Please ensure that any long term medication such as inhalers or epi-pens are checked often and replaced. The school will work to notify you of any out-of-date medication.

For further questions or queries, Mrs Arnold can be contacted through the school office or via the following email address: [senco@lsn.keystonemat.org](mailto:senco@lsn.keystonemat.org)



# BEHAVIOUR

At Lutton St Nicholas Primary Academy, we believe that good behaviour allows pupils to access learning. Positive behaviour choices supports pupils to engage fully in their learning and reach their full potential. At our school, we create an environment and deliver a curriculum that supports the social, emotional and mental health of the whole school community.

We believe that everyone has the right to:

- feel safe, healthy and happy;
- be treated with respect, dignity and equality;
- learn or to teach, or to do their job.

Our duty is to recognise that:

- Children will not be able to learn effectively, until they feel happy, safe and secure.
- All behaviour represents a feeling or thought which is being communicated.
- All behaviour is learnt.
- Every member of our school community is responsible for supporting positive pupil behaviour and instilling politeness and good manners.
- Creating positive relationships with children is the largest deterrent to unwanted behaviour.

At Lutton St Nicholas Primary Academy, everyone has a responsibility to uphold these rights which means every member of staff, pupil and family member is charged with upholding high behavioural expectations. As such, all stakeholders are expected to work collaboratively to support pupil behaviour.

We understand that all behaviours are a form of communication. With that in mind, we aim to be proactive rather than reactive – teaching children appropriate strategies to help manage their feelings and relationships. We aim to create a positive, predictable and safe environment for the whole school community.

In order to do this, the school follows a clear behaviour policy that ensures pupils are listened to and supported but understand the importance of working hard and caring for others. We also encourage good manners and kind words at all times and we ask that you as parents / carers support the actions of the school in helping to create a kind and empathetic environment.

# SCHOOL UNIFORM: SCHOOL CLOTHES

We believe that school uniform is important and pupils are expected to wear school uniform every day unless otherwise instructed. It instils a sense of pride, self-confidence and belonging. At our school we have a set of guidelines that will support you in identifying appropriate school uniform. Please see our uniform details below or via the school website.

Please note that we do not expect parents and carers to purchase uniform with logos provided they fit the descriptions below. Logo-related uniform may be purchased from the School Trends website.



1/2: White polo shirt, blouse or pinafore or light blue polo shirt

3/4: Plain navy sweatshirt or cardigan

5: Blue gingham dress (summer wear)

6/7: Navy or dark grey trousers

8/9: Black school shoes (no trainers, no boots and no open-toed shoes are allowed)

Plain navy or white tights may be worn and socks should be white, grey or black socks (plain)

<https://www.schooltrends.co.uk/uniform/LuttonStNicholasPrimarySchoolPE129HN>

**Please ensure all clothing is named so that lost items can be easily returned.**



## SCHOOL UNIFORM: PE AND SWIM WEAR

Please see below the guidance for PE kits. We do ask that this is adhered to and that children do not wear coloured tracksuits or inappropriate clothing for physical exercise. When pupils attend competitions and represent our academy, they are expected to be in PE uniform.



1: Light blue t-shirt (not a polo shirt)

2/3: Plain navy shorts or jogging bottoms

4: Navy Plimsolls or bare feet (gymnastics and dance)

5/6: Appropriate trainers for outdoor PE

7/8: Swimming shorts that fit above the knee or a one piece swimming costume

**9: All children swimming should bring a swimming bag, a towel and swimming cap as per the local swimming pool's instructions.**

If a child has pierced ears, they should wear a plain studded earring, not a hoop or drop earring. Children with pierced ears **must** remove earrings before a P.E. lesson. If they cannot do this for themselves, a parent **must** do it before the start of the school day. No other piercings are allowed. Bracelets and bangles are not allowed. A necklace may be worn for religious reasons only.

# KEY ITEMS

Some additional items children will need at school are included below. Pupils starting their education in Reception will receive their first book bag for free with the aim of developing a lifelong love of reading.

As a school, we spend significant sums on providing current and enjoyable texts. Please help us to take care of them using a book bag or suitable carrier. If texts are seriously damaged, we may ask for a contribution towards replacing them.



Whilst this does not need to be a school PE bag, we do ask that you try to provide your child with a sealable bag for swimming that they can put their named clothes in as this helps to avoid items going missing.

Your child will require a water bottle when attending school. Please do provide one of an appropriate size (no larger than 750ml). We do ask if possible that metal bottles are not purchased as they can be quite noisy in a class of 30.



Other key items to consider include coats, gloves and scarves. If your child is joining Reception, they will require a set of wellies as they will often be outside in all seasons engaging in water play and much more.



# OUR SCHOOL'S CURRICULUM

Our school follows the guidance set out in the National Curriculum (Department for Education) and is tailored to ensure pupils receive an education that is progressive, challenging and meaningful. This means ensuring pupils receive regular opportunities to think deeply, be practical and explore the outdoor environment whether this be in school, in our local area or wider afield. Where possible we take a cross-curricular and thematic approach to learning, meaning that learning in one subject may be referred to or used in another lesson or context to ensure that concepts that link together are taught together so that children can make strong connections with the view that knowledge builds on knowledge.

The curriculum, by design, is built to engage learners, making links between learning and creating opportunities to practice and apply prior learning so that knowledge gained is never wasted. Our school values of Teamwork, Empathy, Achievement and Motivation feature throughout the subjects, topics and lessons pupils are exposed to.

Further information on our curriculum will be presented to Reception parents during a scheduled open evening and through curriculum updates provided by teachers each term.

For further information, please visit: [www.luttonstnicholasprimary.org](http://www.luttonstnicholasprimary.org)



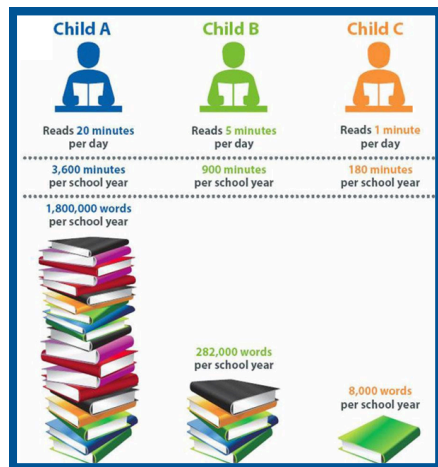
## PHONICS, READING AND WRITING

Reading is an integral life skill that opens the door for all learning. At our academy, we believe that reading is fundamental to later life and learning as a whole. As such, we follow a progressive programme for teaching reading at our school. Little Wandle provides a framework for teaching pupils the sounds they need to learn in order to decode words, so that they can later become confident readers. To support parents, we run phonics workshops to help develop any home learning.



We would very much appreciate it if you read with your child(ren) as often as possible, ideally 5 times a week or more if appropriate to do so. Children will take part in structured phonics and reading opportunities regularly at school but it is important pupils continue to rehearse this vital skill outside of school time.

The school will provide your pupil with a phonics-based book which matches their current decoding skills. Current guidance tells us that pupils should receive a book that they can read independently with over 90% fluency and books that only include the sounds they have been taught. The school also allows pupils to take home an interest book. This is not necessarily matched to your child(ren)'s phonics level but is designed to help form a love of reading. Please do take care of any books taken home and be aware that any significant damage to a book may result in a charge as they are often expensive to replace.



# MATHS

As an academy, we follow a mastery approach to mathematics, using the White Rose scheme of work to structure content and learning. We believe maths is best taught systematically with a focus on developing children's deeper understanding of maths e.g. *does this rule work all the time, sometimes, never? How can I apply this calculation to a problem? Can I identify the error made?* We begin by developing children's understanding of place value and utilise a mixture of concrete (objects), pictorial (images) and abstract (worded or digit-based) representations when teaching mathematics to ensure pupils understand the why behind the what and become fluent, able mathematicians. We also complete a short, daily rehearsal of arithmetic each day to ensure pupils regularly revisit concepts taught. Resources linked to maths will be shared by class teachers including logins for platforms such as TT Rockstars (appropriate to the year group) which can support you in developing your child(ren)'s learning at home.

# FOUNDATION SUBJECTS

At Lutton St Nicholas Primary Academy, we are passionate about delivering a broad and balanced curriculum. This means teaching children a balance of different subjects that have been planned to be progressive and specific so that pupils learn and remember key knowledge. Each subject follows a clear sequence and lessons in all subjects are adapted accordingly to meet the needs of pupils. Due to our mixed-year group structure, our curriculum has been designed to balance different year group content while providing regular opportunities to revise and recap knowledge learnt across previous topics in previous years.

## What subjects will my child(ren) learn at primary?



Reading / Phonics



English



Mathematics



Science



History



Geography



PE



Design  
Technology



Art



Personal, Social,  
Health and Economic  
Education



Religious  
Education



Spanish



## TRIPS AND VISITORS

At Lutton St Nicholas Primary Academy, we believe that learning can often be enhanced through additional experiences. Across the year, we identify different experiences that we believe help bring learning to life or will help develop our pupils on a personal level. We aim to provide pupils with an experience each long term where possible and may ask for donations. Where trips require parental donations, we will survey our parents to identify whether a trip is financially viable. We may also ask for parents to come along with the school and help.

We also aim to have regular visits in our assemblies such as community workers, workshops and charity volunteers and even parents or people within the locality to discuss careers and other topics.

In Year 5/6 we aim to provide an annual residential trip to pupils so that they are given the opportunity to be away from home, become more independent and enjoy various activities by spending time in locations that they may not get to enjoy fully through a day trip. All trips are appropriately risk assessed and insured: children's safety is always prioritised.





# FORMING CREATIVE, CURIOUS AND CARING LEARNERS THANK YOU



School Address:  
Marriots Gate, Lutton, Spalding,  
Lincolnshire PE12 9HN

Telephone:  
01406 363 392

Email for all contact:  
[enquiries@lsn.keystonemat.org](mailto:enquiries@lsn.keystonemat.org)