



Lydeard St Lawrence Community Primary School  
Lydeard St Lawrence  
Taunton  
Somerset  
TA4 3SF

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## 1. What are the aims and philosophy of the school?

The school's general philosophy is to provide a caring environment wherein each child can attain his or her full potential. Within the extended family community, we encourage the child to learn through experience, to cooperate with others, to appreciate the trust between parents, teachers and children; and by self-motivation to move forward with confidence. We encourage children to question, learn independently, and think for themselves. We aim to take each child along the path of discovery and will endeavour to meet each child's needs along the way. We provide a rich, stimulating and varied atmosphere, and make the learning process enjoyable, positive and flexible.

We aim to develop confident, creative, literate and numerate children who are morally and socially responsible. They will have respect for, and an understanding of, other races, religions and ways of life. As adults, we hope that they will have acquired the knowledge and skills relevant to their life as active citizens in an ever-changing world. Parental involvement within the school is welcomed, and enables us to provide a very broad curriculum. Everyone who works at the school has your child's best interests at heart.

## 2. Who runs the school?

Lydeard St Lawrence is a county controlled school. It is funded from central government via the Somerset Education Authority. The Governors of the school are responsible for the overall running of the school. On a day to day basis the Governors, who are volunteers, give responsibility to the Headteacher to run the school in the best interest of all involved. An individual class teacher looks after the welfare of your child and should be your first point of contact at the school on a day to day basis.

The PTFA organises both social and fund-raising events throughout the year. The money raised is spent in a variety of ways to improve the education of children at Lydeard St Lawrence School.

Every parent is welcome to attend the AGM held in the Autumn Term and to seek election on to the committee.

Your support at events is always appreciated whether you are a committee member or not. Please offer your support to the PTFA events.

The Local Education Authority offer support and guidance to all of the above named groups. There is a list of names of Governors and how to contact them, Local Education Authority contacts and a staff list in the Appendix.

### 3. Who will teach my child?

Your child will be placed with a class teacher who is responsible for liaising with you. However during any one day they may be taught group activities by another teacher or teaching assistant. They may be taught music by another teacher, or swimming by a swimming teacher. If your child's teacher is away your child may be taught by a temporary supply teacher. A full list of the current staff is available in the appendix at the back of this brochure.

### 4. How are the classes organised?

Children will usually spend seven years at Primary School: R (reception) Year 1, Y2, Y3, Y4, Y5 and Y6.

We currently arrange our classes in the following way:

R/Y1 (age 4 - 6) Class 1

Y2/Y3/Y4 Class 2

Y5/Y6 Class 3

Year 2 pupils may be in Class 1 or Class 2 and Year 4 pupils may be in Class 2 or Class 3 (or split between the two classes). The criteria for this depends on the needs and size of each individual cohort, year by year, and is decided by the full governing body.

### 5. When can my child start school?

We follow the Somerset policy on admissions and children will start part-time to begin with. We welcome discussions with you regarding your child's needs. Most of our children have come to us from the Playgroup and know our routine, our personnel and our buildings. They will have made several visits to Class 1 and met the Teachers at the Playgroup and at home. If you could help with the following, the settling in is easier:

- Teach your child (gradually) to sit still for 10 minutes for a story.
- Make 'please' and 'thank you' a natural response.
- Encourage independence in dressing, toilet use and remembering books and bags.
- Encourage good eating habits and manners, using cutlery where appropriate.
- Do not expect your conversations to be interrupted.
- Ensure that your child does not always expect to have their own way.

We also have a new Parents' meeting with the Class 1 Teachers, Staff and Headteacher in the summer before the children begin school. Parents who accompany their children bring them into school and collect them from the classroom at the end of the day. You will be asked to sign a home/school agreement, which outlines the responsibility of school, parent and child in our learning partnership.

### **Ladybirds Playgroup**

Ladybirds Playgroup was first established in 1983 and is run by a management committee consisting of parents and members of the community. It opened on its present site within the grounds of the school in January 1997, and our new building has been in place since Autumn 2009.

Sessions are held in term time on Monday, Tuesday, Wednesday and Thursday mornings from 9.00 a.m. to 12.00 midday. There are also lunchtime and afternoon sessions on some days. A baby and toddler group runs each term time Friday morning within the building from 9.30am – 11.30 am

The Playgroup staff are: Ali Morley (Supervisor), Theresa Perry (Deputy Supervisor), and Nicola Darlow (Assistant).

Application forms to attend Ladybirds can be obtained from the Playgroup by calling (01984) 667342.

The School and Playgroup have a Foundation Stage Agreement to ensure continuity and progression on leaving. Transfer to school is carefully structured to minimize worry and anxiety for parents and children. The School and Pre school work closely to maximise the opportunities for all Foundation Stage children.

## **6. Where will my child go when he/she leaves the school?**

Most of our children transfer to Kingsmead Community School, Wiveliscombe, in their final year. An induction programme takes place in the Summer Term involving staff, parents and Year 6 children to ensure a smooth transition. The school visits Kingsmead for events throughout the year. Their telephone number is 01984 623483.

Other pupils transfer to Independent schools or Danesfield Middle School in Williton.

## **7. What are the children taught and when?**

The National Curriculum will be delivered through the new Primary Strategy, which develops the strands of learning currently outlined in the foundation stage. The delivery of the curriculum may be subject based or through topic work, changed each term or half term. Parents are informed of the current class topics each term. Years 3-5 take optional assessments in May plus children are regularly assessed on a Teacher Assessment basis and at 7 and 11 they are tested in National Tests (SATs). Children's Reading and Spelling are tested annually.

The six areas of learning in the foundation stage (YR) are:

- Personal, social and emotional development
- Communication, language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Physical development
- Creative development

The traditional subjects for the rest of the school have been superseded by the recommendations of the Rose Review, but these recommendations have not been ratified. We await the decision of the new government, but will be

Children are taught individually, in small groups, large groups, whole classes, even as a whole school. Several activities may be taking place at any given time and small groups may be working outside the classroom. Equal opportunities and Multicultural Education are also addressed within the curriculum.

We start at 8.45 am and end at 2.45 pm (Class 1) and 2.55 pm (Classes 2 and 3), with an hour for lunch at 11.45 am.

Please deliver and collect your children promptly.

### **Religious Education**

Our policy reflects the LEA's non-denominational agreed syllabus. The daily assembly covers many philosophies: moral, spiritual, other faiths and individual achievements.

Visiting speakers, from all denominations, are welcomed as are parents who wish to share experiences. Hymns, carols and songs are learned and sung when appropriate. The Education Reform Act 1988 gives parents the right to withdraw their child from assemblies or RE. Please send a written request to the Headteacher

### **Personal, Social and Health Education**

Within the teaching of Personal, Social and Health Education, we cover sex and relationships education, drugs education and personal health and hygiene. Parents have the right to remove their children from Sex and relationships education.

### **Special Educational Needs**

We believe that all children require the greatest possible access to a broad and balanced education. The school provides additional support for children with additional needs, whether they have learning/physical difficulties or are high achievers. All children have access to the whole curriculum. Work given will be matched to the child's needs and abilities. Group work or individual support will be provided as appropriate. Targets will be agreed jointly between the child, parents and teachers. If a parent or teacher is concerned with progress or development they are encouraged to ask for an informal meeting to share their concerns and discuss the most effective support.

## 8. How does the school ensure children are well behaved?

Children's achievements in every aspect of their school lives are valued and celebrated by the school. Good work or kind and considerate behaviour are recognised both informally and through a variety of reward systems. We also value children's achievements in activities outside school.

All classes give recognition to children's achievements, such as: Worker of the Week, Special Person, certificates, stickers and Good Work cards.

Every term a Class 'Owl' is awarded to the pupil in each class whom staff feel has made an outstanding effort or achievement over the term. We have half-termly assemblies, shared with parents, where the children share good work, and receive their Good Work cards. These are held in the School Hall or the church.

The children's behaviour was classed as Outstanding in the 2010 Ofsted report.

### **Discipline**

There are very few School rules and they concern safety and respect for others. Each child is expected to treat others as they would like to be treated. Parental support in upholding these principles is very important to us.

If a child behaves in a way that breaks our rules there will be a sanction. Wherever possible the adult involved or approached will deal with the incident as soon as practicable.

- Children will be warned (visually or/and orally)
- If the behaviour continues an adult will apply appropriate sanctions.
- Further unacceptable behaviour will involve an informal discussion with the Head Teacher.
- Parents will be contacted to discuss the situation if it continues.
- Any kind of dangerous or physically aggressive behaviour, or behaviour which challenges whole school discipline, will be dealt with immediately for the safety of others.

Unacceptable language or physical violence is always reported to the head teacher.

## 9. Is there a school uniform?

School colours are red, dark green and black. We like children to be smart and comfortable but not casual (clothes that are too casual can influence the approach to a working situation). We suggest grey pinafores, skirts, or trousers and white tops, under sweatshirts or cardigans. In the summer grey or black shorts or red and white gingham summer dresses can be worn. Sweatshirts and cardigans are available from the school secretary. Footwear should be sensible (no heels) and easily removed for PE. Infant children should be able to put on and fasten their own footwear. Stud earrings may be worn but all other jewellery should remain at home for safety reasons.

## 10. Is school Transport available?

School transport is available if your child is within catchment. To be eligible your child must be under 8 and reside 2 miles from the school, or over 8 and reside 3 miles from the school. Children are transported using minibuses and taxis.

Please let us know if your child will not be using the normal school transport. They will be put on the usual transport unless you have contacted us. A verbal message from a child is not sufficient, as they often get mixed up about the days! It is your responsibility to contact the bus company when you need to cancel the service.

## 11. Do the children go on school visits?

We are fortunate enough to live and work in a beautiful Somerset village. This offers many opportunities to use our local environment. We will ask you to sign a form giving permission for teachers to take the children for walks out of school in the course of their curriculum studies. This would be with due regard to the legal adult/child ratio. We actively promote visits out of school and welcome visitors to enrich the children's experiences.

You will be notified about other trips or visits and a permission form will need to be signed in order for us to take the children out of school. The cost of most of these trips is met by voluntary contributions from parents. A minimum level of support is required for them to go ahead. If you have any difficulty making a contribution, please contact the headteacher.

Years 5 and 6 go on an annual residential trip. Our intention is to change the venue of this trip every two years to give the children a wider range of activities and environments. We visit a city and then an activity holiday the following year. We hope to take all the children in these years, and because these trips are more expensive parents have the opportunity to pay in instalments.

## 12. Does the school encourage healthy eating?

The school has Healthy School status and is currently on the Healthy School Plus programme, and to encourage children to eat healthily we encourage:

- Water bottles in classrooms
- Fruit snack at morning break
- Contents of lunchboxes to contain a well balanced mix of foods.

We provide chilled water, a fruit snack selection every day and a healthy meal once a week. We encourage children to have a balanced diet, that does not exclude treats!

Children are not allowed fizzy drinks or sweets and confectionery in their lunchboxes or at break.

Children's understanding of a healthy diet is incorporated into curriculum studies.

## 13. Does the school provide hot lunches?

Currently the school provides hot lunch one day a week. Menus and deadlines for ordering usually accompany newsletters. We hope this will extend to a daily service in the autumn term.

We comply with the nutritional standards set by the Government and source as much of the food locally as is practical and economically viable.

## 14. What after School Activities are available and for whom?

We offer a wide range of lunchtime and after-school clubs in many areas of sport, music and craft. Private tuition is available for musical instruments and dance.

Extra curricular music and sport tuition is available through private companies or tutors.

Some activities are only available to pupils in Key stage 2, due to capacity and safety issues.

## 15. Does the school have 'wrap around' care?

Breakfast club is open each day from 8.00-8.30. After School Club is open each day from 3.00-5.00. Both these run in the new building. Advance booking is desirable for both the Breakfast club and After School club, but emergency care can be provided. Payment is required in advance or on collection of the child. All children who might need care must be registered before attending their first session.

Please contact the school secretary to make bookings or to obtain a list of current charges.

## 16. How will I know what's going on?

The School Newsletter goes out once a week and is usually printed on bright yellow paper. Please look out for this, and read it, as it is the main source of information for parents regarding events happening in school.

We have a website, [lydeardstlawrenceprimary.co.uk](http://lydeardstlawrenceprimary.co.uk) and this has information, links, current events and the school calendar on it.

Sarah Wood, in the school office can give you any other information you need.

Other parents are always around after school and often stay for the children to play – this is a good time to meet parents.

We also have a half-termly Good Work Assembly, and this will keep you up to date with the work the children have been doing.

## 17. What should I do if I have concerns about my child's welfare or progress?

Should you have any queries or concerns please make an appointment to discuss this with your child's class teacher as soon as possible.

We also have at least two Parents evenings and one full written report to parents each year, where you can discuss your child's progress. The results of national tests and internal, optional testing will be given to children and parents at these meetings or on reports.

If you know you have something important to talk about that might take longer than this, please make an additional appointment. It helps us if you make an appointment to see the teacher after school, as they are preparing for their class in the morning.

## 18. What should I do if my child is absent from school?

Please ring the school secretary before 10am to let us know that your child is ill. She will pass this message on to the class teacher. If we have not heard from you she will contact you to find out the reason for your child's absence. On the day your child returns to school please send written confirmation of the reason for absence. Green forms are available from classes if you find this more convenient. Holidays should be taken during School holiday periods. If, however, you have an exceptional reason to take your annual family holiday during school time, you need to fill in a holiday form, available from the School Office, and obtain approval from the Headteacher. The maximum that can be approved is 10 days. Should you decide to take time off other than this you are free to do so, but these will be unauthorised absences. The School Social Worker monitors all absences on a termly basis and follows up issues of poor attendance.

## 19. What if my child requires medication at school?

If your child needs medication, such as antibiotics, then they should probably be at home. If, however, they are finishing a course or need regular medication we are allowed to administer medicine provided that:

1. It has been prescribed by a GP
2. It is clearly labelled with name, dosage and contra-indications
3. A request is made to the class teacher or support staff
4. All forms are completed before administration

All medicines are to be held by a member of staff, except asthma inhalers held by individuals. We need to know dosage and frequency and any medical information needs to be regularly updated and passed to the class teacher.

Please make sure we have up-to-date information regarding home/work telephone numbers and an alternative contact if your child is unwell or in case of emergency.

## 20. What can I do at home to help my child?

All children are encouraged to read at home. Books are taken home – all classes have record books for home and school. The older children have tables and spellings to learn, and tasks are set by the class teacher. Some topic research will be required. Each class teacher will outline the homework expectations for the children in different year groups. Year 2 – 15 minutes, Years 3 & 4 will have about 20 minutes per night and years 5 & 6 - 30 minutes.

You will be asked to sign a Home/School agreement when your child starts school. This agreement outlines the responsibilities of school, parent and child in our learning partnership. In Key Stage 2, at the beginning of Year 3, and again in Year 5 the children will sign on their own behalf.

## 21. What is the routine for collecting children?

Please be prompt in collecting your children after school. We try our best to have the children ready in time and they look forward to seeing you at the end of the day. If your child is to be picked up by someone other than a parent or regular carer, please inform the Office, or Class Teacher. It is also helpful if the child knows the arrangements, when possible.

The lane outside the school is narrow so if you are unable to park outside the school (ensuring that you do not park in the staff and mini bus parking areas) the village hall committee have kindly allowed us to make use of their car park which is situated just down the hill from the school.

The whole school is a NO SMOKING AREA.  
The school secretary is available from 8.30 am - 3.00 pm.  
The Headteacher is available by appointment.

## 22. How can adults be involved in the life of the school?

### **Parent Teachers and Friends Association (PTFA)**

The PTFA is a very industrious group, working for the benefit of the school. They have provided the Adventure Playground and its maintenance, tyre park, library furniture, sound system, subsidised visits etc. Without their efforts our children would not have as many exciting opportunities and our school would be less well resourced. New members are always welcome – watch the school newsletter for details.

We often have parents in school to hear readers, help with craft projects and many other activities. If you have ideas for clubs or activities you could run/support we would love to hear from you. Please contact the office or your child's class teacher if you would like to help. Everyone helping in school must have disclosure to work with children, and forms are available through the office.

## 23. How do I send money or paperwork to school?

All money should be sent to school in an envelope. On the outside of the envelope please write:

- Child's name
- Class
- What the money is for
- How much is enclosed
- Cash? Or Cheque? – details will be given when the request is made.

All money should be given to the class teacher. Please do not leave money in the school office, or with no note, as we have to comply with sound financial practice.

## 24. Complaints

If you have any concerns regarding your child please contact, in the first instance, the class teacher. Should your concerns be ongoing, and you feel they have not been resolved then you should make an appointment to speak to the Head teacher. If these concerns are not resolved at this stage then the agreed LEA complaints procedure should be followed:

- the complainant should submit, in writing, the nature of the complaint to the Clerk to the Governors (who will acknowledge receipt of the letter and inform the LEA).
- If the matter is not resolved by the governing body, the complaint can be referred in writing to the LEA who will appoint an Investigating Officer to investigate the matter.

Full details of the complaints procedure are held by the school secretary. We also hold information on the following:

- The LEA statements of curriculum policy
- Statutory instruments (including National Curriculum, circulars and memoranda relating to powers and duties)
- The School Profile and the School Brochure

## Appendix I

### *Our Staff*

Mrs Gill Stripp	Headteacher; SENCO (Special Educational Needs Coordinator); Class Teacher
Miss Janine Donovan	Senior Teacher
Mrs Joanne Thompson	(maternity cover for Miss Donovan)
Mrs Ruth Pickard	Class Teacher
Mrs Sophie David	Class Teacher
Mrs Jan Willis	Class Teacher
Mrs Isabel England	Class Teacher
Mrs Jackie O'Brien	Teaching Assistant
Mrs Kate Wiltshire	Teaching Assistant, Lunchtime Supervisor
Mrs Joanne Howells	Teaching Assistant, After School Club supervisor
Mrs Beverley Harris	Teaching Assistant, After School Club supervisor
Mrs Mickey Adams	Breakfast Club supervisor
AIS	Cleaners
Miss Sarah Wood	Secretary, Finance Officer and Clerk to the Governors

## Appendix II

## SCHOOL GOVERNORS

The school manages its own budget for which the Governing body is responsible.  
Membership is as follows:

Rianne Sewell (Chair)	Elected Parent Governor
Lesley Topps (V Chair )	Community Governor
Rick Harrison	LEA Appointed Governor
Vacancy	LEA Appointed Governor
Wizz Appleton	Elected Parent Governor
Gill Stripp	Head Teacher
Janine Donovan	Teacher Governor
Jacqueline O'Brien	Staff Governor
Elizabeth Hill	Elected Parent Governor
Jo Mackenzie	Elected Parent Governor
Paul Yeomans	Community Governor
Graeme Morley	Community Governor
Sarah Wood	Clerk to the Governors

**All School policies can be found on the school website or the school office**

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