



# Weston St Mary Church of England Primary School



Weston St Mary CE Primary School  
Small Drove  
Weston  
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Lincolnshire  
PE12 6HU

Executive Head Teacher: Mrs A Flack

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## **Welcome to Weston St Mary Church of England Primary School**

Dear Parents/Carers

Weston St Mary CE Primary school is passionate about learning and prides itself on the quality of education it offers. Academic excellence is important to us, as is our commitment to creativity and the arts. The curriculum is varied and exciting, and develops independent learners equipped with the skills and confidence to take on the challenges of the 21<sup>st</sup> Century. Our dedicated team of teachers and support staff provides a caring and stimulating environment in which children thrive. As a result, our children are happy, sociable and confident.

We pride ourselves on building and maintaining a true sense of 'family' where everyone within the school community knows that they are cared for; that their needs are taken into account before decisions are made. This goes hand in hand with the Christian values we embrace as a Church School. Pupils, staff and the Governing Body enjoy excellent relationships with our local church and village community, and share many special events throughout the year, such as Christmas and Easter services, Remembrance Day, the St George's Day Parade and our annual Summer Fete.

Where you decide to have your child educated is one of the most important decisions you will make. You will want them to achieve their best, to be happy, to develop their social skills and increase their confidence. These are all very important to us, and we believe that through working with you we can ensure that your hopes for them become a reality.

The key to this is ensuring that standards are as high as they can be. As a staff we are committed to doing all we can to ensure that teaching, learning and standards of behaviour are high. We offer a wide and varied curriculum which encourages children to grow and develop academically, socially, culturally and emotionally. As a Church School we are deeply committed to children's spiritual development, and are focused on our Christian Values: Hope, Friendship and Perseverance.

We hope that this prospectus gives you a flavour of what we can offer your family, but to gain a deeper understanding of our school please do come and have a look around.

Mrs A Flack  
Executive Head Teacher

*Our Christian Values are: Respect, Hope, Forgiveness, Compassion, Courage and Perseverance*

## GOVERNORS OF THE SCHOOL

Ms Jacqueline Waters-Dewhurst  
Mr David Clements  
Mrs Emma Adie  
Mr Chris Mackman  
Mrs Vanessa Cook  
Mrs Alison Flack  
Mrs Rachael Walker

Clerk to the Governors

Mrs S Rix

## STAFF TEAM

Executive Head Teacher  
Head of School  
Acorns Class Teacher  
Oaks Class Teacher

Mrs A Flack  
Mrs R Walker  
Mrs R Walker  
Mrs S Thurgood

Teaching Assistants

Miss C Brannan  
Ms C Reynolds

Mid-day Supervisor

Mrs R Horn  
Mrs J Smith

Business Manager  
Finance & Admin Officer  
Clerical Assistants

Mr M Lunn  
Mrs P Baxter  
Mrs R Horn

Cleaner

Mrs H Lay

### **Aims of the School**

To provide and promote a happy, secure, and stimulating environment which encourages the physical, social, intellectual, emotional and spiritual development of every child.

To develop self-confident, independent learners who find success at school through following a flexible, well differentiated curriculum.

To develop and encourage respect and responsibility for other people, their homes and school, and for their environment.

To foster good relationships between home, school and the local community.

To provide support for children with special needs.

### **Safeguarding and Child Protection**

Our school is a safe environment for children. Through collective worship and lessons children are helped to understand what is and is not acceptable behaviour towards them.

They are also taught about staying safe from harm and how to speak up if they have any worries or concerns. Through our day-to-day contact with pupils and direct work with families, our school staff members have a crucial role to play in noticing indicators of possible abuse or neglect and in referring concerns to the appropriate agency.

Our Safeguarding and Child Protection Policy is on the school website.

Children in our care are taught how to use the internet safely, and we use stringent filtering software to prevent access to inappropriate data and materials.

### **Admission to the School**

Children are admitted annually in September each year.

Lincolnshire County Council requires parents/carers to complete a common application form for them to co-ordinate admissions for all primary schools in Lincolnshire. Applications for Reception places and mid-year admissions are completed on line. Guidance packs for Reception places are available from the school which will give you all the information you require. A copy of the County Policy for Primary Schools Admissions is enclosed in this prospectus pack.

Parents of new pupils are invited to school to meet the Early Years teacher early in the Summer term. This gives parents the opportunity to meet staff and ask any questions they may have.

Children arriving in the area having attended other schools are admitted at any time of the school year if there are spaces available. Contact the school for further information on admissions.

### **School Rules and Discipline**

Most of our rules deal with safety, movement around the school, and thoughtfulness towards others. Children will be made familiar with them as the need arises.

Discipline is mainly instilled by hard work in a stimulating, happy and caring environment. Children are expected to show increasing development of self discipline and control. Children are given verbal guidance on the behaviour expected of them and are required to act responsibly and take a pride in themselves, the school and the village.

Should there be a persistent problem with a child, the school will contact the parents so that the problem can be resolved. The school looks for full support from parents in the matter of discipline.

### **Home/School Agreement**

The school has a Home School Agreement. It explains the aims and values of the school and also spells out the responsibilities of the school and parents and what is expected of the pupils.

## **School Times & Lunch Arrangements**

Children should not arrive at school before 8.45am

Staff greet pupils at main gate	8.45am - 9.00am
Lessons start	9.00am
Morning Playtime	10.30am - 10.45am
Lunchtime	12.00pm - 1.00pm
End of School Day	3.15pm

### **Lunches**

Parents are able to choose either a cooked school lunch or to provide a packed lunch. Hot Meals are delivered daily by our specialist schools' catering provider – A Country Kitchen. Details of their menus and other services will be provided by the school.

If your child has a packed lunch please ensure it is brought in a secure plastic box clearly marked with your child's name. Children's drinks should be in watertight containers. As we seek to promote healthy eating, we would like to ask that children do not bring cans, fizzy drinks or chocolate.

### **Free School Meals**

All children in Key Stage 1 (Reception, Year 1 and Year 2) are provided with a free hot lunch every day.

Children of families on a low income may be eligible to receive free school meals. Income-based entitlement to free meals also triggers additional Pupil Premium funding for the school. The school will be able to offer guidance on how to apply, and information collected by us to determine this entitlement will be treated in the strictest confidence.

### **Drinks**

We encourage children to drink water throughout the day. Children are provided with a water bottle upon admission, which is to be brought to school daily filled with water (no squash or juice please), with the child's name clearly marked on the bottle. At the end of the day the bottle is taken home, washed and refilled and brought to school the next day. Drinking more water throughout the day has a proven positive effect on how children perform at school so we hope that parents will be supportive of this.

## Uniform

### Girls

Polo shirt – white with logo.  
Dark blue cardigan, jumper or sweatshirt with logo.  
Grey skirt or trousers.  
Blue gingham dress

### Boys

Polo shirt – white with logo.  
Dark blue jumper or sweatshirt with logo.  
Grey trousers.

### P.E. Kit

Blue T-shirt, black shorts & plimsolls.

### Outdoor Games

Trainers, warm jumper or tracksuit.

### Woodland Education Wellingtons

**Please note that we expect all children to wear PE kit as listed above. We also insist that children place importance on their safety and that of others, therefore no jewellery, ear rings or studs are permitted to be worn during PE sessions, and long hair must be tied back.**

**A Book Bag** with the school logo is also needed in school each day.

Uniform items with the school logo can only be purchased from the Tesco Website.  
<https://www.tesco.com/direct/weston-st-mary-church-of-england-primary-school/23252.school>

We expect pupils to be responsible for all of their personal items in school.

Please ensure that all clothing is named.

## **Illness**

In the case of a child being taken ill in school, we will contact parents so that the child can return to the comfort of home.

If a child is hurt during play or becomes unwell during the school day, our trained staff will attend to the child. Parents will be notified about serious injury or ill health.

All accidents are recorded and appropriate information passed to parents.

Staff can administer medications upon completion of a medication form which the parent has to sign. No medication will be administered by a member of staff unless the relevant forms have been signed and authorised by a senior member of staff. There are some exceptions, for example, long term treatment for asthma where medication can be taken by the child supervised by an adult.

Parents/ carers may come into school to administer medication if this is necessary and the doctor is prepared to allow the child to attend school.

## **Absence from School / Holidays**

It is **most important** that we receive a telephone call on the first day of a child's absence before the registers close at 9.30am. On their return to school we need to have an explanation for the absence; otherwise the absence will be classed as unauthorised.

All unreported absence will be followed up with a telephone call or by letter.

Due to changes to School Attendance Legislation in September 2013, the school is extremely unlikely to authorise any absence due to holidays taken during term time. Any requests for holidays in term time must be made in advance, on the official Application for Leave of Absence form obtainable from the school, but will only be agreed in exceptional circumstances. Parents may be asked to meet with the Headteacher to discuss the circumstances of any holiday application, in order to comply with the change in the law.

We would respectfully ask parents of Year 2 and Year 6 children to make sure their child attends school during the SATs tests which are normally held in May/June.

There are five staff training days during the year when staff take part in training or attend courses etc. You will be kept informed of our schedule of holiday dates and notified of staff training days.



## The Curriculum

English, Mathematics and Computing are central to our challenging and varied curriculum. They are taught as distinct subjects but are also key to our thematic units of work. We have developed a range of inspirational themes which are used to deliver the remaining subjects: Religious Education, Science, Art, Music, Physical Education (PE), Design & Technology, French, History and Geography. Our innovative approach to learning is key to developing independent and imaginative thinkers who embrace challenge and think creatively. It motivates our children to succeed, and promotes high standards of achievement and behaviour across the school.

To ensure the best possible provision across the curriculum for all our pupils, we enrich the learning experience by employing additional teachers and coaches to deliver specialist subjects.

### **Early Years – Reception Year**

During the Early Years we provide a fun, caring, stimulating and structured environment with a carefully planned range of activities which supports pupils' learning in the seven areas of learning. This provides children with secure foundations for their future at our school.

#### Core Areas

- Communication and Language
- Physical Development
- Personal, Social & Emotional Development

#### Specific Areas of Learning

- Literacy
- Mathematics
- Understanding the World
- Expressive Art & Design

All of the staff working in this stage support and guide children to develop their understanding. This is done through carefully planned, play based, fun activities which include individual, group and whole class learning opportunities. Children are encouraged to explore, experiment and investigate.

Please let us know about your child's achievements at home, as this gives us a much clearer picture of your child's progress.

## **Key Stage One**

The children enter Key Stage One at the beginning of Year 1 and continue through this Stage until the end of Year 2. During this stage they develop their speaking, listening, reading, writing, grammar and number skills along with their understanding of the wider world. Teaching and learning is organised in a variety of ways according to both the needs of the children and the subject. Our thematic curriculum engages children and helps them to develop their instinctive desire and thirst for learning. We also teach phonics from Reception to Year 2 which has a huge impact on children's reading and writing skills.

## **Key Stage Two**

The children in Years 3, 4, 5 and 6 further develop essential reading, writing, mathematical and investigation skills which they apply across the curriculum. Again, whilst English and Mathematics are taught individually, other subjects are linked to themes in order to make learning meaningful, relevant and exciting. Key Stage Two children take part in weekly swimming lessons in terms 1, 5 and 6, which helps them to develop confidence in the water. We aim to have all children swimming at least 25 metres before they transfer to Secondary School.

### **Religious Education and Collective Worship**

Religious Education forms an important part of our school ethos and culture, and is taught discretely using the Lincolnshire Agreed Syllabus for RE, as well as through Christian Values during Collective Worship.

We have close links with Weston St Mary's Church and our community, and with the wider Diocese as part of the Lincoln Anglican Academy Trust. A regular act of collective worship is led by the Headteacher, other members of staff, or a local clergy member. Once a term we visit Weston St Mary's Church for a service led by the vicar.

As in all schools, all acts of collective worship must be "wholly or mainly of a broadly Christian character".

Although we teach Christianity as the main religion, we also explore the other major world faiths and beliefs, to promote greater tolerance and understanding of differing world cultures.

Under Section 9 of the 1988 Education Act "a pupil shall be wholly or partly removed from attendance at religious worship in the school or from receiving religious education given in the school, or both, if the parent of the pupils so wishes." Such requests should be discussed with the Headteacher.

## **Special Educational Needs & Disabilities (SEND)**

Being such a small school, we get to know the children very well, very quickly. All children learn at different rates – but for some children aspects of learning can be very difficult. Often this will be because of a very specific need. It is our responsibility to identify children who have special educational needs and to assess how to best meet those needs.

Should a child continue to need assistance, they may need more support than we can reasonably be expected to provide. In such circumstances the school may make a referral to the Local Education Authority to make an assessment and to decide if an Education, Health and Care Plan is required.

The school works in partnership with parents and includes parents in each step of providing support for children with special educational needs. Regular review meetings are held and parents are given the opportunity to contribute to these. Where necessary other professionals are asked to provide specialist support.

Although special educational needs may mean that a child has difficulty with aspects of learning, the school actively seeks to identify those children who are very able and who should be suitably challenged. For those children we may call upon the needs of the “Gifted and Talented Support Service”.

The school has a dedicated Special Educational Needs and Disabilities Co-ordinator (SENDco). Our SENDco liaises with parents and agencies, meets with parents and advises members of staff about approaches to use to help children with special educational needs.

Parents who have a concern about their child’s progress should discuss this with the class teacher in the first instance.

### **Educational Visits**

To support the curriculum we organise visits to places such as museums and galleries. These depend on topics being covered at the time. We believe that such visits are extremely important as they help to enrich the curriculum and to bring first-hand experience to children's learning. Before any educational visit takes place, thorough risk assessments are carried out by members of staff.

The Governors of the school reserve the right at their absolute discretion to exclude a child from any activity based on their previous behaviour.

### **Extra Curricular Activities**

The school is proud of the range of opportunities that we offer to children outside of our statutory requirements. Members of staff give up their time freely to run after school clubs. A range of activities is offered each term and club letters are sent home with further details.

In the past we have offered clubs such as Cooking, Gardening, Art and Craft, Computer Games, Puzzle Club, Calligraphy and Harry Potter club to name a few.

### **Medical Information**

The school has access to the local health authority school nursing team. Apart from dealing with the general health of children they also conduct annual screening checks for Reception and Year 6 pupils.

**It is vital that our contact information for parents is kept up to date so that you can be contacted should your child become ill whilst at school.**

The school is very keen to help families where there are children with long term or more serious medical conditions. Please discuss any issues with the Head Teacher.

## **Discipline and Behaviour**

We expect our children to follow the ABLE rules-

**Arrive on time**

**Be respectful**

**Listen to instructions**

**Endeavour to work**

## **Rewards**

A range of rewards including stickers and stamps are awarded for good work and consistent good behaviour. Certificates are given out weekly in our Celebration Assembly which takes place each Friday.

We operate a House Point system where children gain points on a daily basis for their work and behaviour, including play times. The weekly totals are recorded and each child in the winning house receives an award sticker.

Praise and encouragement is always used in lessons and children are rewarded for their individual efforts as often as possible.

### **Equality of Opportunity**

All children, regardless of race or gender, will be treated with the same degree of care and attention. All pupils will have the same rights of access to age appropriate activities in all respects of school life.

Governors are updated termly on any incidents of racial abuse or bullying, and equal opportunities in practice are integral to the school's ongoing self-evaluation procedures.

We have made a commitment that, wherever possible, children with physical disabilities will be educated in their local primary school. If required, adaptations to the building will be considered by the school, the Academy Trust and/or and the Local Authority to enable a child to attend our school. The school's Equality & Diversity Policy and Accessibility Plan are available on request.

### **Home Learning**

All children are given a home/school reading book and a book for parents and staff to comment in. Parents are invited to make regular, brief comments so that the school can monitor how well the children are reading.

Across the school the children are given weekly spellings to learn/practice at home, and will be tested in school each week. Up to two pieces of curriculum based homework will also be given weekly.

### **Complaints**

We strive to deliver the best possible education for all our pupils and to care properly for their health, safety and welfare at all times. All the staff in this school, teaching and non-teaching, are dedicated to achieving this aim.

From time to time, however, it is possible that you may feel that we have not lived up to your expectations. If this is the case please tell us. If you do not tell us, we will not be aware of your concern, and if we are not aware of it there is little we can do to set things right.

The school has adopted a "complaints procedure" which gives helpful information on the best way of expressing any such concerns. Copies are available from the school office.



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## **SCHOOL TERM DATES**

### **2018 – 2019**

#### **Term 1**

Tuesday 4<sup>th</sup> September 2018 to Friday 19<sup>th</sup> October 2018

#### **Term 2**

Tuesday 30<sup>th</sup> October 2018 to Thursday 20<sup>th</sup> December 2018

#### **Term 3**

Monday 7<sup>th</sup> January 2019 to Friday 15<sup>th</sup> February 2019

#### **Term 4**

Monday 25<sup>th</sup> February 2019 to Friday 5<sup>th</sup> April 2019

#### **Term 5**

Tuesday 23<sup>rd</sup> April 2019 to Friday 24<sup>th</sup> May 2019  
(*Bank Holidays – Monday 6<sup>th</sup> May 2019*)

#### **Term 6**

Monday 3<sup>rd</sup> June 2019 to Friday 19<sup>th</sup> July 2019

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