



Loughborough C of E Primary School



Parent Handbook

“Roots to grow and wings to fly”

Contact Details:

Loughborough C of E Primary School

William Street

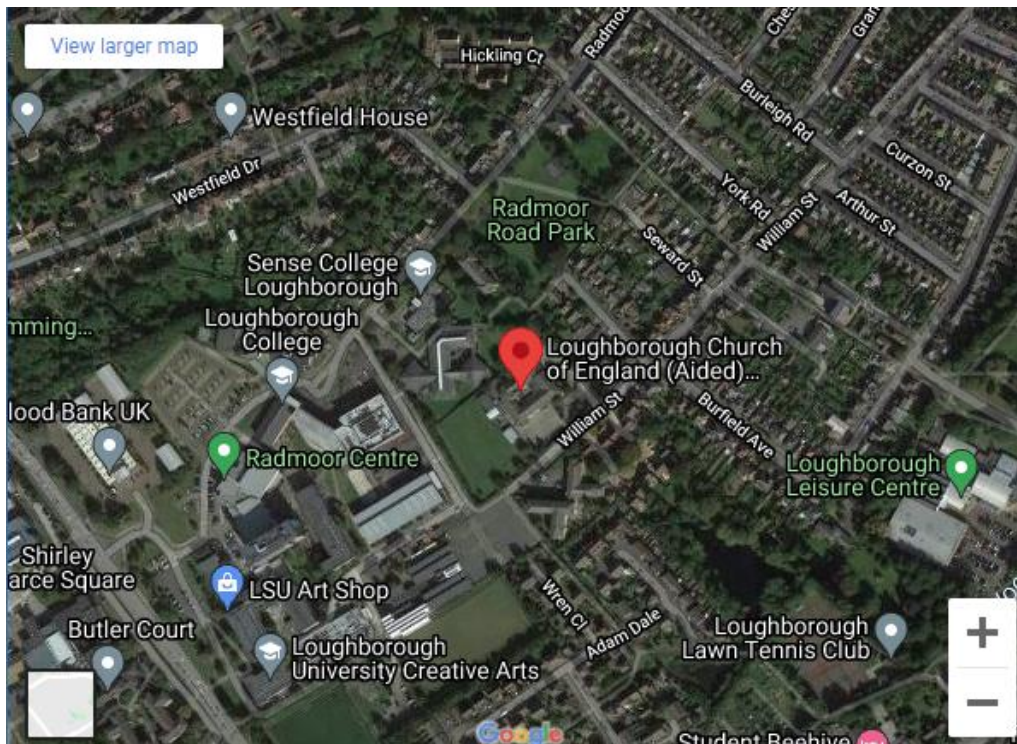
Loughborough

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Welcome to Loughborough C of E Primary School

From the Headteacher

Loughborough C of E has always enjoyed the reputation of being friendly and there is a definite 'family atmosphere' within the school. We have close links with the local community and the churches of Emmanuel and All Saints, and a strong Christian ethos.

The staff and governors are committed to establishing and maintaining a meaningful partnership between home and school. It is our belief that the development of the link between you, your child and the school is an essential element in your child's education and so we have an "open door" approach. Parents are always welcome in school – please feel free to call or make an appointment to speak to staff, whenever you have a query concerning your child's welfare or progress and we will always do our best to help.

I look forward to working with you and your child over many years to come.

Mrs Janine Stillwell (Headteacher)

Our Vision

We want our children ...

... to have the roots to grow and the wings to fly!

Because we believe ...

...that every child and adult is special to God and uniquely made in his image.

And therefore, we aim to provide...

...a secure and caring school in which all children flourish and thrive, by building an encouraging environment which celebrates their successes.

... a rich and inspiring curriculum which provides opportunities to spark curiosity, experiment and take risks, solve problems and be creative, so that our children become emotionally resilient, independent and aspirational life-long learners, ready to take their place in a local, global and international community and live life in all its fullness - wherever their journey takes them.



Our Christian Values (Roots to grow)

Forgiveness

‘Just as the Lord has forgiven you, so you must also forgive others.’

Colossians 3:13



Peace

‘Glory to God in the highest, and on earth peace and good will toward men.’

Luke 2:14



Respect

‘Do to others as you would have them do to you.’

Matthew 7:12



Compassion

‘When Jesus saw the crowd his heart was filled with compassion, because they were like sheep without a shepherd.’ Mark 6:34



Perseverance

‘I can do all things through Him who strengthens me.’

Philippians 4:13



Justice

‘Learn to do right. Seek justice.’

Isaiah 1:17



Staff

Mrs Stillwell	Headteacher
Mrs Ferey	Deputy Headteacher
Miss Smith	Year 6 Teacher
Miss Evans	Year 5 Teacher
Mrs Robson-York	Year 5 Teacher
Miss Sulek	Year 4 Teacher
Mr Dayman	Year 3 Teacher
Mrs Zachariah	Year 2 Teacher
Miss Hall	Year 1 Teacher
Miss Elverson	Early Years Teacher
Miss McKillop	SEN Coordinator
Mrs Marshall	Higher Level Teaching Assistant
Mrs Downs	Early Years Practitioner
Mrs Kerfoot	Senior Teaching Assistant
Miss Mitchell	Senior Teaching Assistant
Mrs South	Learning Support Assistant
Mrs Freer	Learning Support Assistant
Mrs Wing	Learning Support Assistant
Ms Woodier	Learning Support Assistant
Mrs Taylor	Learning Support Assistant
Mrs Beals	Learning Support Assistant
Miss Starkings	Learning Support Assistant
Miss Sohail	Apprentice TA

Mrs Sweeting	School Business Manager
Mrs Start	Admin Assistant/ Assistant Premises Officer
Mrs Gilbert Mr Dickens	Admin Assistant Premises Officer
Mrs Barradell	Senior Midday Supervisor
Mrs Start Mrs Nicholls Mrs Taylor <i>*Vacancy</i>	Midday Supervisor Midday Supervisor Midday Supervisor <i>Midday Supervisor</i>
Mrs Downs	Breakfast Club Manager
Mrs Truslove	Breakfast Club Assistant
Mrs Freer	Breakfast Club Assistant
Mrs Start	Afterschool Club Manager
Mrs Kerfoot <i>*Vacancy</i> <i>*Vacancy</i>	Afterschool Club Assistant <i>Afterschool Club Assistant</i> <i>Afterschool Club Assistant</i>

Governors/Trustees

The Governors work in partnership with the school. As an academy school, the Governors are also directors and trustees of the school.

Governors provide a strategic view of where the school is heading, act as a critical friend to the school and hold the school to account for the educational standards it achieves and the quality of education it provides.

Governors at Loughborough C of E Primary School fulfil these responsibilities through their regular meetings where they review school policies, discuss school strategy and monitor and evaluate school standards. They are accountable to all the school's stakeholders - pupils, parents, staff and the community - for the effectiveness of the school.

If you are interested in finding out more about this demanding, but rewarding role, please contact the Chair of Governors via the school office.

Parents & Friends Association (PFA)

Every parent belongs automatically to the Parents and Friends Association of Loughborough C of E Primary School. Its fund-raising events include Christmas fundraising, summer fayres, car boot sales, barbeques, children's discos etc.

Recent events have enabled the PFA to purchase ICT equipment, subsidise school

trips and events and provide additional activities for the children. Any help that you can give for any of these events is always most welcome and details of forthcoming functions are given in our termly newsletters. If you are interested in supporting the PFA please let the office have your details to pass on to the committee.

School Organisation

The children are placed in classes according to their age. When numbers demand it, classes may cover a two-year age range.

We work across 3 stages:

Early Years Foundation Stage

(Ages 4 to 5) - Reception

Key Stage One

(Ages 5 to 7) - Years 1 and 2

Key Stage Two

(Ages 7 to 11) - Years 3, 4, 5 and 6

Formal parent/teacher interviews are held twice a year when parents receive detailed feedback about children's progress and attainment.

10 Ways To Help Your Child Thrive At School

Support from parents is key to helping children to thrive at school.

1. Attend Parent Consultations

Children will thrive in school when parents show them how much they value a good education. Attending parent consultations is an important way to stay informed. These are usually held twice a year and are a chance to discuss ways to help your child do his or her best in class. Meeting with the teacher also lets your child know that what goes on in school will be shared at home.

2. Stay Informed

There are many ways that we share information with parents about the life of the school. The **school website** is a valuable source of information. Teachers share information here about the curriculum and post pictures of events and activities. These are sometimes also posted on **Class Dojo**, which is a school communication platform that teachers, students, and families use every day to build close-knit communities by sharing what's being learned in the classroom home through photos, videos, and messages. Teachers sometimes also use Class Dojo to post homework tasks.

3. Support Homework Expectations

Homework is used to reinforce and extend learning and helps children practise

important study skills. It also helps them develop a sense of responsibility and a work ethic that will benefit them beyond the classroom.

In addition to making sure your child knows that you see homework as a priority, you can help by creating an effective study environment. Any well-lit, comfortable, and quiet workspace will do. Avoiding distractions (like a TV in the background) and setting up a start and end time can also help.

While your child does homework, be available to explain instructions, offer support, answer questions, and look at the completed work together. Resist the urge to provide the correct answers or complete the homework yourself. Learning from mistakes is part of the learning process and you don't want to take this away from your child. If your child struggles with a piece of homework please speak to their class teacher for further support and advice.

4. Provide Breakfast

A nutritious breakfast gets children ready for the day. In general, children who eat breakfast have more energy and do better in school.

You can help boost your child's attention span, concentration, and memory by providing breakfast foods that are rich in

whole grains, fibre, and protein, as well as low in added sugar.

5. Create Bedtime Routine

Children also need the right amount of sleep to be alert and ready to learn all day. Most school-age children need 10 to 12 hours of sleep a night. Bedtime difficulties can arise at this age for a variety of reasons. Homework, sports, after-school activities, TVs, computers, and video games, as well as hectic family schedules, can contribute to kids not getting enough sleep.

Lack of sleep can cause irritable or hyperactive behavior and might make it hard for children to pay attention in class. It's important to have a consistent bedtime routine, especially on school nights. Be sure to leave enough time before bed to allow your child to unwind before lights out and limit stimulating diversions like TV, video games, phones and internet access.

6. Take Attendance Seriously

Sick children should stay home from school if they have a fever, are nauseated, vomiting, or have diarrhea. Otherwise, it's important that kids arrive at school on time every day, because having to catch up with class work can be stressful and interfere with learning.

If your child is missing a lot of school due to illness, make sure to check with the teacher about any work that needs to be completed.

Sometimes children want to stay home from school because of problems with classmates, tests, or even teachers. This can result in real symptoms, like headaches or stomachaches. If you think there's a problem at school, talk with your child — and then with their teacher — to find out more about what's causing the anxiety.

7. Get Involved

It is important to show children that you value education and what they do at school. As well as attending events when arranged, and speaking to them regularly to find out what they are learning about, you could also consider volunteering in school. If you have skills and talents to share, this could be just what is needed to inspire on of our children to try just a little bit harder. If you have an interest in sport, gardening, crafts, cookery or needlework, you may be able to help us run after school activities or lunchtime clubs, leaving more time for staff to focus on other areas of learning. Even if you are just available for an hour a week to listen to children read, we can provide some basic training for this. However, do bear in mind that the safety of our children is paramount, so we will have to ask you for information to carry out safeguarding checks and procedures first.

8. Be A Learner Yourself

There is so much more that we can learn as adults too. Learning never stops. If you show your child that you enjoy learning new things, they will follow your example

and be more confident about themselves as learners. Keeping calm when things go wrong, so they understand that failure is an important part of the learning process will build their resilience, so that when they fail at something, they bounce back quickly, rather than let it get on top of them.

9. Don't Be Afraid To Ask For Help

Being a parent is the toughest job in the world, and we aren't born as experts in it. Some of us may not have experienced great parenting ourselves and so it may not come naturally. Some of us have greater challenges to overcome – single parenting, special needs children, our own mental health or physical health related issues. It is important that you share with us when you feel like this. We may be able to signpost you to support within the community, and it may help us to understand any changes that we see in your child at school. You may think your child hasn't noticed that you are struggling with a relationship or a bereavement, but they often have and it may be making them feel anxious. Having someone available to them like a class teacher or learning support assistant may help them to express what they are feeling and give them additional support for a short time.

10. Read Together Every Day

Studies show that children who live in homes where books and stories are shared regularly from an early age, arrive in school with an average of three more years of

additional learning. They will have heard millions and millions more words than children who don't experience this at home. So the biggest single educational advantage that you can provide for your child, costs next to nothing. Reading a bedtime story with them every night really does improve their chances of a good job in the future, or a place at college or university, and having a wider range of choices and opportunities in their future life as an adult.

Things You Might Need To Know About School

A To Z

Admissions

Parents considering applying for a place are welcome to visit the school. An appointment should be made by phoning the school office.

Loughborough C.E. Primary School has no catchment area. Children are admitted to the school on the understanding that parents wish their children to be given a Christian-based education. Children are admitted to the school in the August following their 4th birthday. There is one intake per year and places are allocated in the Summer term before they start. Whilst applications must be made to the local authority, it is also wise to apply directly to the school as early as possible.

If there are more children wanting to come to our school than there are places, the Governors have agreed priority will be given to:

Category A - Looked After Children

Category B - Siblings

Category C - Faith-based applications

Category D - Other applications

At normal point of entry to the school, up to a **maximum of 10 spaces** will be allocated under Category C. Unsuccessful applicants in this category will then be considered in Category D. Any unused spaces will also be offered through Category D.

For vacancies arising after the first day of the autumn term at the normal point of

entry ("In Year admissions"), places will be allocated according to the criteria above, but regardless of the number of Category C pupils currently on roll.

Afterschool & Breakfast Club (LCEPS+)

From 8 until 8:50am, and from 3:15 until 6pm.

Both clubs are run by school staff and operate every day during term time. The Breakfast Club provides a balanced breakfast (cereal or toast with topping and fruit juice/milk/water to drink) and activities for children before school begins. The last breakfast will be served at 8.20 am. After Breakfast Club ends the children will go straight to their class ready for the start of the school day.

The Afterschool Club is open from 3:15 pm. until 6.00 pm, Monday to Friday. The club provides a snack/meal and activities for children and we provide a relaxed atmosphere, with a mix of indoor and outdoor activities. There are two sessions of this club with a tiered pricing system – the first session runs until 4:30pm, and the second session runs from 4:30 until 6pm and includes the teatime meal.

Bookings must be made at least a week in advance via the school office and can be made for a regular pattern of days, or for an ad hoc place. However, please be aware that places are limited and may not

be available if the clubs are at full capacity.

Arbor Parent Portal/Arbor App

The Arbor App allows you to receive the latest messages from us, book parent/guardian consultation slots and update the information that we hold about both you and your child.

You will receive a welcome email from the school office with a link to set a password (ask the office to resend it if you haven't received it).

Once you have set a password, download the app using the links below and login.

Important: Please allow notifications when installing the app. The notifications will alert you when you receive a message from the school.

Attendance & Lateness

It is very important that young children establish good patterns of school attendance. Missing time at school can cause children to have 'gaps' in their learning that are harder to close at a later point, and can put them at a social disadvantage with friends and peers.

If your child is going to be absent from school at any time, it is essential that you inform us as soon as possible. For any unforeseen absences, such as sickness, the school office must be notified by 9am on the first day of absence. You may leave a message on the school voicemail, or email office@lceps.leics.sch.uk. If we do not hear from you by 9:30am, we will record this as 'unauthorised absence' and

may have to begin to carry out welfare checks by calling you and any emergency contacts that you have shared with us. This is so that we can establish that your child is safe. If we are unable to establish that your child is safe, we may either have to carry out a 'door step' visit at your home, or if we have serious concerns, we may make an emergency referral to our education welfare officer.

Parents who regularly arrive after 8:50am with their children at school, will be invited to attend a 'Late Clinic' with our Education Welfare Officer, so that support can be offered to overcome whatever problems are being experienced. Children arriving after registers have closed will be marked as 'unauthorised' absence.

We would like to remind parents that once a child turns 5 years old, holiday during term time can only be authorised in 'exceptional circumstances' (eg. A day off for a wedding of a close family member, or where a parent can demonstrate that an employer has placed restrictions on their ability to take family holiday outside of term time – evidence would need to be provided by the employer). Requests for term time holiday, under the exceptional circumstances criteria, must be shared with us, **no less than 14 days before** the first day of absence. If a child is absent and we have reason to believe that this is due to an unauthorised holiday, we will refer this to our Education Welfare Officer for follow up.

Behaviour Management

We believe that our school values of

forgiveness, compassion, peace, perseverance, respect and justice should be visible throughout our approach to behaviour management.

We recognise that some children have experienced trauma in their lives due to exposure to adverse childhood experiences such as neglect or abuse. These children need an approach to behaviour management that places relationships and a sense of safety and security at the heart of classroom management, encourages nurture, warmth and empathy, even when a child or young person is presenting with behaviours that feel challenging, promotes a sense of community and belonging and takes individual circumstances into account.

We will work closely with parents where behaviour issues are identified.

Bikes and Scooters

We want to encourage children to be as active as possible so encourage the use of bikes and scooters. This also helps reduce the number of families using a car to get to school and the issues this creates with safety and parking outside the school gates.

We have scooter pods and bike storage shelters for older and younger children. Bikes and scooters that are not collected at the end of the term, will be disposed of by the school unless they are claimed.

Children ARE NOT allowed to cycle or scoot on school premises, and must be encouraged by parents to dismount and

push their bike or scooter as they enter the school playground.

British Values

At Loughborough CE Primary School, we value the diverse ethnic backgrounds of all pupils and families and our curriculum with SMSC embedded, celebrates these. It is a curriculum that teaches elements of democracy, civic responsibility, rules and laws, the monarchy, equality, values and virtues, environmental awareness and understanding of other faiths. We believe that by working in this way, it teaches tolerance and respect for the differences in our community and the wider world.

Bullying

We aim to provide a secure, caring, Christian community where everyone can learn their own self-worth in an atmosphere of tolerance, mutual respect and co-operation.

We intend the school to be a happy and enjoyable place to learn, which will provide the opportunity for every child and adult to fulfil their potential in an attractive, well-resourced and stimulating environment. We will encourage children to become confident, independent learners who are able to contribute positively to the school and the community in which they live so they can take their full place in society as individuals, whilst able to respect the needs and values of others.

All bullying, of any sort, is therefore unacceptable.

Pupils sometimes use language in school that is inappropriate and not welcome in our school community. We will work with staff, pupils and parents to eradicate language that is racist or homophobic. Pupils need to be educated to understand that comments about someone's skin colour or those that refer to any other aspect of physical appearance, or that use the term 'gay' in a derogatory or negative manner, will be challenged by staff, reported to the headteacher, recorded and shared with parents so that follow up action can also be taken at home.

Pupils who experience bullying will be supported. We recognise the effects that bullying can have on pupils' feelings of worth and on their school work. The school community will actively promote an anti-bullying environment.

For further details please see our Anti-bullying Policy on the school website.

Charges and Payments

During the school day and outside school hours, all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It includes instrumental or vocal tuition, unless the tuition is provided at the

request of the pupil's parent when a charge may be made.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example school trips or a drama group performing in the school. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available, it may be necessary to curtail or cancel the activities.

We will charge for some optional, extra activities provided outside of the school day, where such activities are not part of the curriculum or religious education. Wherever possible, however we will try to keep our school clubs free to our pupils, however a charge will be made for Breakfast Club and After School Club.

Church Links

The school has active links with the two Church of England churches in Loughborough – All Saints with Holy Trinity in the town centre, and Emmanuel Church on Forest Road. Members of both churches serve as foundation members on the governing body.

Children visit these churches at festival times throughout the year, to celebrate together and learn about the Christian faith.

The school is fortunate to receive the support of the leaders and wider church families at these churches and other churches locally, to help us to enrich and

enhance our children's experiences at school.

Collective Worship

As a faith school, collective worship is an essential part of what makes us distinctively Christian. Our collective worship is Christian in character, but aims to be inclusive towards those of other faiths and no faith.

The Headteacher is responsible for the worshipping life of the school, and is the main leader of collective worship. However this role is also shared with other staff members and from time to time with the pupils themselves. Visitors from local churches take part in collective worship on a rota basis. We focus on our Christian values with opportunities to include times for celebration and thanksgiving.

Collective worship takes place daily throughout the school, either in the hall or the classroom, depending on the size of the group taking part.

Children are also encouraged to pray before lunchtime and say a simple 'grace' to show thanksgiving for their food, and at the end of the school day which provides an opportunity also to look back over the day and reflect.

Parents have the right to withdraw their children from collective worship, and as a school we have a duty to supervise the child if this occurs. We would urge any parents considering this course of action to speak to the headteacher in the first

instance, so that concerns can be addressed with sensitivity and transparency.

Complaints

If you have a concern about something that has happened at school, we recommend always discussing this first with your child's class teacher. Almost all of the time, the issue can be resolved this way. On the rare occasion when this does not resolve the concern, please make an appointment to see the headteacher. If after this, you feel that the concern has not been addressed adequately, you will need to follow the steps outlined in our Complaints Policy, which you will find on the school website.

Contacting Us

If you need to contact us, please call the office on 01509 263430. You may leave a message on the voicemail which is checked first thing in the morning and regularly throughout the day. You can also email office@lceps.leics.sch.uk. If the message is not urgent, you can message teacher's directly through Class Dojo. However, please be aware that teachers check these less frequently and are not required to respond to messages in this way, outside of normal school times.

Cool Milk

We use an organisation called 'Cool Milk' to supply milk for children in school. However, parents need to register their children if they want their child to receive this milk in school.

If your child is under five, go to www.coolmilk.com to register your child. Register by a Tuesday for your child's free milk to start the following week. Free milk will then continue until the Friday before your child's fifth birthday. You will receive a payment request three weeks before this time. If your child is over five, go to www.coolmilk.com to register your child. If registering online you can pay straight away, if using a registration form you will need to wait to receive a payment request. Just pay by a Tuesday for your child's milk to start the following week.

"How do I find out more?"

Visit www.coolmilk.com or contact Cool Milk directly on 0844 854 2913.

Curriculum Intent

At Loughborough C of E Primary School

We want our children ...

... to have the roots to grow and the wings to fly!

Because we believe ...

...that every child and adult is special to God and uniquely made in his image.

And therefore we aim to provide...

...a **secure** and **caring** school in which all children **flourish** and **thrive**, by building an **encouraging environment** which **celebrates** their successes.

... a **rich** and **inspiring** curriculum which provides opportunities to **spark curiosity, experiment** and **take risks, solve problems** and be **creative**, so that our children become **emotionally resilient, independent** and **aspirational** life-long learners, ready to take their place in a **local, global** and **international** community and **live life in all its fullness** - **wherever their journey takes them.**

Further detail about our curriculum offer in different subject areas, is available on the school website.

In addition, every half term, a curriculum newsletter for each class is shared with parents.

English As An Additional Language

EAL learners are a hugely diverse group at C of E, and there are a large range of home languages used across the members of our school community. Research shows that two-thirds of pupils who start as new to English require more than six years to gain the language proficiency to fully access the curriculum.

We believe that there is a clear evidence for the link between proficiency in English and pupil achievement and, as a result, we aim to compensate for this by adjusting the level of support pupils need in order to achieve their academic potential.

This may be through provision of additional vocabulary teaching, digitally enhanced learning programmes, access to

additional adults within the classroom, or 1:1 tuition for pupils arriving in school with little or no prior English language education.

Extra-curricular Clubs and Activities

We aim to provide a broad extra-curriculum offer with plenty of opportunities for pupils to try new sports and activities. Some clubs may run throughout the year during lunchtimes, and others may change term by term.

Places at clubs may be limited so we would encourage you to sign up on Arbor as soon as possible to avoid your child missing out. If necessary we will operate a waiting list if clubs are very popular.

There may occasionally be charges towards costs for some groups where consumables and supplies are needed, but we will always seek to keep these charges as low as possible. We reserve the right to choose to prioritise some spaces for 'pupil premium' children at some of our clubs.

First Aid

The school has a range of trained first aiders available to treat your child in the event of a minor accident or injury. Bruises, scratches, abrasions and bumps are all normal for young children when they are active at playtimes and throughout the day. If your child has a minor bump to the head during the day, they will be monitored carefully by staff

and you will be informed at the end of the school day so that you can continue to observe them carefully or any after effects.

If your child is taken ill in school or has an accident we will try to make contact with you immediately. It is therefore critically important to ensure that your contact details are kept up to date through the Arbor App or Arbor Parent Portal. Details of how to set this up are available on the school website. We also require at least one other person to contact in case of an emergency.

If we are unable to contact you, we will take whatever course of action we think necessary, e.g. your child may be taken to hospital. If you have any objection to this on religious grounds then you must inform the Headteacher in writing. In the event of a serious accident or injury, then details are recorded in the pupil accident book.

Free School Meals and Pupil Premium Funding

All children in the first three years of school with us (until the end of Year 2) are entitled to a Universal Infant Free School Meal (UiFSM). However, if your child is also entitled to Free School Meals, there may be additional benefits that you could be missing out on. Being entitled to free school meals, also entitles us as school to claim 'Pupil Premium Funding' on their behalf.

Pupil Premium Funding helps us to provide additional support for their

learning. This may be access to additional adults in the classroom, extra-curricular clubs and activities that you might struggle to afford, and anything that may otherwise create a barrier for your child, their education and learning.

You may be able to get free school meals for your child if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

You can apply online through the Leicestershire County Council website. If you would like further information, please contact the school office.

Jewellery & Valuables

Jewellery, including rings, should not be worn to school as nasty accidents can occur. If your child has pierced ears, only small studs must be worn to school in the interests of safety. For health and safety reasons, NO earrings should be worn during PE lessons and we request that your child does not wear earrings to school on PE days. Any child, whose earrings cannot be removed for medical reasons, can undertake PE wearing an earring providing the earring is covered by a plaster or tape. (Only stud earrings are acceptable in this case and parents should ensure that the plaster or tape is applied or sent to school on PE days.) Please note that the swimming pool does not allow children to wear earrings under any circumstances for school swimming. We would request that any new ear piercings are arranged at the beginning of the summer holiday in order to allow sufficient time to heal and therefore not affect statutory involvement in PE lessons at school. Wrist watches may be worn to school, but we cannot accept responsibility for their safekeeping.

Lost Property

We try to encourage children to take responsibility for their own items and uniform. However, with so many children in class or the playground all at once, sometimes things can be mislaid. Please encourage your child to check with their classroom staff if something is missing. If they are unable to find the missing item,

you are welcome to double check for lost property at the main school office.

As ever, if clothing, including PE Kits, bags, coats, hats, scarves and gloves are labelled clearly with your child's name, they are much more likely to be returned easily.

Un-labelled lost property that is not collected at the end of the term will be disposed of by the school unless claimed.

Lunchtime

Lunchtime happens between 12 and 1pm. We are fortunate to have our own school kitchen and catering staff on site. Three main meal choices, which always include a vegetarian option, are provided each day, on a rolling weekly menu. This menu is available on the school website.

Children eligible for free school meals, as well as all children from Reception up to the end of Year 2 do not need to pay for a school meal. If you would like your child (Years 3, 4, 5 or 6) to have a hot meal at school, please log into Arbor Parent Portal or use the Arbor App to make payment.

If your child has a dietary need, restriction or food allergy, please inform us so that we can work with our catering service to provide alternatives.

You may prefer to send your child with a packed lunch. Drinking water is always available, but you may prefer to send them with their own drink. Fizzy drinks are not allowed.

We would encourage you to think carefully about the contents of your child's packed lunch. Please do NOT send:

Packets of sweets or chocolate bars
Snack bars with high levels of sugar content

Fizzy drinks (including energy drinks)

Instead please consider sending the following:

Whole or sliced fruit

Vegetable sticks

A pasta salad

Sandwich, bagel, roll or wrap

A yoghurt or fromage fraise

(Spoons and forks are provided in school.)

Where a child brings a packed lunch, we encourage them to keep all their waste wrappers and packaging in their lunchbag, so that you can see how much they have eaten, and adjust accordingly.

Lunchtime supervisors always try to encourage children to try new foods and to finish as much as possible of their meal. If you have any concerns about your child's appetite or consumption of food at lunchtime, please speak to their class teacher in the first instance so that we can monitor and offer you feedback.

PLEASE NOTE - Due to a number of children having severe allergies, LCEPS is a 'nut free' school. Items that contain nuts will be removed from

packed lunches and sent home with a reminder message.

Mobile Phones and Wearable Technology

We ask that parents do not allow children to bring mobile phones or wearable devices (such as a smart watch) to school. However, we recognise that for older pupils this may form part of securing an understanding of independence and personal safety as they look beyond the primary environment.

If a child has a valid reason to contact a parent or carer, they can do so from the school office. Similarly, if a message needs to be conveyed from a parent to a child, the school office will take these calls and pass the necessary information on promptly.

It is important that parents are aware that the school cannot take any responsibility for loss or damage to mobile phones belonging to parents or pupils on site.

Remote Learning

Due to the impact of Covid 19 closures, like most schools we have worked hard to be able to provide remote learning when children are unable to attend school, either due to partial school closure or if they are required to self-isolate. Remote learning is managed and communicated on a daily basis through Class Dojo. If the whole class is isolating, virtual 'Meet Ups' will often be arranged by the class teacher through Microsoft Teams.

Every pupil at C of E has their own school Microsoft account and email address so that they can login to their class team. If they forget their password, please contact the school office to arrange for a new password to be sent.

We also use a range of other digital platforms. Full details and links can be accessed directly from the school website 'Remote Learning' page.

Parents' Prayer Group

The parent prayer group meets weekly on a Wednesday morning, immediately after school drop off, to pray. Parents who attend, represent a wide range of Christian churches and traditions, and unite together to offer prayers for the pupils, staff and school community. When members are unable to join in or when the group is unable to meet, there is a WhatsApp group to share prayer needs and requests. Please see the Headteacher if you would like to find out more about this group.

Parking

Wherever possible we would encourage you to walk to school with your child and leave the car at home. There is limited parking near the school and the safety of pupils is sometimes endangered by people parking irresponsibly. If you have no alternative and have to use your car for transport, you **MUST NOT wait or park** on single yellow lines outside school between 8am and 6pm.

Double yellow lines indicate a prohibition of waiting at any time. You **MUST NOT** wait or park, or stop to set down and pick up passengers, on school entrance markings between 8am and 6pm. Parents must also not use the school car park for dropping off or turning around unless they have the agreement of the Headteacher.

PE Lessons

Physical education is a statutory part of the primary National Curriculum (from Year 1 onwards). In addition, we believe that being physically active is a very important part of pupil well-being. We provide access to quality PE and sport for your child during their time with us.

Your child's class teacher will inform them and you when PE takes place in the timetable for the week. If there is any reason for your child not to take part in their PE lesson (eg an injury that prevents mobility) please inform the class teacher by sending in a note, or messaging them on Class Dojo. If no note or message is received from a parent, your child will be expected to take part in the lesson.

Parents of children who do not have a PE kit in school when a lesson takes place, will be informed by email from the school office to avoid this being repeated. If PE kit is not available subsequently, we may have to provide your child with a spare PE kit, which you will then be required to wash, dry and return. If no spare PE kit is available, the class teacher will make a

judgement as to whether the child can safely participate in some or all parts of the planned PE lesson, whilst wearing their normal school uniform. Lack of a PE kit provided by parents should not be allowed to inhibit a child's PE entitlement.

Playtimes

All children in Year 1 – 6 have a 15 break outside during the morning session. Pupils can access the tyre park, playground or quiet area, and during dry weather when conditions allow, they may also use the field and trim trail. We would ask that parents do not allow their children to play on the tyre park or trim trail after they have been collected from school.

During breaktime, children may have a piece of fruit as a snack. In Reception, Year 1 and Year 2, a fruit or vegetable snack is always available. Children have access to water fountains around the building, as well as their water bottles. Children are encouraged to play games and be as active as possible during breaktimes. We have a Daily Mile track which can be used every day.

Relationships and Sex Education (RSE)

At Loughborough C of E Primary School, we understand the importance of educating pupils about sex and relationships, in order for pupils to make responsible and well-informed decisions in their lives.

All pupils must be taught the aspects of sex education outlined in the primary science curriculum – this includes teaching about the main external parts of the human body, how it changes as it grows from birth to old age, including puberty, and the reproductive process in some plants and animals.

At our school, we **do not** teach pupils sex education beyond what is required of the science curriculum.

From September 2020, parents do not have the right to withdraw their child from lessons on Relationships or Health Education or the Science Curriculum. We welcome parents to share their views about the RSE curriculum with us and encourage parents to speak with their child's class teacher if they have any concerns about content being shared with children.

Safeguarding

Keeping children safe is our overriding priority. The Headteacher is the main Designated Safeguarding Lead and has a duty to report unusual or unexplained injuries or any allegations to Social Services. A copy of the most up to date Safeguarding Policy can be found on the school website. If you believe a child is in immediate danger from harm, **dial 999**. If you think a crime has been committed, but there is no immediate danger, contact Leicestershire police on **101**. Contact the local authority First Response Children's Duty Team (**0116 305 0005**) if you think a child is being neglected, physically abused or sexually abused.

School Day

The school day begins with a rolling start from 8:40 to 8:50am. The gates to the playground are open during this time but will close promptly at 8:50. Children arriving late for school after this time will need to be signed in by a parent at the main office reception. A reason for lateness will be requested.

The school day ends at 3:15pm, with gates to the playground opening from 3:10pm and closing again at 3:25pm. If you do not arrive to collect by 3:25pm, please collect your child from the main office reception. If you run into difficulties such as a traffic event or problem with transport, please call us to let us know so that we can reassure your child during the wait.

Severe Weather

We will always endeavour to open the school, but in cases of severe bad weather that may affect access or essential services, closure may be unavoidable. During severe weather, please check Class Dojo and the school website for notification of closure from 7am onwards. We will also email you, so please check that your email address on the school information management system, Arbor, is correct.

Social Media

Parents should be aware that almost all social media platforms set age limits of 13+ (WhatsApp 16+) in order to protect children from harmful online content, cyber-bullying or exploitation.

Problems caused between children on social media at home, spill over into problems between friendship groups and peers at school. This can cause disruption to your child's learning and issues for their mental, social and emotional well-being.

Please remember that if you allow your child to access social media, or messaging apps, we cannot be responsible for difficulties that arise in school and our expectation before dealing with any issues that have been caused by social media for your child, is that you will have removed all access to these before asking us to address the problems caused in school.

Our curriculum addresses issues of internet safety with children at an appropriate age, and each year we build upon this through curriculum learning and other activities such as the Year 6 visit to the Warning Zone, and Internet Safety Day.

Special Educational Needs

Our central aim for pupils with Special Educational Needs and Disabilities is the same as for all of our pupils. We understand the importance of making adjustments, personalising provision and meeting the needs of the whole child.

Our aim is to work alongside families, the community and external services. We inform and involve parents/ carers as much as possible in school decision making and provide them with support,

advice and access to services. We believe in person centred learning and aim to enable pupils to actively participate by expressing opinions, making choices and being involved in setting their targets. We have a caring, understanding staff team, all of whom view themselves as teachers of all pupils, including those with SEND.

If you have any concerns about your child's development and want to discuss these with us, please speak first with your child's class teacher. They may put you in contact with our Special Educational Needs Disability Coordinator, for further information.

Term Times

Please make sure that you check our term times regularly on the school website. We try where possible to align with other local schools, but these may not always be identical.

Transition to Secondary School

In co-operation with the local secondary schools, during the summer term of your child's final year with us, visits will be arranged to support your child with secondary school transition.

We will also work with SEN children to provide additional support for transition to secondary school, where required.

We would encourage you to visit as many secondary schools as possible before you make the decision where to send your child. Visits, open evenings and events

are offered by most secondary schools during the final term in Year 5 and first term in Year 6.

Many secondary schools are over-subscribed, so please read admissions criteria carefully, make your application before the local authority deadline and be prepared to list second and third choices to avoid your child being left without a school place.

Trips and Visits

We encourage teachers to plan as many visits and trips as possible during the year, as we recognise the value and additional benefits these trips bring to children. They are often linked to an aspect of the curriculum being taught, or to develop children's resilience or cultural capital. Sometimes these are local visits in the surrounding area, but most of the time they are further afield.

Voluntary contributions may be sought from parents, and costs are often already subsidised by funding from other sources such as the PFA or Rotary Club. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available after contributions have been made, it may be necessary to cancel a trip. This is because we do not have capacity within the school budget to fund these trips without support from parents.

We also aim to provide two residential visits – one in lower key stage 2, and another usually in Year 6. Where these are planned, we invite parents to attend an information evening in order to ask questions and gather more information.

Uniform

We encourage the wearing of our school uniform as it creates a sense of identity and belonging to our school.

Our school uniform consists of the following items:

- A white or light blue polo shirt or cotton shirt with a collar

- Royal blue school sweatshirt or cardigan. These can be with or without the school logo.

- Grey or black shorts, trousers, pinafore or skirt. Skirts must be knee length or just above, and should be pleated or flared. Skirts made of close clinging or stretchy material are not allowed. Leggings are not accepted as school uniform, but may be used for PE. Jeans may not be worn.

- Black school shoes. Black trainer-type shoes with Velcro fastenings may be worn, but without any logos or coloured decoration.

- Summer Dresses – Pale blue and white check

- PE Kit – plimsolls or trainers, school PE t-shirt, black or dark blue shorts, leggings or tracksuit bottoms for cold weather – all stored in a drawstring bag please!



School sweatshirts & cardigans with the school logo can be purchased online at **Yourschooluniform.co.uk** Water bottles, bookbags and PE kit can be purchased from the school office.

PLEASE MAKE SURE THAT ALL ITEMS ARE CLEARLY NAMED! We may label unnamed items ourselves if identified.

Water Bottles

We acknowledge that children learn better when they have regular drinks to help to keep them alert, healthy and hydrated. Please send them to school each day with a water bottle. Water bottles can be purchased at the school office if you are not able to provide your own. Please ensure that water bottles are cleaned thoroughly and regularly at home, and are labelled clearly so your child can recognise their own bottle.

We do not allow squash, or water diluted with flavourings, even those advertised as 'low sugar' or 'zero sugar'. We find that all children, even those who initially say they dislike the taste of water, are happy to drink water if they know that nothing else is available.



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