LOUGHBOROUGH
CofE PRIMARY SCHOOL

School Prospectus



'Together in God's grace, may we give our children the roots to grow and the wings to fly'

FORGIVENESS COMPASSION RESPECT PEACE PERSEVERANCE JUSTICE

"Those who hope in the Lord will renew their strength. They will soar on wings like eagles." Isaiah 40:31

LOUGHBOROUGH CofE PRIMARY SCHOOL

Loughborough Church of England Primary School

Headteacher: Mrs Nicola Ferey

Deputy Headteacher: Mr Andrew Cotton

Mission Statement

We believe that we are all special to God and uniquely made in his image. With high expectations of children's achievements, we will strive to ensure that all our pupils know they are valued and that they aspire to be the very best that they can be.

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LOUGHBOROUGH CofE PRIMARY SCHOOL

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LOUGHBOROUGH CofE PRIMARY SCHOOL

Welcome to our school

A message from our Headteacher

It gives me great pleasure to welcome you to Loughborough Church of England Primary School. We are a welcoming, diverse and inclusive school community, where everyone is valued. As an aided Church of England School, we have strong links with our local churches and the wider community.

At Loughborough C of E we provide a secure and caring learning environment where our children are able to flourish and all successes are celebrated. We have a committed, professional staff, all of whom have high expectations of our pupils, working hard to ensure that all children reach their full potential and maintain high standards of behaviour and conduct.

We offer a rich and inspiring curriculum, providing opportunities to spark curiosity, solve problems and be creative, so that our children become emotionally resilient, independent and aspirational life-long learners and are able to live life in all its fullness - wherever their journey takes them.

It is important that we build strong, positive relationships between home and school. We look forward to working together with you and hope that you will support us to achieve our aims by becoming part of the life of our school. We want every child's experience of our school to be happy and successful.

Mrs Nicola Ferey (Headteacher)



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Our Staff

Leadership Team

Mrs Nicola Ferey – Headteacher
Mr Andrew Cotton – Deputy Head
Mrs Lauren Archer – Teaching and Learning Lead/Lead Teacher
Miss Julia Sulek - SENCO

Teachers

Mrs Lauren Archer
Miss Roisin Spence
Miss Lauren Lee
Mr Andrew Cotton
Mrs Jenny Peak-Ruffle
Mrs Nicola Powell
Miss Lauren Beale
Miss Julia Sulek

Support staff

Mrs Sophie De-Hayes
Mrs Nicola Downs
Mrs Yvette Hayes
Mrs Jackie Kerfoot
Miss Laura Mitchell
Mrs Louise South
Miss Emma Wing
Miss Sarah Woodier

Premises Officer

Mr David Jolley

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Vision and Values

Children will be given the 'roots to grow' through our school Christian values:



Forgiveness is
- Offering a new beginning and starting again
- Restoring a friendship
- Not holding a grudge
- Saying sorry
- Encouraging honesty

'Just as the Lord has forgiven you, so you must also forgive others.' Colossians 3:13



Respect is
- Valuing myself
- Liking who I am
- Listening to others
- Knowing others are valuable too
- Treating others nicely

'Do to others as you would have them do to you.' Matthew 7:12



Peace is
- Being quiet on the inside
- Having good feelings inside
- Getting along and not arguing
- Begins within each one of us

'Glory to God in the highest, and on earth peace, good will toward men.' Luke 2 : 14



Perseverance is
- Running the race
- Commitment to keep going and stick with things
- Encouraging each other to keep going
- Valuing the support of others
- Showing determination and not giving up
- Aiming to complete a task and achieve your goals

'I can do all things through Him who strengthens me.' Philippians 4:13



Compassion is
- Being sensitive to the suffering of others
- Offering care and concern
- Noticing a need
- Always listening and being interested in others

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



Justice is
- Judging what is right
- Understanding what is fair
- Standing up for those who need help
- Trying to listen to both sides
- Caring enough to take action

'Learn to do right. Seek justice.' Isaiah 1:17

With the 'wings to fly' our children will be able to:

- Flourish and succeed at school, and have high aspirations for themselves
- Have confidence and resilience to face challenges, explore the world, think for themselves and make informed choices
- Play a positive role in a diverse and inclusive community



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Rise Multi Academy Trust

We are proud to be a part of the Rise MAT family of schools and to be contributing to Rise's work to enable all pupils to 'flourish and succeed'.
Rise values are at the heart of everything that we, and the Trust do, complementing our own school values.

Flourish and Succeed

Being a part of Rise MAT brings so many amazing opportunities and experiences for our staff, pupils and wider community. Here are just a few thoughts from our parents, pupils, staff and governors.

The Pupil Charter provides so many wonderful opportunities for pupils to collaborate across the trust; Rise Voices, Y3 sporting event, Y5 debating and many more.

We are provided with the most up to date research in education.

We are able to be part of a professional learning community collaborating with staff from other schools – crucial in a one form entry school.

Support from the central team is great!

It was good to meet children from other Y3 classes – we had a fun time doing sports together

We loved Rise Voices! It was great meeting other Y4 children

"Becoming a member of the MAT has been a positive step for our school. Effective support continues to be offered across a range of school activities and there are opportunities for staff to gain access to peer experiences and career development. There is a genuine sense of belonging."

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The School Day

08:35am	Playground gate opens
08:40am	Teachers collect classes from the playground
08:45am	Morning lessons begin
10:35am - 10:50am	Break time
12:00pm – 1pm	Lunchtime
1:00pm	Afternoon lessons begin
3:15pm	School Ends

The playground gate opens at 8:35am each morning. A member of SLT will be on duty from this time. At 8:40am a bell will ring, children will line up in their classes and teachers will come to the playground to collect them. The playground gate will then be closed at 8:45am. Children arriving after this time will need to enter school via the main entrance and be signed in by a parent. A reason for lateness will be requested and a late mark may be given.

At the end of the day, the playground gate opens at 3:15pm. Each class will be dismissed from the class/cloakroom door. We ask that you notify the school office if your child is going to be collected by someone other than the usual adult(s). We request that children in KS1/EYFS are not collected by older siblings unless this has been agreed with parents and staff beforehand.

The playground gate closes at 3:25pm. If you do not arrive to collect your child by this time, they should be collected from the main office.

School Office hours

Monday - 8:20am – 3:30pm
Tuesday – Friday 8:20am – 4:00pm

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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.

Collective worship takes place daily throughout the school, whole-school, Key Stage or in class. We focus on our Christian values with opportunities to include times for celebration and thanksgiving.

Visitors from local churches take part in collective worship on a weekly basis.

We have a weekly singing worship session, where the children practice our favourite worship songs and learn new ones to add to our ever-growing repertoire. We are very proud of our singing and the pupils can be heard throughout the school.

At the end of every week we have a celebration worship where we join together to celebrate our pupil's achievements and successes. Each year every class also gets the opportunity to showcase their learning by leading a class worship.

Daily Prayers

Children are given the opportunity to join with prayers 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.

Lunchtime Prayer

For every cup and plateful
Lord make us truly grateful and
always thankful for those who
have prepared it.
Amen

End of the Day Prayer

God, our Father, I come to say
Thank you for your love today.
Thank you for my family and all the friends
you give to me.
Guard me in the dark of night and in the
morning send your light.
Amen



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School Uniform

Our expectations are that all children should wear clothing that is in keeping with a purposeful learning ethos. Our uniform policy offers a choice and is a flexible dress code enabling pupils the choice of approved items of uniform; which will not be discriminatory on the basis of gender.

Our policy is based on the belief that a school uniform:

- promotes a sense of pride in our school
- engenders a feeling of belonging
- is practical and distinctive
- identifies the children with the school
- is not distracting in class (as fashion clothing might be)
- makes children feel equal to one another in terms of appearance
- reflects the sense both of community and of diversity that our school takes pride in

Each class has its own 'bank' of school uniform. Should a pupil come to school without the correct uniform (or PE Kit on PE days) they will be given a spare item from the class uniform bank to wear in school and return at the end of the school day.

Our school colour is blue

Uniform

- A white or light blue polo shirt or cotton shirt/blouse with a collar
- Royal Blue school sweatshirt or cardigan (with or without school logo)
- Grey or black shorts/trousers/skirt/pinafore dress or blue checked gingham dress may be worn in the Summer.

Please note Skirt/dresses must be no shorter than 1 inch above the knee and should be flared or pleated.

- White, grey or black plain socks
- Plain tights may be worn - opaque tights are preferred (grey/black),
- Shoes should be low, black (no white soles), flat-heeled for safety and fasten securely. Shoes should always be full (no sandals). Velcro or magnetic fastenings are preferable to laces for younger children.

PE Kit

- Blue school or White PE t-shirt
- Black shorts/jogging bottoms/leggings
- Black plimsolls or trainer
- Blue sweatshirt or fleece (for colder days)

Children are expected to come to school dressed in the PE kit on PE Days (days notified at the start of the academic year).

All PE kits should be free from any brand logo or name other than the school logo



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School Uniform

Hair
We recommend that hair, which is below the collar line, is tied back at all times. It is to be of an appropriate colour and style. Hair bands, scrunchies and clips should be either white, black, grey or blue.

Jewellery and Headwear
On health and safety grounds, we do not allow children to wear jewellery to school (except for small ear studs and watches). We do not allow headwear to be worn during class time or inside school buildings, except for religious or medical reasons.

Summer hats that cover the neck are actively encouraged and are to be plain black, grey, white or blue (no logos). All jewellery must be removed (by pupils themselves) for PE including earring. Smart watches are not allowed in school.

Make up, Nail varnish and temporary tattoos
Children are not permitted to wear makeup, nail varnish, nail extensions or temporary tattoos.

All clothing should be clearly labelled with your child's name. This is especially important, as uniform items look similar we are unable to return lost uniform if it is unnamed. Our school cannot accept responsibility for any lost items.

School sweatshirts and cardigans with the school logo can be purchased online at **www.yourschooluniform.com**

Parents of pupils in receipt of free school meals are offered support with purchasing uniform.

Lost Property

There is a lost property store in the playground. All unclaimed items of uniform, PE kit and coats/jackets will be placed here. This will be accessible to parents at the start and end of the school day, please look for any missing items here.



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Lunchtimes

School Meals

School meals are prepared on site by Relish School Food. Our school meals are nutritious and good value. All school meals must be ordered by the end of the previous week using the Relish portal Login to the Relish Parents Section. You can place orders on a half termly or termly basis to save time. The school operates a cashless system so all meals must be paid for online and in advance.

Alternatively, your child can bring a healthy packed lunch. Water is available in the dinner hall but you may prefer to send them a low-sugar drink to enjoy at lunchtime. We ask that only water is in the water bottles used at other times of the day to avoid sticky spillages. Please do not send glass bottles, cans or fizzy drinks.

Please note – We are a 'nut-free' school due to a number of children having severe allergies.

Universal Free School Meals

For ALL children in EYFS, Year 1 and Year 2, the government provide Universal Free School Meals. This means that if your child is in one of these year groups they are able to enjoy a school meal at no cost to you. There are always three meal options to choose from so please do encourage your child to take up this offer.

Free School Meals

Families on low incomes can apply for their child to receive Free School Meals. This should be applied for even if your child is in EYFS or KS1 (Year 1 & 2) as it will entitle your child to additional benefits such as subsidised school trips, after school clubs, school uniform, milk and targeted academic support.

Fruit at breaktimes

Children in EYFS, Year 1 and Year 2 are entitled to a piece of fruit provided by the school at break time. We ask that KS2 pupils bring their own fruit/vegetable snacks to eat at breaktime. Chocolate bars, sweets and biscuit type snacks are not permitted.

Children can bring a water bottle with **water only,** to drink throughout the day.



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Attendance and Absence

School attendance is important and is the responsibility of the whole school community.



Attendance Monitoring Procedures

At Loughborough C of E Primary School, we believe that good attendance is essential for every child's success. In line with the Department for Education guidance, Working Together to Improve School Attendance, we are strengthening how we support pupils and families to ensure consistent attendance.

We understand that there can be genuine reasons why attendance is sometimes challenging, and we are here to help. By working together, we can ensure that every child has the best possible opportunity to succeed.



All pupils should aim to achieve at least 95% attendance each school year. Even at 95% pupil will have missed 10 school days and between 40 and 50 lessons throughout the academic year.



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If attendance falls below 95% an email will be sent to notify parents. We will then continue to monitor attendance. If, after a period of monitoring, no improvement is seen, parents will receive a follow-up phone call from the class teacher to discuss concerns and offer support. Teachers may also mention this during parent consultations.

Where attendance falls below 90% our admin team will send letter to parents to notify them of our attendance concerns. There will be a monitoring period of up to 6 weeks, if attendance remains below 90% and no significant improvement has been made the following steps will be taken:

- Parents will be invited in for a meeting with their child's class teacher to discuss concerns and offer further support
- A letter will be sent from the Headteacher to parents to notify them of the current attendance for their child and informing them of next steps and expectations
- A final letter and invitation to a meeting with members of the Senior Leadership Team will be sent to parents
- A Notice to Improve Referral will be made to the Local Authority Attendance and Inclusion Team
- A Penalty Notice may be issued



Positive Outcomes and Improved Attendance

Where significant improvements in attendance are seen positive feedback letters will be sent to parents. At each stage all staff remain open to working in partnership with families to improve attendance and put supportive measures in place.

Key Reminders for Parents

- ✓ Report absence as early as possible
- ✓ Contact the school every day of absence
- ✓ Provide medical evidence if requested
- ✓ Aim for attendance above 95%



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Reporting your child's absence

First day of absence

Parents are asked to contact the school to provide a reason for absence ideally before school starts at 8:45am.

If a reason has not been provided by 9:30am a call will be made to parents to request a reason for absence.

If a reason has not been provided by 10:00am an email or in-app message will be sent to parents to request a reason for absence.

If a reason has not been provided by 10:30am calls will be made to other contacts on your child's Arbor profile to request a reason for absence.

If a reason has not been provided by 11:00am the absence will be recorded as unauthorised.

Second and third day of absence

Parents are asked to contact school to confirm continued absence – this can be via email.

If a reason has not been provided by 9:30am a call will be made to parents and steps as per Day one will be followed.



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Fourth day of absence

Parents are asked to contact school to confirm continued absence

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If a reason has not been provided by 9:30am a call will be made to parents and steps as per Day one will be followed.

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If no contact has been made or staff are concerned about a child's welfare a home visit may be made to carry out a welfare check – this may be a member of school staff or the Rise attendance lead depending on the circumstances

Punctuality and Lateness

Children should not be late for school except for in an emergency or exceptional circumstance. If arriving late you will be asked to provide a reason/explanation to a member of the office team. Children arriving after the register closes at 8:55am will receive a late mark in the register and must report to the office on arrival.

Term Time Holidays

You may already be aware that government guidelines prevent Headteachers from granting leave of absence during term time unless there are exceptional circumstances. Family holidays taken in term time do not fall under the category of 'exceptional circumstances' and so Headteachers are unable to authorise this type of absence.

With this in mind, the Directors of the Multi Academy Trust have taken the decision, in line with Government policy, to request that Leicestershire County Council issue a penalty fine to parents who take their children out of school in term time for a family holiday.

The Multi Academy Trust would like to make it clear that all monies paid in penalty fines goes directly to Leicestershire County Council and does not benefit either our school or the Multi Academy Trust.



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Behaviour Curriculum

Whole school rules

We believe that our school rules will help us to provide a safe, friendly, encouraging and positive school environment where each person is valued and has the optimum access to their learning.

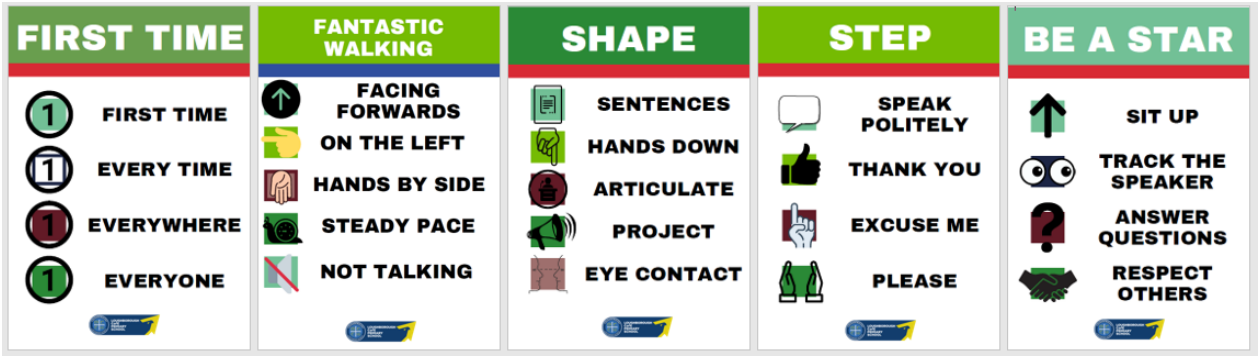


At Loughborough C of E we have three simple rules:

- Be Ready (to learn and follow instructions)
- Be Respectful (towards others and property)
- Be Safe (in the learning environment and with others around us)

Conduct Expectations

We use conduct posters to promote exceptional behaviour and high expectations.



Our behaviour curriculum has been developed in collaboration with the Teaching and Learning Team at Rise. The aim is to ensure that every school member feels valued and respected, and that each person is treated fairly. Our school is a caring community which values high expectations and positivity and is held together through strong relationships and communication skills. We aim to establish a culture which is based on clear teaching and modelling of the correct behaviours; managed in a way which is warm and caring.

A copy of the school behaviour policy can be found on the school website; you can also request a copy from the school office.



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Communication

Communication between home and school is vital to good communications and for the well-being of pupils, parents, carers and staff.

We will communicate with you in the following ways:

- Weekly Newsletter – this is sent via Arbor every Friday afternoon. We aim to keep the number of emails to a minimum to avoid filling up your inbox so will do our best to send all communication at this time.
- Parents' consultations – these are held during the Autumn and Spring term
- Written reports – these are shared with parents in the Summer term
- Website – access to school policies and class pages
- Arbor – to send messages, book and pay for trips, clubs and fundraising events
- Curriculum update letters
- School events – open days, classroom visits, church services, celebration worship.

We understand that there will be times when parents or carers wish to communicate with the school directly with questions or share information related to their child.
To make sure that this is effective these principles will be applied.

Our commitment as a school
We will:

- ensure that there is regular, proactive communication about your child's achievement and wellbeing
- respond to emails, phone calls or requests for meetings usually within three working days
- if there is an urgent matter, the school receptionist will ask an appropriate
- member of staff to deal with the issue as soon as possible
- display polite, professional conduct at all times



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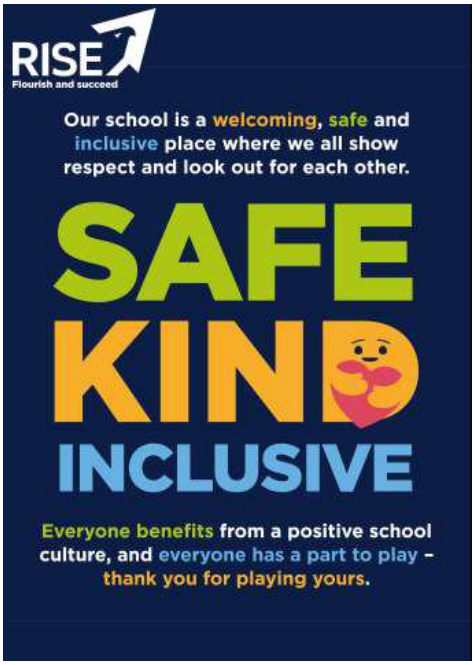
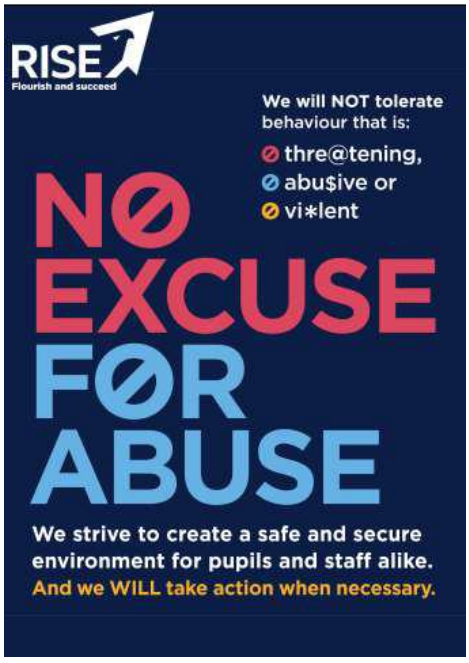
Our expectations of parents and carers

You will:

- ensure that any communication with the school, whether by email or telephone, is polite and respectful
- make use of information channels in place, such as the school website, for keeping up to date with routine information
- give an outline of what the issue is, to make sure the query is directed to the right person
- use the school mailbox or main reception telephone number as first point of contact (the school will forward your request to the appropriate staff member)
- ensure your emails are brief and clear
- refrain from sending multiple emails regarding the same query
- limit the number of people you send an email about a query
- understand that a teacher or member of staff may be unable to respond on the same day on which a query is made
- understand that teachers or other school staff will not respond outside of school hours, i.e. evenings or weekends

A copy of our Home-School Communication Charter can be found on the school website; you can also request a copy from the school office.







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Safeguarding

Safeguarding is Everyone's Business

Our Designated Safeguarding Lead (DSL) is Mrs Ferey (Headteacher). She is supported by Deputy DSL's Mrs Archer, Mr Cotton and Miss Sulek.

In line with the Government vision for all services for children and young people, the Governors and all Loughborough C of E Primary School staff, recognise that children have a fundamental right to learn in a safe environment and to be protected from harm. Children are less likely to learn effectively and go on to lead positive and independent lives if they are not kept healthy and safe. Therefore, we are committed to providing an environment which is safe and where the welfare of each child is of paramount importance. This will include a commitment to ensuring that all pupils feel confident that any concerns they may have will be listened to and acted upon.

If you ever have any worries or concerns. If you witness, hear something or someone tells you something that makes you concerned, talk to one of Designated Safeguarding Leads. This can be in person, by phone through the school office during school hours or by e-mailing dsl@lceps.risemat.co.uk outside of school hours.

You can also find more information about safeguarding, including our Safeguarding policy on the school website Loughborough CofE Primary School - Safeguarding



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Health and Safety

The safety of your children is important to all of us here at Loughborough C of E Primary School.
We aim to maintain a high standard of hygiene and children are encouraged to wash their hands after going to the toilet and before eating.
We ask that do not bring dogs onto the site (guide dogs are the exception) and politely remind you that this is a non-smoking/vaping site.
The school has a full Health and Safety Policy available on request from the office.

Medicines in School

If a child needs medication for any period of time (e.g. a course of antibiotics, other prescribed medication) parents are requested to complete a form in order that staff can administer the medication during the day. Inhalers and Epipens can be kept in school if needed.

Accidents and Illness during the School Day

Several members of school staff are First Aid trained, and training is regularly updated.

If your child becomes unwell during the day, we will contact you. Please inform us about any change of contact details so that we can contact you.

If a child receives an injury during the school day, a trained member of staff will administer first aid as required. Parents will then receive an accident slip via email and a paper copy will be sent home with at the end of the day. This will include details of the injury and any first aid given.
If any injury is serious, we will contact you immediately.



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LOUGHBOROUGH CofE PRIMARY SCHOOL



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Leicestershire

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FORGIVENESS COMPASSION RESPECT PEACE PERSEVERANCE JUSTICE

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