



Upton Magna  
Shrewsbury  
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# St Lucia's C of E Primary School and Nursery Prospectus



**2022-2023**



## Information for Parents

St Lucia's Church of England Primary School  
Upton Magna  
Shrewsbury  
Shropshire  
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[www.stluciasprimary.co.uk](http://www.stluciasprimary.co.uk)  
Telephone (01743) 709652

St Lucia's CE Primary School and Nursery is a Church of England School for pupils aged 2 to 11.

Headteacher: Mrs S. L. Woolley

Teaching Staff: Mrs H Smith  
Mrs L Collins  
Mrs S Brennan  
Mrs S Carroll  
Mrs S Bishton  
(Mr H Mistry covering maternity leave)

School Office Manager: Mrs J Bennion  
School Office Assistant: Mrs L Roberts

Support Staff: Mrs A Cresswell  
Miss C Dorricott  
Mrs L Nelson  
Mrs S Broome  
Mrs T Wood  
Mrs N Allen  
Mrs R Lloyd

Nursery Staff: Miss J Reacord  
Miss L Binnersley

Lunchtime Supervisors: Mrs A Cresswell, Mrs T Law, Mrs T Wood and Mrs Sims

Cleaner in charge: Mrs M Pugh

Cleaner: Ms M Clack

Kitchen Staff: Mrs B Alexander  
Mrs T Pye





Sunrise & Sunset Clubs: Mrs S Sims and Mrs T Law

<b>Governors:</b>	Chair:	Mr P Jarvis
	Vice Chair:	Mr H Barnes
	Parent Governors:	Mr B Willmore Mr H Barnes Mrs C Dorsett Mrs M Bowdler
	Foundation Governor:	Mrs E Greenaway Vacancy
	Co-opted Governor:	Mrs T Jackson Vacancy
	Community Governor:	Mrs A Carr
	Staff:	Mrs H Smith
	Headteacher:	Mrs S Woolley (Ex Officio)

Parents, or prospective parents, who wish to visit the school, may make an appointment either by telephone, email or by calling in person.

The information in this booklet is correct at the time of printing but it is possible that changes may be made before or after the school year starts.



**Mission Statement**  
'Nurture, Nourish, Grow'

Parable of the Mustard Seed Matthew 13:31

*'Though it is the smallest of seeds, when it grows, it is the largest of the garden plants and becomes a tree.'*

The parable teaches us that we all have the potential to grow and flourish. From the smallest of seeds grows the greatest of trees.

**Our Aims**

As a church school, St. Lucia's is a calm and caring place to be. Our whole school community of children, parents, staff, governors, the church and wider area contribute to create our vision for the education and learning experiences we aim to provide.

**Values**

**Respect**

Other cultures  
Environment  
Others

**Resilience**

Courage  
Perseverance  
Self-improvement and awareness

**Relationships**

Patience  
Kindness  
Trust

Our Christian values seek to underpin the belief that everyone in our school community should be valued and treated with respect. This helps us all to grow and become the best we everyone can be.

- We enable our children to become confident, responsible, independent and highly motivated individuals.
- We promote equal opportunities for all.
- We provide children with the knowledge, skills and attitude to strive for academic excellence.
- We support and challenge members of our school community to achieve their full potential.



### **Religious Education**

We are a Church of England Voluntary Controlled School and follow the LA approved scheme for R.E. Assemblies include regular visits from the local clergy and we incorporate aspects of religious belief into thematic work and assemblies. We respect other faiths.

Links between the school and church include:

- Monthly acts of worship led by the Team Rector, Rev Andy Ackroyd.
- Special acts of worship and services are held in St. Lucia's church (Harvest, Christmas, Easter and Year 6 Leavers' service)
- The Open the Book team lead assemblies in school when possible

As a staff we value all the children in our care. We encourage our pupils to become aware of the equal importance of all members of St Lucia's School regardless of age, gender or ethnic origin. It is only through a joint effort between our pupils, staff, parents and governors that an atmosphere of caring and sharing will survive and flourish. Positive relationships at all levels are therefore vitally important to a happy, supportive atmosphere within St Lucia's School. With the support of our school Governors and Parents, we aim to continue to nurture the spirit of positive relationships which we have within our own community.



Being a Church School, religious education plays a vital part of school life. The teaching is non-sectarian, as the children may belong to different religious denominations. An Act of Worship or reflection is held daily and on special occasions the local church is attended. We do this to enable the children to come to know the Christian truths and come to have a faith to live by, if they choose. If any parents wish to do so, they may withdraw their children from religious education and the daily act of worship.

### Prevent Duty

The school is committed to safeguarding. Staff receive regular training and clear processes are in place to protect children from harm and promote their wellbeing. The school has a duty of care to ensure all staff work together to meet the government's Prevent strategy in stopping children from engaging in or supporting terrorism and forms of extremism.

## School Hours

08.50am - 12.00pm  
13.00pm - 15.15pm

The school is not able to accept responsibility for pupils before 8.50am when the school doors open. Any pupils arriving before this time are left at their parents' own risk.

8.50am-8.55am School arrival  
9.00am School officially starts with registration  
09.10 - 9.30am Assemblies (Mondays and hymn practice, Wednesdays)  
9.30 - 10.30am Session 1  
10.30 - 10.45am Morning Break  
10.45 - 12.00 Session 2  
12.00 - 13.00pm Lunchtime  
13.00 - 14.15pm Session 3  
14.15 - 14.30pm Break (Key Stage 1 only)  
14.30 - 15.15pm Session 4 Special Celebration Assembly on Fridays

**We ask that all parents travelling to school in the morning or afternoon park considerately. Vehicles may park at the Upton Magna Village Hall during the busy collection times each day.**

At the end of the day parents have the following options:

- To collect their children from outside their classrooms
- To allow their child to walk home unaccompanied (Key Stage 2 only - written confirmation of this must have been received in advance)
- To use the school transport where eligible.



## **Extended Schools Provision**

### **'Sunrise' Breakfast Club**

The school runs a 'Sunrise' Breakfast Club each morning from 7.45am until the start of the school day. We ask that parents complete a registration and booking form which along with payment is returned to the school office in advance. The cost of this provision is £5.50.

### **'Sunset' After School Club**

The 'Sunset' after school club runs each day from 3.15pm until 5.30pm. As with the breakfast club, booking forms and payment need to be returned to the school in advance. This provision is organised on a two tier option. Option one runs from 3.15pm-4.15pm at a cost of £3.15 Option two runs from 3.15-5.30pm for £7 a day.

Please see our school website for further details.

## **Extra-Curricular Activities**

In addition to the breakfast and after school clubs, a range of extra-curricular activities are often run at various times through the year. Sometimes these are organised during lunchtimes or after school, usually on a termly basis.

Some examples of the clubs which we have run include:

Bell Ringing	Hockey	Cookery
Tennis	Change 4 Life	I.C.T
Multi Sports	Dance	Chess
Netball	Gymnastics	
Football	Archery	
Athletics	Art/Craft	

At times the school uses outside providers, all of whom have DBS certificates.

*We would welcome any parent/carers who wishes to offer an additional club to contact the school to discuss their suggestions. The school can assist those interested in helping to obtain a D.B.S for volunteer work.*



## **Classes**

There are four classes, plus the nursery. Two classes in Key Stage 1 and two classes in Key Stage 2, all of mixed ability. Our number on roll is usually around 90-100 children plus the nursery.

Classes are arranged in the following ways:

Nursery	Class 1	Class 2	Class 3	Class 4
Chestnut	Rowan	Oak	Willow	Birch
2, 3 & 4 year olds	YR	Y1/Y2	Y3/ Y4	Y5 /Y6

Subjects may be delivered to a variety of class groups as appropriate. Groups may be whole class, year group, small groups instructed by the teacher, friendship, ability or particularly when a child displays a special educational need or are very able, individually.

We aim to consider the differing needs of all children, seeking to ensure that ability and personality are taken into account. Skills taught purely within the isolation of a subject area may not produce the best results, but need to be applied effectively in real life situations and be relevant to the child's experience to be absorbed thoroughly. It is our aim that in addition to teaching basic skills of English and Maths, we may apply these skills and others in a variety of contexts across the curriculum, supplying where possible first-hand experience and from the Foundation Stage to the end of Key Stage 2.

We aim to provide a range of materials and situations whereby children can express their feelings, ideas and experience which are accompanied by insistence on high standards of achievement for each child.

It is hoped that as children mature, they will take some part in a self-evaluation process.

## **Buildings and grounds**

The school buildings comprise of a hall, five learning bases, a library and computer area, two small teaching rooms, kitchen, staff room and administrative area. The school has two hard play areas with play equipment and has access to a large playing field at the rear of the school. The grounds are also open for community use outside of the school hours, including weekends and holidays.



## Curriculum Organisation

We provide for each child a broad, balanced curriculum suited to his/her age and ability. We strongly believe in developing links within the children's learning and giving a context and purpose to the lessons which we plan in school. We recognise the strengths of every child in school and plan accordingly to develop their interests and support them in areas they find more challenging. Work is therefore matched to the level of need, ensuring that everyone can reach their potential.

In shaping our curriculum we need to ensure that what we teach is relevant to the needs of a modern multicultural society and that we follow the aims of the National Curriculum. Our curriculum is led by key drivers linked closely to our vision as a church school. Children are provided with engaging first hand experiences to help them develop learning knowledge, skills, but also positive attitudes and values. Through their relationships with each other we promote the values of honesty, sincerity, tolerance and understanding.

### **Collective Worship.**

The children take part in regular collective worship. Twice a week the whole school comes together for a whole school and celebration assembly where learning and achievements are shared. On other days assemblies may be held either as a key stage or as a class.

The majority of our acts of collective worship are mainly of a Christian character. However, opportunity is provided for children to learn about other world faiths as part of diversity in modern Britain.

If parents do not wish for their child to take part in collective workshop, they need to advise the school at the start of the year.





## **Curriculum Organisation**

We plan learning through curriculum skills and knowledge to build on children's previous experiences. Learning is made exciting, fun and engaging through termly topics which are enriched with visits and visitors to help provide children with positive experiences and lasting memories.

### **English**

- To read with fluency, accuracy, understanding and enjoyment
- To write legibly and to have achieved a satisfactory standard of spelling and punctuation
- To communicate clearly with confidence, both with the written and spoken word
- To listen attentively and with understanding
- To be aware of how to find information and knowledge from many sources
- To make writing purposeful and creative

### **Maths**

- To develop and use mental recall and mathematical skills and apply them effectively both in school and in other environments to solve problems
- To develop skills of mathematical investigation and reasoning in other areas



### **Science**

- To understand a range of basic scientific facts
- To observe living and inanimate objects
- To explore and explain ideas in an attempt to solve scientific problems

### **ICT/Computing**

- To use ICT sources as a tool in itself and as a tool to support other curriculum areas
- To educate pupils in e-safety, including cyber-bullying
- Programming skills



### **PE**

- To develop skills leading to greater physical co-ordination and agility
- To develop positive attitudes towards regular exercise as a contribution to good health
- To further develop the importance of working as part of a team

### **Humanities (History and Geography)**

- To become aware of the geographical, historical and social development of people in time, place and society both local, national and worldwide

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

- To develop an understanding of the Christian way of life
- To develop a reasoned set of moral values and attitudes, tolerance of other races, religions and ways of life
- To respect oneself and others
- To develop habits of self- discipline and good behaviour

### **Design & Technology**

- To invent, create and achieve solutions to practical problems in a purposeful way



### **Art, Craft, Drama and Music**

- To develop skills in the use of tools and instruments as a means of self - expression
- To use drama to enhance literacy work

### **Residential Visits**

The school offers outdoor adventure sports and sometimes residential experiences to children in key stage 2. This maybe alternated between a curriculum based visit and an outdoor adventure visit during upper key stage 2.

The Outdoor Pursuits aspect of the school's P.E. curriculum is mainly covered within these visits (hill walking, orienteering, etc.). Also, the residential visits provide additional opportunities for children to develop socially, and help build deeper relationships between teachers and children.



## **Special Educational Needs**

All children are different and some may have specific needs. We look out for early signs of difficulties of any kind which may affect progress and support with a variety of strategies and programmes.

We have active policies which enable all pupils to be treated equally regardless of their needs or disabilities. Disabled facilities include ramped access and a disabled toilet.

Occasionally, it might be necessary to engage the support of a Learning Support Advisory Teacher, or specialist outside agency to assess the individual needs of a child.

Similarly many of our children have particular talents and abilities. We recognise these early and foster opportunities to develop each individual child's skills.

All policies are available on request from our office. The first person to contact would be your child's class teacher. The named person for co-ordination of special needs and disabilities is Mrs S Woolley and the SEND link Governor is Mrs E Greenaway.

The school follows the Shropshire guidelines in assessing and monitoring pupil attainment and when necessary the help of outside agencies such as the learning support advisory teacher and educational psychologist are sought.

Children who have a health and care plan for special educational need and disabilities are given the appropriate help required from a teaching assistant. The school also finances small group and individual support for other pupils identified as having special educational needs or disabilities.

Pupils who have Special Educational Needs and Disabilities are admitted to St Lucia's School in accordance with the Local Authority guidelines and the SEND code of conduct. Once in school they will be encouraged and supported to participate in the full range of activities alongside their classmates.

The school holds termly meetings in consultation with parents and the child to consider and review any additional provision which a child may need.

If you have any concerns about your child's progress, we would encourage you to first speak to your child's class teacher.

### **Single Equality**

Our Accessibility plan, contains the commitment to further improve our facilities for disabled visitors is regularly reviewed. There is currently ramp access to both of the demountable buildings and the school has a disabled toilet and automatic doors.

## **Health Education**

**Health education** constitutes part of our curriculum, and such areas as personal hygiene, diet, exercise, personal attitudes and choices are included. Sex education forms a constituent part of health education through the nationally recognised 'Respect Yourself' programme.

Our decisions regarding sex education within the larger area of health education were arrived at after much discussion between staff, staff and parents and staff and governors.

The general consensus was that although the ideal place for sex education to take place is at home within the closeness of the family circle, this facility is not always available for all children. Parents who felt able to educate their children thus also felt that caring support at school was an important factor.

We are concerned that any sex education should take place within the context of loving, caring relationships and should be dealt with at school level as naturally as possible, by teachers who feel able to cope with the situation without personal embarrassment.

We feel that such education should occur naturally within themes being developed by the class teachers as part of the wider curriculum and supported through our whole school programme.

Parents have been informed of the 'Respect Yourself' programme and letters are sent home as a reminder in case any concerns are shared before these lessons are delivered to children in key stage 2.



**Aims:**

- To remove any sense of embarrassment from discussion of sexual matters.
- To foster caring relationships, tolerance and understanding between boys and girls; an awareness of feelings and relationships.
- To give children knowledge and understanding of parts and functions of the body.
- To help children develop a healthy attitude to puberty.
- To provide a caring support system where children may feel able to share matters of concern with understanding adults, being certain of a sympathetic, confidential response.
- To safeguard children.

Our concern above all is that emphasis is given to loving, caring relationships and respect for the needs and opinions of others.



**Children receiving specialist Music from Shropshire Music Service**

**We are also proud to be a Green Flag Eco School!  
(Awarded August 2022)**



## **Homework**

We believe the aim of homework is to:

- a) Develop important home/school links
- b) Encourage parents to support their child's learning
- c) Practice and reinforce skills
- d) Encourage pupils' self- motivation

### **Types of homework**

The main types of homework set are reading, spelling and maths, although writing and project work are sometimes included in homework tasks.

#### **Reading**

This is a vital part of all we do at St Lucia's. Every child has a reading diary. As the children grow older they are expected to spend more time in keeping this diary as part of their reading homework. The diary is a place for them to log books they have read, their opinions on their reading choices and short reading related tasks that their teacher may set from time to time.

#### **Spellings**

Pupils best learn new spellings through checking their own misspellings in their work. This will be mainly addressed in class.

Pupils may be given a list of words to take home and practice from the Key Words list, appropriate to their age and ability. They may also have topic related words to learn. They will not necessarily be given new lists on a weekly basis.

#### **Maths**

The learning of times tables and number bonds will take place during the school day.

Maths homework will generally focus on practical activities that pupils can carry out at home. They will then bring the outcome of these activities (not necessarily in a written form) back to school to feedback to their class.



## Medical

If children fall ill during the school day or are injured they will be treated by qualified first aiders, some of which are trained paediatric first aiders.

- |                  |                 |                                  |
|------------------|-----------------|----------------------------------|
| • Miss R Reacord | Mrs T Law       | Miss L Binnersley                |
| • Mrs S Broome   | Mrs Wood        | Mrs L Nelson                     |
| • Mrs S Sims     | Mrs A Cresswell | Mrs R Lloyd and all the teachers |

If a sick child's condition does not improve, parents will naturally be expected to make arrangements to take the child home. A child should not be sent to school if they are obviously ill before school.

If your child is taken ill during the school day you will be contacted. **It is therefore vitally important that the school is kept advised of up-to-date contact numbers, especially with mobile phones and that calls can be taken/messages returned quickly through the school day.** Any changes should be reported to the office at the earliest available opportunity. The school will follow up any absence if no message has been received when a child does not arrive at school. There may be an occasion when parents cannot be contacted. To cover this eventuality, when your child starts at St. Lucia's you will be asked to sign a consent form allowing your child to receive surgical or medical treatment.

Parents are requested to inform your child's class teacher, or the Head teacher of any relevant medical history that may affect the child's general development and education in school.

Any infectious diseases should be notified to the school as soon as possible, as we in turn have to inform the Local Health Authority. If your child has asthma, we will ask you to complete an asthma care plan and provide an up to date inhaler for retention in school.

We encourage parents to regularly check their child's hair for head lice. It is now the policy of Shropshire Area Health Authority to advise schools not to send out warning letters to parents. A copy of the guidelines 'Head lice and how to stop them' is available to all parents.

We have a school nurse who is based at The Bungalow, William Farr House, Mytton Oak Road, Shrewsbury, SY3 8XL telephone (01743) **277673**.

## **Medical continued**

During your child's first term at school, he/she will be offered a general health check, including a measurement of height, weight, and hearing test, carried out by the school nurse. At some time during the first year at school, your child will also have a vision test carried out by the Orthoptist. The school health service now operates a system of selective medicals. During their first year and preferably their second term at school, children are considered for such medicals if concerns are expressed by the school nurse, doctor or parents. In all cases full discussions take place with parents and parental consent is obtained before any examination takes place by the Local Authority. Additional height and weight screening is carried out in year 6. Parents will be given the opportunity to opt out of this process. More details will be provided when your child is in year 6.

If you have any concerns about your child's health in school, including bedwetting, soiling and behaviour at home, you can contact the school nurse who will be pleased to discuss these with you.



## **Administration of Medicines in School**

Procedures for the administration of medicines in schools have been revised by the Health Authority, the Community Health Services NHS Trust and the Education Services. The following arrangements are now to be followed by school:

Prescribed medication will only be accepted in its original container, with the dispensary label detailing the child's name, the name of the medication, dosage and times to be administered.

Unless in unusual circumstances, the school will only administer medication if it has been prescribed for more than three times a day. Children on a three times a day prescription should be able to receive these doses at home e.g. before school, after school and at bed time.

All medication must be accompanied by a signed letter from the parent/carer, detailing the child's name, name of medication, dosage, time of administration and storage details. Medication and accompanying letters must be handed to the staff member on duty at the school office by 9am.

The medication will be stored either in the locked cabinet in the school office, or the fridge in the staff room; both of which are inaccessible to the children. Letters will be placed in the medical slips folder, which is stored securely in the school office. Medical letters will be stored for a reasonable period after the child has left the school, e.g. 3 years.

On every occasion that the medication is administered to a child, this will be recorded in the Medicines Register (kept in the staff room). This record will include the child's name, date and time of administration, name of the medication and dosage. It will be signed by the person administering it and countersigned by a witness.

If a child refuses medication, this will be recorded in the Medicines Register.

Written confirmation of medication administered or refusal to take the medicine will be given to the child's parent/carer at the end of each school day, along with the medication itself.

A full medicines policy is available on request and can be viewed on our website.

## School Uniform

School uniform is available to buy from 'Shop Direct' located by opposite the Sundorne Retail Park in Shrewsbury, or by ordering directly online. To offer choice to parents, other stockists may be used, but the navy sweatshirt and cardigan is needed to show the school logo.

<p style="text-align: center;"><b><u>Summer Uniform</u></b></p> <p><i>After the Easter holidays through to the October half term.</i></p> <p><b><u>Boys</u></b></p> <ul style="list-style-type: none"> <li>• Pale blue polo shirt</li> <li>• Grey shorts or grey trousers</li> <li>• Navy sweatshirt with the school logo</li> <li>• Grey or black plain socks (not trainer socks)</li> <li>• Sensible black shoes (which can be fastened by the child)</li> </ul>	<p style="text-align: center;"><b><u>Summer Uniform</u></b></p> <p><i>After the Easter holidays through to the October half term.</i></p> <p style="text-align: center;"><b><u>Girls</u></b></p> <ul style="list-style-type: none"> <li>• Blue polo shirt</li> <li>• Grey skirt, grey culottes or grey trousers.</li> <li>• <u>Or</u> a blue and white gingham checked dress.</li> <li>• Navy sweatshirt or navy cardigan with the school logo</li> <li>• Grey, black or white plain socks (not trainer socks)</li> <li>• Sensible black shoes (which can be fastened by the child)</li> </ul>
<p style="text-align: center;"><b><u>Winter Uniform</u></b></p> <p><i>(after the October half term through to the end of spring term/Easter holidays)</i></p> <p><b><u>Boys</u></b></p> <ul style="list-style-type: none"> <li>• Pale blue polo shirt</li> <li>• Grey trousers</li> <li>• Navy sweatshirt with the school logo</li> <li>• Grey or black plain socks</li> <li>• Sensible black shoes <b>not trainers</b> (which can be fastened by the child)</li> </ul>	<p style="text-align: center;"><b><u>Winter Uniform</u></b></p> <p><i>(after the October half term through to the end of spring term/Easter holidays)</i></p> <p><b><u>Girls</u></b></p> <ul style="list-style-type: none"> <li>• Pale blue polo shirt</li> <li>• Grey skirt with grey tights or grey trousers</li> <li>• Navy sweatshirt or cardigan with the school logo</li> <li>• Grey black or white plain socks</li> <li>• Sensible black shoes <b>not trainers</b>(which can be fastened by the child)</li> </ul> <p><i>Plain dark ankle boots may be worn in cold weather, but a change of shoes will be needed for indoor use</i></p>

## **P.E. Kits**

A Plain white t-shirt with plain navy or black shorts, trainers (which the child can fasten themselves) and plain navy or black jogging bottoms may be used in cold weather. .

It is desirable that children keep their PE kits in a small drawstring bag. It is advisable to keep PE kits in school at all times. The wearing of jewellery other than ear studs is not allowed. Pupils with pierced ears must wear simple studs; these must be removed by the pupils or taped over for PE. All articles of clothing should be clearly named.



## **Lunchtimes**

Lunches are cooked freshly each day in our kitchen. This facility has been awarded a Grade 5 'outstanding' standard by the Local Authority for cleanliness and food preparation.

### **Cooked Meals**

Children in key stage 1 continue to be entitled to the free Universal Infant Meal offer which the government provides. Children in key stage 2 children are able to buy a hot meal with a dessert for £2.40 per day. Adult lunches are £3.70. Daily menus provide a choice of two dishes with a desert. A copy of the Shire menus is shared on our website. Lunches need to be paid for in advance, ideally for the week, or on the day. Water is provided on the tables for children to drink, however they may bring their own drink, but no fizzy or canned drinks please.



## Lunchtimes continued

### Sandwiches brought from home

We are a healthy school and encourage children to eat a balanced diet. We politely ask parents to consider this when sending in packed lunches. Please make sure that food is in a suitable, named container. Sticky or hot drinks are not acceptable for safety reasons.

Any concerns regarding school lunches, please speak to Mrs B Alexander or school cook.

Some parents may qualify for free school meals. If you would like further information to check eligibility, please contact the school office manager, Mrs Bennion or the Head teacher, Mrs Woolley in confidence.





## **Pastoral Care and Discipline**

It is our aim to sustain the family atmosphere that has always been part of St Lucia's School life and to encourage mutual respect and tolerance between everyone involved in day-to-day school activities.

We expect that all school members behave in a responsible manner to themselves and others, showing consideration, courtesy and respect for everyone.

The school positive behaviour and anti-bullying policies are available on our school website.

Good relationships are essential in carrying out pastoral care and we place a high profile on mental health and well-being. Children need to feel confident that they can approach any member of staff, as appropriate, to discuss any aspect of school life or life in general, and know that they will receive a kindly hearing and positive support or guidance.

The school has four designated leads. Please see either Mrs Smith, Mrs Brennan or Mrs Woolley and Miss Reacord for nursery if you have any concerns of child abuse or neglect. The school like others has a responsibility for the welfare of all pupils and we have a duty to refer case to Social Services in the interests of the child.

The school aims to help parents understand that the school, like all others, has a duty to safeguard and promote the welfare of all pupils. The school may need to share information and work in partnership with other agencies when there are concerns about a pupil's welfare

## **Home/School Links**

All new parents are invited to the school before their child starts so they can view the facilities; meet the head teacher and their child's class teacher.

We have two parents' open afternoons/evenings where children share their work with their families. Members of staff are available during these sessions to discuss your child's progress. There is a formal parent teacher meeting once a year in the spring term. Parents are welcome to call in at any time if they have concerns.

There are also concerts and sports meetings that parents are invited to, culminating in a leavers service at the end of each academic year held in the local church, where a representative of St Lucia's Parish presents each leaver with a bible on behalf of the governing body of the school.



## Home/School Links continued

The Friends of St. Lucia's (PTA group) arrange several fund raising events through the year. We always welcome any support parents can offer. Please contact Mrs Lloyd, Mrs Buckingham or Mrs Ford via the school office for more details. The funds raised help to provide additional experiences and equipment for all children to benefit from in school.

### Holidays

Term time dates are always included and updated on our website and are also displayed on the school notice board. Authorised leave may only be granted in exceptional circumstances during term time (please request a form from the school office). Any standard holidays booked within term time cannot be authorised. Children do miss lessons and vital parts of learning when they are not in school. The school works closely with the Educational Welfare Officer to monitor absence and also lateness. This may result in a home visit from the EWO or a fine when repeated time has been requested for holidays.

Children are deemed late if they arrive after 9.05am and absent if they have not arrived in their class by 9.15am. If no absence is reported then the school will contact parents/carers by telephone. Unauthorised absences will be investigated by the school and if necessary the Education Welfare Officer.



## **Finally ...**

### **No Smoking Policy**

We have a strict no smoking policy. Parents and visitors are requested not to smoke anywhere within the school building or grounds.

### **School Grounds**

We request that no animals are brought on to the school grounds unless prior permission from the Head teacher has been given. No dogs are allowed on the school grounds at any time.

### **Emergency closure of the school**

On rare occasions when the school needs to close due to adverse weather conditions a message will be relayed on all the local Radio Stations and on the Shropshire Council website or via the text service and website where possible.

### **Personal Belongings**

We discourage children from bringing toys or anything precious, dangerous or valuable (mobile phones, iPods, or any hand held electronic games are not permitted) as the school cannot take responsibility for things which may be a temptation to others or which might cause a distraction with possibility of them getting lost or broken.

### **Complaints Procedure**

Class teachers are the usual first point of contact for any concerns. Most concerns are resolved informally through conversations and meetings. If a parent/carer has a more serious concern then they can contact the Head teacher who will then work to address the concern raised. It is hoped that the vast majority of concerns can be addressed through this process.

The school has a complaints policy which is available on the website.

### **Admissions Information**

The school takes advice from the local authority's admissions team for any child looking to join the school.

*The school's current admissions policy is now organised directly through the school unless a place for appeal is necessary. In this situation, Shropshire local authority admissions team are contacted. A copy of the 'Parents' Guide to Education in Shropshire' provide more information and can be obtained from the school.*

***The school has an admission number of 16 for each year group in 2022-23***

*Parents of Reception children in Shropshire will be required in the autumn term prior to the school year of admission to complete a local authority application form stating preferences for up to three schools. If there are more applications for places than are available within the admission limit, then priority will be given based on:*

- *Residence in catchment area*
- *Sibling connection*
- *Proximity of home address to school*
- *Medical circumstances or Statement of Special Educational Needs.*

*Please see the 'Parents' Guide' for specific details. Parents should be aware that attendance at a particular primary school does not in any way guarantee a place at a particular secondary school.*

### **School Transport**

Forms to apply for free transport, or vacant seats payment can be obtained from school, or from Shropshire L.A. Shirehall (Transport Team), or Telford and Wrekin L.A. These teams make the decisions regarding eligibility for pupil transport.

The school relies on the support of parents to ensure that high standards of behaviour are maintained on home-school bus journeys. There is a code of conduct which is given to all parents which gives clear guidance about behaviour. We hope that all children will act within this code. Very occasionally, the L.A. might find it necessary to suspend a child's bus pass because of repeated unacceptable behaviour. The school cannot take responsibility for any child's behaviour while travelling on the school bus.

### **Secondary Schools**

St Lucia's is not a "feeder school" for any one secondary school.

Information about secondary schools in Shropshire, and the arrangements currently in place for visiting these and other schools and for making applications, is contained in an L.A. booklet 'Parents' Guide to Education in Shropshire'. Please contact the Admissions Department at either Shropshire County Council or Telford & Wrekin Council for further information.

## Secondary Schools continues

A copy of this publication is usually sent out to parents of Year 6 children during the first half of the Autumn term.

*The school follows Local Authority advice. It is seen to be inappropriate for the Head Teacher to act as a supporter for a primary child's application to help obtain a place at a particular secondary school.*

Our school prospectus can only share a very small part of the wonderful things we offer children at St. Lucia's school and Nursery. Please contact us to arrange a visit and to find out more. You will receive a very warm welcome!

