

Deeping St Nicholas Primary School



SCHOOL PROSPECTUS

2017 - 2018

September 2017



Deeping St Nicholas Primary School
Main Road
Deeping St Nicholas
SPALDING
Lincolnshire
PE11 3DG

☎ 01775 630280

✉ enquiries@deeping-st-nicholas.lincs.sch.uk

Dear Parent, guardian or carer,

Thank you for taking an interest in Deeping St Nicholas Primary School.

The school opened on 2 January 1877 and Mr Hanley, the Head teacher wrote in the school log:

“I commenced school this morning with 5 children and found that they had never been to school, and consequently were totally ignorant.”

We are unlikely to find such comments written about any school today!

My own guardianship of the school began on 1 September 1998. There were 51 children on roll, and unlike Mr Hanley I found the children eager to learn, very friendly and supportive of one another. In the years since, I have met a wide range of people who have taught and/or learned within these walls. My own Infant Headmistress, Miss Beeton, started her teaching career here in the 1950s, and we have made contact with several other teachers, including one with a very old hot cross bun! It is fascinating to learn from the past, particularly through personal testimonies as some of the school log books have been lost over time.

Everyone that I have met has described the warm, friendly atmosphere that is an essential part of the school. It is our hope that all new families find the school welcoming and friendly. We encourage visitors to come and see what we have to offer for themselves, but this prospectus is a starting point for those thinking of getting to know us better.

For those of you unfamiliar with small schools, they are different! You will need to balance our many strengths against the challenges we face with a small team and an increasingly tight budget. We believe that every one of our children has the space to grow and develop in a caring community knowing that s/he is a valued member of our school family. Everyone cares genuinely about their development and is dedicated to helping all children reach their full potential.

We recognise that parents and carers have an equally important part to play in the education of children and expect that we will work in partnership together. We encourage active participation in a child's education with formal parents' evenings each year. We also have many informal discussions during the course of the year, and hope this forges positive relationships between home and school which benefit the child. A group of parents work together in a number of ways each year to support the life of the school by raising money for school fund.

Our Ofsted Reports are available for you to consider. These reflect our strengths and challenges based on the educational experience that we provide for our children.

We measure the success of our children in many ways. Our first measurement is the size of their smiles! Happy children are the most able to learn. We value academic success which is so important if children are to have the very best opportunities in their adult lives, but we also recognise the importance of having the opportunity to take part in sports activities with other local small schools, or taking the lead in a school production. Everyone is good at something, and we try to explore as many avenues as possible in order for every child to know what it feels like to be proud of an achievement and receive recognition from their peers.

We are continually updating our school website where you will be able to see for yourself some of the exciting learning that takes place. We will happily answer any enquires by telephone or email.

I look forward to working with you.

Anita Bandy

Headteacher

Our Staff

Teaching Staff

**Mrs A Bandey
Mrs H Sandalls
Miss L Williams
Mrs A Manders – Jones**

**Headteacher
Years 5 and 6
Years 2, 3 and 4
EYFS and Year 1**

**SENCo, Safeguarding Lead and Pupil Premium
Maths Subject Leader
Science Subject Leader
English Subject Leader and EYFS Lead**

Support Staff

**Mrs M Russell
Mrs Y Oldham
Mrs E Jones**

**Teaching Assistant
Teaching Assistant
Teaching Assistant**

**Mrs Y Oldham
Mrs H Young**

**Midday Supervisory Assistant
Midday Supervisory Assistant**

Mrs L Ecob

Senior Administrator

Mr N Bandey

Caretaker

Governors

**Mr R Platt
Miss J Gilbert
Mrs A Bandey
Mrs H Sandalls
Mr P Barrett
Mr J Atkinson
Mrs M Neave
Mrs D Coles
Mrs S Sharma
Mr N Hamilton**

**Chairman Safeguarding and Pupil Premium
Vice – Chairman
Headteacher
Staff Governor
Finance, SEND and Health and Safety
Finance
EYFS
Parent
Attendance
Finance**

Mr K Bush

Clerk to Governors

School Timetable

8.30	Doors are opened, children arrive by taxi or with parents, guardians or carers.
8.40	End of Playtime and children enter school. Parents are politely requested to leave at this time.
8.45	School Starts: the playground gate is secured.
8.50	Phonics
9.15	First session
10.15	Playtime
10.30	End of Playtime
10.30	Second session
11.30	Third session
12.15	Lunch
1.05	Register
1.10	Fourth session
2.50	Assembly
3.05	End of Afternoon School

Our School Aims

“To value each child as an individual, celebrating strengths and developing the potential of other skills; to measure success in smiles and self – confidence in addition to academic achievement; to encourage curiosity and a love of learning which continues into adult life; to have fun!”
September 2016

Statement of Multi – Cultural Policy

We live in a Multi – Cultural society and commit ourselves:

- To the view that discrimination is illogical, offensive and wrong;
- To develop the full potential of every individual with regard to race, religion, culture, gender, age and ability.

Admissions Procedure

The school governors have adopted the Lincolnshire County Council policy for Community Schools details of which can be found online at www.lincolnshire.gov.uk.

If the school is oversubscribed the following criteria will be applied:

1. The child is in the care of the local authority or had previously been in care.
2. There is a sibling attending the school when the child is due to start.
3. The school is the nearest one from the home address.
4. The distance from the home to the school. Priority will be given to the child living closest to the school.

Travel Arrangements

An increasing number of children live outside the local area of the school and arrive by taxi. This is organised through the Local Authority Transport team.

Most children are collected from school in person. We need your permission for your child to go home with another adult. Please contact the school by telephone if your child is to be met by anyone other than yourself.

In the interests of the child's safety no child will be allowed to go home with another adult if there is any uncertainty about the arrangements.

Keeping Children Safe

A 30 mph speed limit is in force on the A1175 and there are flashing lights outside the school at both ends of the school day.

Children arriving at school with their parents should enter by the path at the side of the car park. Children should be closely supervised in the car park at all times as it is small and can get very busy. Additional parking is available in the lay-by opposite the school but please take care when crossing the road.

At the end of the day, children will be brought out of the school to be handed over into the care of their parents/carers at the back door. We will not let your child go home with another adult without your direct permission. Please understand that this is for the protection of your child, and not the school being deliberately awkward!

Please be aware that we are unable to welcome dogs or other pets into the playground.

School Uniform

We are keen to promote a positive image of our school and a uniform assists in this. Embroidered items can be ordered from School Trends and Tesco have a more limited online selection. Please see Mrs Ecob if you are interested in either of these options.

We do not make a profit from school uniform and encourage parents to look for value for money. Many supermarkets provide uniform in the school colours at very reasonable prices.

School Colours:

Grey	Trousers or Skirts
White or blue	Polo shirts, shirts or blouses
Navy Blue	Sweatshirts, cardigans or jumpers
Black	Shoes
In summer:	
Blue and white check	Summer Dresses
Grey or Navy	Smart school shorts
White or blue	Polo shirts, short - sleeved shirts or blouses
For outdoor games:	Sweatshirt, jogging bottoms, trainers or plimsolls
For indoor physical education:	Navy or black shorts, white or blue t shirts, plimsolls
For swimming:	Swimming costumes and swimming trunks – no bikinis or Bermuda shorts

Food in School

Hot School meals are provided by The Farm Kitchen, a local firm which has achieved the coveted Food for Life Gold Award. Their website is www.thefarmkitchen.com where you are able to find out more details about their locally sourced meals, menus, ideas for healthy eating etc. All meals are ordered directly from the website. For those without internet access Mr Ecob will provide this facility in school. The meals are served by a member of staff. Menus are available on the website and meals must be ordered by the Tuesday for the following week's meals. Payment can be made weekly, monthly or termly if preferred.

Universal Free School Meals

All children in EYFS and KS1 are entitled to a free school meal.

Free School Meals

Applications for free school meals are made online. All children in receipt of free school meals (but not necessarily universal free school meals) enable the school to receive pupil premium funding. This is generous and the funding is used to support learners in a number of different ways. Further details are available on our website.

Packed lunches

These are kept on a trolley in the corridor, away from classrooms and the cloakroom. When sending in drinks, please ensure that containers are water tight. For safety reasons we recommend that glass bottles and cans are not brought into school. We encourage children to consider healthy eating as a part of the science curriculum in all classes, but respect your right to pack your child's lunch box with food of your choice.

Lunchtime supervisors are responsible for the safety and well-being of your children during the lunch hour.

Snacks

A healthy seasonal food snack is provided for Foundation and Key Stage 1 pupils every day which varies from fresh fruit to vegetables to dried fruit. We aim to help children understand about good food and life skills. As part of the curriculum all pupils will experience growing, harvesting and cooking their own food, visit a farm to see how the foods are grown commercially and see recycling in action by making compost. We also encourage all pupils to eat healthy snacks at break times.

Jewellery

If children wear jewellery to school, it becomes the sole responsibility of the children to look after it. Jewellery cannot be worn for PE lessons on the guidance of the Local Authority as it presents a health and safety hazard. **It is expected that any child wearing earrings or other jewellery will be able to remove them before the lesson, or leave them at home on the days they do PE.** If at all possible, please choose to pierce ears at the beginning of the summer holiday so that they are healed before the start of the new school year.

Mobile Phones

Mobile phones are not permitted in school. Any child wishing to contact home is able to do so through the school office. If children accidentally arrive in school with a mobile then this will be sent to the school office for security during the school day.

Administration of Medicines in School

School Staff are unable to administer medicines to children during the school day without the written authority of the parent or carer. If medicines have been prescribed to be taken three times a day, then a dose in the morning, on return from school and before bed will solve the problem. If medicines have to be taken at lunchtime, then they will have to be administered by a parent or carer unless they have completed the administration of medicines form. Inhalers can be used in school and are available to children at all times.

If children require on – going medication for conditions such as ADHD, this can be discussed in confidence with the Headteacher.

Accidents and Emergencies

You will be asked to complete a form providing contact details that can be used should there be an emergency. Please keep these numbers up to date. If parents or carers work, you may wish to provide the number of a relative or friend who would be able to look after your child in the event of an emergency. In a serious emergency you will be contacted at work, but we may also have to contact you there if there is no other person available.

Emergencies may include school closure, accidental injury, or a child becoming unwell during the school day. It is not in the child's best interests to remain at school if they are unwell.

Attendance

It is expected that children will attend school regularly unless they are ill. Please notify the school before 9.30 a.m. on the day of absence and then on return send a letter to school stating the reasons for absence. Any child absent from school without reason is considered to have an unauthorised absence. The Headteacher has to report children whose absences cause concern.

All schools have an attendance target which is closely monitored as it is used by Ofsted to make decisions about the quality of education provided by the school. For this reason we will follow up absences and ask for evidence of appointments. Please understand that this is because it is a national expectation that children should attend school and schools are held accountable if children have persistent absences. Parents/carers of children causing concern will be contacted by the school office or the Headteacher. An Educational Welfare Officer may visit families of children who are absent from school without good reason.

We do not encourage children to be away from school for family holidays during term time and such holidays will be recorded as unauthorised absences except in exceptional circumstances agreed in advance with the headteacher. If you intend to remove your child from school for a holiday you should ask for a Holiday Request form prior to the absence. Holidays may be approved in very exceptional circumstances at the discretion of the Headteacher.

Please notify us if your child is unable to take part in physical activity for any reason. PE is a part of the curriculum, and it is expected that all children should take part.

Sex and Relationships Education

It has been agreed that Sex and Relationships Education should be taught in all primary schools. The focus should be on relationships, and children should be made aware of sex in the context of a caring relationship. Parents are able to withdraw children from these lessons if they wish. Before Sex and Relationships Education is delivered to children, parents are contacted and invited to view the materials used.

Younger children will also learn about relationships, and life cycles of plants and animals. All discussions will be age appropriate.

Special Educational Needs

Small schools are often well equipped to meet the requirements of children with Special Educational needs. We have a comprehensive Special Needs Policy. Our local offer can be found on our school website.

Behaviour and Discipline

It is expected that all children will arrive in school, eager to learn. We prefer to focus on rewards for good behaviour and celebrate success. However, children are given guidelines for behaviour and there are sanctions for those children needing additional help.

Our beliefs and expectations:

We believe that effective discipline is based upon expectation of good behaviour and sound relationships within a secure, caring environment. A positive atmosphere should be fostered which embraces the need for mutual respect, tolerance and understanding of every member of the school community: children, teachers, non – teaching staff, governors, parents and voluntary helpers. In order to achieve this, everyone will need to be aware of, and apply fairly and consistently, such expectations and acceptable strategies that can be used.

Our Respect Trees

There are respect trees displayed in the school hall which celebrates the respect that children have shown to each other, adults in school and the school environment. All adults in school will be able to reward an example of positive respectful behaviour with a sticker on the child's leaf on the tree. Assemblies will provide an opportunity to discuss some of the awards on the tree and reinforce appropriate behaviour.

Good Learner Awards

Children need to be able to recognise the behaviour that helps them to learn. Each class teacher will be able to distribute "Good Learner" awards at the end of every lesson which clearly states the behaviour that has encouraged good learning to take place. There may be some lessons when it is felt that the awards cannot be made, and they should not just be given out for the sake of it as this devalues them.

Children are encouraged to take the awards home and tell an adult exactly what it was that they did to help them learn. This will inform parents and carers about good learning behaviour. There will be Headteacher Certificates to reward every 5 Good Learner Awards, and these will be presented in assembly every Friday, when the whole school has the

opportunity to find out about the good learning behaviour of others. Bronze, silver and gold Headteacher awards will also encourage children to keep on trying.

Expectations of Children

Understand that rules are there to make school a safe and happy place for everyone. You will be encouraged to have and show respect for:

- Yourself, Others, The school environment and Safety
- Set a good example and be caring and helpful to younger children.
- Move carefully and quietly around the school – always walk, stand aside to let others pass, hold doors open and be helpful to everyone.
- Speak politely to everyone – especially when you are in a bad mood.
- Take care of your own belongings.
- Look after each other, and don't tell tales just to get someone else into trouble. Your teachers will quickly find out if you are doing this.
- If you feel upset, harassed or bullied, speak to an adult you trust. If someone else needs help, find an adult as soon as possible.
- Listen to each other and adults. Wait patiently for your turn whilst others are speaking.
- Take pride in your classroom and your school. Tidy up after yourself.
- Carry out and enjoy the responsibilities you are given. You are doing them because you have earned the trust and respect of your teachers.
- If a difficult situation arises that you cannot deal with by yourself, find an adult.
- Treat others as you would like to be treated yourself.
- Do your best to make the school a happy and exciting place to learn.

Sanctions

If children have behaved inappropriately and have not responded to reminders then there have to be ways to make it clear that this behaviour is not acceptable. This might mean that children will be given thinking time during a playtime so that they can consider their actions. Parents are contacted by the school if there are incidents of a serious nature. In exceptional circumstances this could lead to exclusion from school for a fixed term, but this is always a last resort.

Teaching and Learning Arrangements

Since September 2012 there have been three classes at our school. These are:

Class 1 – EYFS and Year 1	1 Teacher and a Part Time Teaching Assistant
Class 2 – Years 2, 3 and 4	1 Teacher and a Part Time Teaching Assistant
Class 3 – Year 5 and Year 6	1 Teacher and a Part Time Teaching Assistant

Curriculum

Please refer to our website for specific details of the curriculum that your child will experience at our school.

In general terms, English and Maths will be taught every day and Science, PE and RE will be taught as separate subjects during the week. All other subjects are organised into study themes which give learning a context.

Homework

Children are given Learning Logs which encourage them to complete tasks which reinforce learning that has taken place in school. Reading and practising spellings and times tables are also features of homework. Alternate terms children are encouraged to take part in an extended home – school study which they can exhibit at the end of term.

Personal Accident Insurance

The insurance market offers personal accident cover for pupils 24 hours a day. Parents may not be aware of this and if they wish to avail themselves of this cover for their children, then they should make enquiries with insurance brokers or companies accordingly.

Personal Property

Pupils are responsible for the security of their personal possessions. We ask that all items brought into school are clearly named and that the person responsible for the laundry checks that they do have the right clothing! Valuables should not be brought into school.

Charging Policy

By law, no charge can be made for activities offered to pupils in the course of the school day which are a part of the curriculum. However, parents may be invited to make voluntary contributions towards some school activities, in particular travelling expenses.

No child will be discriminated against if contributions are not made. However, if there are insufficient 'voluntary contributions', then activities will not be able to take place. Parents may speak to the Headteacher in confidence if their circumstances present particular difficulties.

Access to Documents

Important documents are available on the school website.

Anyone requiring access to policy documents should contact the headteacher. There may be a small charge to cover the cost of copying.

Access to Educational Records

The Governing Body is obliged to allow parents of a registered pupil access to that pupil's educational records. Please contact Mrs Bandey to make arrangements to come into school and view the records at a mutually convenient time.

Transfers to Secondary Schools

Children and parents are invited to visit all local secondary schools in September and October of Year 6 and return forms to the local authority expressing their preferences for a secondary placement. Lincolnshire also operates a selective school system, and children wishing to attend grammar schools need to pass the 11+ tests held in September. Secondary placements are confirmed in March. Children from Deeping St Nicholas attend Spalding High School, Spalding Grammar School, Spalding Academy, The University Academy Holbeach and The Deepings School.

School Terms and Holidays 2017 - 2018

Term 1	Tuesday 5 September to Friday 20 October 2017
Term 2	Tuesday 31 October to Tuesday 19 December 2017
Term 3	Wednesday 3 January to Friday 9 February 2018
Term 4	Monday 19 February to Wednesday 28 March 2018
Term 5	Monday 16 April to Friday 25 May 2018
Term 6	Monday 4 June to Friday 20 July 2017

Bank Holidays Friday 30 March and Monday 2 April 2018

Bank Holidays Monday 7 and Monday 28 May 2018

Term Dates are also published on the school website.

Emergency School Closure

From time to time it may be necessary to close the school during the day. This could be due to electricity or water supply failure, or severe weather conditions. If at all possible, parents will be notified before setting off for school, but by the very nature of emergency closures it is not always possible to plan in advance. Please make sure that your emergency contact details are up to date.

The school can only be closed if there is agreement between the Chair of Governors and the head teacher. Reasons for closure are likely to be that:

- The school site is dangerous
- Staff are unable to travel safely to work
- There is a failure of power, heating or water supply

Whenever possible this decision will be made in school by 7.30 a.m. and you will be notified by text or telephone that the school is closed. Please check mobiles and answer machines for messages from school.

In the event that it is unsafe for the head teacher to travel into school, then agreement will be reached with the Chair of Governors by telephone and notification of school closure will be announced by TXT Round, on the school website and the following radio stations:

- Radio Lincolnshire
- Lincs FM
- Heart Radio

The decision to close the school is never taken lightly, and at all times the safety of our extended school family is of paramount importance.

If bad weather is expected school closures can be checked on www.lincolnshire.gov.uk where there will be a dedicated snowline.

Grievance and Complaints Procedure

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

Please tell us if we give you or your child any cause for concern. We will not think that you are making a fuss, but will take the opportunity to put right anything that may be amiss. We cannot promise to get everything right all of the time, but with your help we can always keep improving the service we provide.

The school has a complaints procedure, which gives helpful information about expressing any concerns that cannot be satisfied in consultation with the Headteacher. Copies are available from the school office, the Clerk to the Governors or the school website.

Safeguarding

We take our responsibility of safeguarding children very seriously. All adults working in school have to undergo checks to ensure that they are safe. Volunteers and providers of after school clubs have to be checked.

In the event of any uncertainty about the collection of a child at the end of the school day we will make checks by telephone before the children are allowed home. Please understand that this is to ensure the safety of the children in our care.

It is the duty of the headteacher to report any incidents of suspected child abuse to the appropriate authorities. Abuse takes many forms and the school has a legal obligation to report anything that causes concern. This may be a comment made by the child, the neglected state in which the child arrives in school or marks on a child's body. Once reported, the matter is out of the school's hands and other agencies may become involved. The decision to report is never undertaken lightly, and always with the best interests of the child at heart.

School Website

All relevant information about the school is available on our school website at

www.dsnschool.org.uk

We hope you will find the site useful, but please contact Mrs Ecob 01775 630280 if you have any suggestions for improvements or additional content.

How to contact us

Mrs Ecob Senior Administrator

Deeping St Nicholas Primary School

Main Road, Deeping St Nicholas

Spalding, PE11 3DG

Tel: 01775 630280

e-mail: enquiries@deeping-st-nicholas.lincs.sch.uk

Mr K Bush Clerk to Governors

e-mail: kbushdsn@hotmail.com