



# Wootton St Andrew's Church of England Primary School

## Parents' Handbook

### Introduction

This handbook provides an overview for parents of the organisation, management, and daily life of our school.

If you would like further information with regard to any area, please do not hesitate to ask.

### General Aims

At Wootton St Andrew's the children always come first!

Wootton St Andrew's strives to provide the best education for each individual child, within a stimulating, happy and caring environment, inspired Christian faith and practice. We really value the joint partnership between home and school and see your child's learning journey through their time with us as a joint venture between you and all members of staff here at our school.

'Let your light shine before others, that they may see your good deeds and glorify your father in heaven' (Matthew 5:16) epitomises the vision we have for our pupils and school community, where we help every pupil to show their skills and talents for the benefit of themselves and others. We believe each and every one of our pupils is a star and endeavour to make sure these stars shine in confidence, character and personal ability.

We are a fully inclusive school, we foster respect and tolerance enabling children to explore what is important to them whilst embracing and valuing the diversity of British society and the wider world. The Wootton Way of Love, Joy and Trust is visible on our school logo and worn close to hearts on our uniform.

Through our spiritual and academic nurturing we aim to provide our pupils with secure foundations for life, so that they leave Wootton St Andrew's with an excellent all round education and a love of learning.

### The Working Day

#### Times

Morning session: 8.55 a.m ~ 11.55 a.m

Lunch 11.55 a.m ~ 12.55 pm

Afternoon session: 12.55 pm ~ 3.30 pm

A working week equates to 32 hr 55 minutes.

There will be a teacher on duty on the playground daily between 8.45 and 8.55 am. Pupils from R to Y6 may enter the classroom straight away where members of staff will be waiting to greet them. Legally children should **not** be on the playground before 8.45 unless they are attending a club and have prior consent as there will be no member of staff on duty and the school cannot accept responsibility.

Pupils going home for lunch should not return to school before 12.55 pm. If there is an occasion when you need to bring your child to school earlier than these times, please make arrangements via the school office.

Recent legislation states that it is a criminal offence for a person to be present on educational premises without lawful authority and to cause or permit nuisance to the annoyance of persons who lawfully use those premises. Naturally, parents have a lawful authority to be present on the premises. However the Headteacher/Governing Body can revoke this right and prohibit an individual from the site should a legitimate request to stop creating a nuisance be ignored. If any member of the public refuses to leave the

premises or constitutes a nuisance, immediate assistance will be sought from the police in line with the LA guidance on disruptive and abusive intruders.

Parents of children arriving at or being collected from school outside of normal hours should report to reception, where they will be asked to sign the logbook.

The Headteacher and class teachers are available to address issues or concerns parents may wish to discuss, but it is helpful if prior arrangements are made to ensure the member of staff is available.

All dinner money due is paid via ParentPay.

Reception, Year 1 & Year 2 pupils remain on Universal Free School Meals.

### **Registration**

Registration takes place at 8.55 am and 12.55 pm; children arriving later than these times are registered as late. If a child is absent we would ask parents to inform school as soon as possible. If a pupil has not arrived by 9.15 and no one has notified school, the admin officer will telephone home to ensure children have not left for school and not arrived.

### **Attendance**

We expect high levels of attendance from all our pupils. When a child is absent due to illness, parents are requested to telephone/email the office, preferably before 9.00 am. Attendance is regularly monitored by Governors and the Local Authority (Please also refer to the attached North Lincs Council Advice to Parents leaflet).

Attendance issues will be discussed with parents if a pupil is regularly absent, or absent for a long period of time.

### **Lateness**

According to the latest DFES guidelines, pupils not in school when the register is called at 8.55 a.m will be classified absent. Pupils arriving before 9.30 am will be entered as late, after 9.30 am attendance will be unauthorised.

Lateness issues will be discussed with parents if a pupil is regularly late.

The number of absences, both authorised and unauthorised, and lateness is recorded on pupils' reports.

### **Signing in Book**

So that we know who is on the premises, we do ask visitors and parents who are staying for longer than 5 minutes to sign in and out in the visitor's book in the school office. Should there be need to evacuate the building quickly it would be essential for us to know who, besides staff and children, are in school.

### **Change of Address/Telephone Numbers/Parental Access Issues**

Please notify us immediately of any change at home or work. It is essential that we keep our emergency contact details up to date. In the event of changes in parental access circumstances (e.g. due to divorce or court orders) please ensure that the school has up to date information and that we are provided with copies of any correspondence from solicitors detailing restrictions etc.

### **School Closure**

School would only ever be closed, other than at designated holiday times and staff training days, due to an emergency or extreme weather conditions. Should this be the case, a message will be sent via ParentMail and announcements would be relayed daily by the local radio stations. Please tune to Radio Humberside or Lincs FM for further details.

## Family Holidays

The Headteacher is prohibited from granting leave of absence to a pupil except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application. Leave of absence during term time is not an entitlement and will not be granted for the sole purpose of a family holiday.

## Lunchtime

Children going home will be collected by an appropriate adult from the Main Entrance. Children staying at school will be sent to prepare for lunch at 11.50 am so they are lined up ready for lunch by 12.00 pm prompt.

Lunch boxes are placed in designated areas at 9.00 am, stored then collected at 11.55 am to go to dinner. The senior supervisor initially deals with instances of unacceptable behaviour.

## Playtimes

### Our Playground Charter

1. We take care of our playground and playtime equipment.
2. We are respectful and kind to each other.
3. We help those who fall over or are unhappy.
4. We play together peacefully.

### WE ARE ONE HAPPY FAMILY

Morning	Rec & KS1	10.15am ~ 10.30am
	KS2	10.45am ~ 11.00am
Afternoon	Rec/KS1/KS2	2.15pm ~ 2.30pm

If pupils have fruit or vegetables at playtime, they are encouraged not to run around the playground whilst eating.

Children are encouraged to be active during playtimes.

At the end of playtimes, on the first whistle children must stand still on the spot, on the second whistle they walk to their year group lines. If children disobey the charter the Headteacher will speak to the child/children involved and their behaviour will be monitored. At the end of breaks, staff not on duty are sent for to supervise and help children entering the building and cloakroom areas. Children are encouraged to visit the toilets on their way out or when coming back into school.

## Wet Playtimes

The children may be involved in quiet games and activities and, apart from toilet visits, should remain in their classrooms.

## Off Premises

Pupils are expected to leave the school in a quiet and orderly manner. When walking through the village to attend Church, the Village Hall, or on a class visit, pupils must walk smartly in twos.

Our children should also be encouraged to take care of their village and to always set a good example to others. This includes weekends and school holidays.

## End of School Day

The pupils' school day finishes at 3.30 pm. Children should leave in an orderly and controlled manner. Reception children will exit into their outdoor area where parents/guardians will gather to meet them. The KS1 children will be escorted through the main school door to parents/guardians who will be assembled at the top of the playground. If KS2 children are being collected by parents or guardians, it is expected that adults wait outside the school gate. **If arrangements have been made for another parent or person to collect your child, please inform the school by telephone or letter, we cannot accept changes in arrangements by verbal messages from children.**

Children are not allowed to leave the school before 3.30pm unless the parent or guardian has made prior arrangements with the class teacher or the Headteacher. The cloakroom area must be cleared as quickly as possible.

For security reasons, pupils who are late being collected at the end of the school day will wait in the reception area. If children have not been collected by 3.40 pm, and the school has not been notified, a phone call will be made home. Pupils waiting in the reception area are not allowed to open the main door, for their own safety.

## Collective Worship

The school has daily acts of collective worship from Monday to Friday, Worship usually takes place at 10.30 am.

As a Church of England school, worship is broadly in line with Church of England beliefs and values. This seeks to celebrate the life of the school as a community in a Christian context and to develop the spiritual experience of each child. The Headteacher, other teaching staff, visitors from local churches or the older children frequently lead us in worship both in school and services at St Andrew's Church.

KS2 children are encouraged to be active participants in leading worship.

## Clubs

The school offers a variety of clubs depending on staff commitments and attend with written parental consent. It is important that if children sign up to clubs, they attend on a regular basis.

We currently run one morning club and two after school clubs.

## Wrap Around Care Provision

Wrap Around Supervisor - Mrs Evans

Wrap Around Care provision : Monday to Thursday

a.m	7.30 - 8.45	£ 5.00 per child per session
p.m	3.30 - 4.30	£ 5.00 per child per session
p.m	3.30 - 5.30	£ 10.00 per child per session

Wrap Around Care provision : Friday

a.m	7.30 - 8.45	£ 5.00 per child per session
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Late pick ups will be charged at an additional hourly cost of £5.00 to cover staff overtime.

If your child is booked in for sessions and notice is not given the day before, by 3pm, you will be charged as staff will already be in place for the session.

If you would like to take up the offer of Wrap Around Care provision please request a form from the school office.

Invoices will be raised at the end of each month with payment details.

## School Staff

## Teaching Staff

Mrs R Zaitschenko	Headteacher/DSL - From September 2025 Mrs M Radge
Mrs A Storer	KS2 Teacher/SENDCo/SLT/DDSL
Mrs K Mager	KS2 Teacher
Miss E Hickling	KS1 Teacher
Mrs S Parker	Foundation Stage Co-ordinator
Mrs C Dunn	Teaching Support
Mrs D Styles	Teaching Support

## Non-Teaching Staff

Mrs T Chapman	Business Manager
Mrs G Evans	Wrap Around Care Supervisor
Ms J Taylor	Catering Supervisor
Mrs T Chapman	Senior Midday Supervisor
Mr T Sagar	Caretaker
Mrs L Holt	Cleaner

First aid may be provided by a member of staff, but when a child is taken ill their parents or guardians will be contacted and class teachers informed of any action taken.

## Caretaker

The caretaker is responsible for the day-to-day maintenance of the building. Outside school hours, the caretaker has the ultimate responsibility for the school.

## Teaching Assistants

The Teaching Assistants (TAs) role is to work with children under the direction of the class teacher. They undertake professional training and attend courses with teachers as well as seeking to attain professional qualifications. TAs may be requested to help with making Special Education Needs resources, or with excursions or visits if required.

## Governors

(to be appointed)	Chair of Governors
Mrs K Hewson	Vice Chair
Mrs A Storer	Teacher Governor
Mrs R Zaitschenko	Head Teacher
Mrs A Morgan	Foundation Governor
Mr C Wilson	Foundation Governor
Mr J Cook	Foundation Governor
Mrs H Hepworth	Foundation Governor
Mrs S Thompson	Local Authority Governor
Mrs S Rising	Parent Governor
Mrs E Nawaz	Parent Governor
Mrs H Gardener	Clerk

## Students and Trainee Teachers Working at the School

The school may receive students from local secondary schools, colleges and institutes of Higher Education.

## **Meetings**

### **Staff Meetings**

These are held weekly, after school or during lunchtime to fit in with staff professional commitments.

### **Governors' Meetings**

The governors meet at least once a term. Committees meet on other occasions to discuss budget, health and safety, curriculum etc.

Minutes of the meetings are taken and recorded. There is at least one staff representative who attends these meetings in addition to the Headteacher.

### **Staff Development Meetings**

Staff are requested to prioritise areas for development. This will include courses, training needs and resources for which funds are provided.

## **Security, Health and Safety**

### **Fire Drill**

A fire drill is practised on a regular basis. Fire drill arrangements are posted in each classroom area. Children assemble on the front playground near the railings. Business Manager/Head teacher bring out registers to check that the evacuation of the building is complete.

### **Lock Down Drill**

A lock down drill is practised should there be a major incident requiring all staff and children to remain in the building. The Business Manager/Head teacher check that the school is in lock down and all are safe.

### **Bicycles**

Unfortunately, due to lack of storage space, children cannot leave bicycles, scooters etc on the premises, except for those pupils taking their Bikeability certificates.

### **Health and Safety**

The school has a written health and safety policy which follows guidelines issued by the LA. Regular health and safety checks are made by the governors' health and safety committee. Reports are made and any actions carried out.

Pupils should not bring medication to school, unless their parent has consulted the Headteacher.

### **Security**

- all visitors to the school report to the office where they will enter their name in the visitor's book
- the external gate will remain locked during school hours

### **Cloakroom and Toilets**

The cloakroom and toilets should be kept tidy at all times and children are encouraged to take pride in their environment and to use a school PE bag and book bag for their reading book.

The children are encouraged to use the toilet as they go out before and after playtime, but if they need to at other times they may do so.

### **Medicines in School**

If your child is acutely ill or requires a short course of medication, e.g. antibiotics, s/he should remain at home. If it is felt by the GP that s/he is fit enough to return to school, the dosage should normally be adjusted so that none is required at school.

If this is totally impossible, parents should come into school to administer the medication themselves or nominate somebody to do this.

Children with asthma who use inhalers must have their inhaler clearly marked with their name. Inhalers are kept in the classrooms where pupils may access them when they are needed.

The Headteacher **will only administer medicine if it is absolutely necessary**. If this is the case, written instructions need to be completed and given to the Headteacher or admin officer with a pre-measured dose of the medicine.

**Medicines without written instructions from the parent or medicines that are not supplied in pre-measured doses cannot be administered.**

### **Veruccas**

We have been advised that as veruccas are a viral infection they are not transmitted through hall floors or water, and provided that there is no discomfort, there is no reason why pupils should not work in bare feet however it is our policy for children to wear plimsolls for indoor PE.

**Please note: for KS2 swimming verucca socks must be worn at the swimming pool.**

### **Behaviour**

High standards of behaviour are encouraged, sensible movement around the school, good manners, politeness, co-operation and self-responsibility. The children are taught to be independent in their learning and movement around the school from their first day.

All members of staff encourage children to aim for these standards.

The school has a consistent, caring atmosphere where there is mutual respect for each individual; both adult and child.

Positive encouragement, the recognition of exemplary behaviour and efforts to improve behaviour are key elements of ensuring the maintenance of the high standards of behaviour the school expects.

A behaviour policy and anti bullying policy are available and all parents are requested to sign a home/school agreement. Incidents of bullying are recorded in a log book. We would like parents to contact us promptly regarding any concerns they might have. This will enable us to deal with issues appropriately and sensitively. We would then wish to maintain regular contact with the parents to ensure that the situation remains satisfactory.

### **Dress**

Pupils are expected to wear smart, clean uniform – plain grey skirt/trousers, yellow polo-shirt, blue school sweatshirt or cardigan and sensible shoes (not high heels) - and for PE a white t-shirt, black shorts and plimsolls. We ask for parental support in discouraging children from wearing brightly coloured tights, socks and hair bands/scarves. Girls wearing tights or plain black leggings should bring a pair of socks to change into for outdoor games. Children may wear jogging or track suit trousers for outdoor games in cold winter

weather. The school uniform can be purchased online direct from Gooddies. Children should keep t-shirts, shorts and trainers in school during the week for PE and games lessons.

If your child is not to participate in PE lessons or sporting activities this must be discussed with the school beforehand.

Pupils arriving at school in unsuitable clothing or footwear are in the first instance reminded of the above expectations. If the problem persists, the matter will be mentioned to parents or guardians.

Long hair should be tied back and spare bobbles be available for PE.

**Children should not wear jewellery or earrings in school other than studs. The school cannot be held responsible for any accidents through children wearing unsuitable earrings. Children should not wear studs on the days they have PE. If your child is wearing studs their teacher will ask them to remove them or cover the studs with plasters brought in from home, since this is the policy of the LA.**

### **Marking of Children's Work**

We have marking codes for Reception, KS1 and KS2 in our marking policy.

### **Pupils with SEN**

The Head teacher, SENDCo Coordinator and the SEN Governor are responsible for these pupils and the school engages support services when necessary. Parents of children with Individual Education Plans are requested to review their progress with the school termly.

### **Extra Help and Support**

Staff are very willing to give their support during their lunchtimes and breaks for those pupils who may need extra help on a one-to-one basis. This will also be an opportunity for further reading practice or for children to have additional assistance in completing their work.

Children requiring intervention strategies have work planned and delivered during timetabled slots.

### **Books**

Pupils are encouraged throughout all key stages to take their reading books home to read with their parent(s), guardian(s) or other adults. They are expected to take care of their books, but if a teacher feels that a book has been deliberately mistreated or lost the matter will be taken up with the pupil and if necessary the parent or guardian involved. Book bags can be purchased from Gooddies online and this should be encouraged in order to protect books. A reading booklet is available for parents, explaining how we teach reading and how parents can help their child.

### **Homework**

Please refer to the homework policy.

### **Scholastic Book Club**

Pupils are encouraged to purchase books from the online Scholastic Book Club. The school receives a percentage of sales back in vouchers to spend with Scholastic.



## **Reports**

Parents or guardians of all children receive an annual report at the end of the summer term. Y1 parents will receive the results of the annual phonics test.

Parents of Y6 pupils will receive their children's SATS results at the end of the summer term, but as SATS are marked externally, schools receive their results at varying times.

Verbal reports are given on a formal basis during termly consultations, this includes Reception Baseline in the Autumn Term. Informal interim reports can be given by staff when requested by parents or guardians.

## **Letters to Parents or Guardians**

Regular communications are sent to parents or guardians via Parentmail & letters. These give information, thanks or notification of forthcoming events. If any parent requires further information regarding the curriculum or an event, they should contact the school who will be happy to help.

Other communications explain excursions or visits and may seek a donation towards costs. Some letters contain important information for parents and guardians, so we would urge parents to check ParentMail and with their child if they have a letter in their school bag – especially parents of younger pupils!

Information is also available on the school website – [www.woottonstandrews.co.uk](http://www.woottonstandrews.co.uk)

## **Smoking**

The school has been awarded the Health Promoting School Award, together with the Roy Castle 'Gold Good Air' award. The school and grounds are therefore totally smoking free areas.

## **Ex pupils**

If ex pupils return to visit the school they should be directed to the office. If pupils are allowed to visit they will be signed in as other visitors.

## **Music**

The school is part of the 'Wider Opportunities in Music' scheme and all our KS2 pupils are currently learning to play the guitar.

## **Road Safety and Cycle Training**

The school works in partnership with First Step Sports Bikeability. Cycle training for Y6 is offered every year and children are trained by First Step Sports staff.

## **Swimming**

All KS2 (years 3-6) children take part in swimming lessons at Baysgarth Leisure Centre. There are up to eight one hour sessions each year and children are transported by coach. No jewellery can be worn for swimming lessons including earrings.