



Welcome to Scamblesby Church of England Primary School



'Love, Laugh, Learn, Live.'

Information Booklet for Families

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Welcome to our School

'Love, Laugh, Learn, Live.'

In our small family school, we aim to create a happy school community that values and respects each other in diversity. Our goal is to enthuse our children and staff to be curious and have fun, learning together in a safe and trusting environment; and endeavouring to be the best that we can be. Scamblesby is a place where everyone can flourish, and enjoy a love of life itself.

'The fruit of the Spirit is love, joy, peace, patience, kindness and self-control.' Galatians 5:22

We are a small, welcoming, nurturing, happy and friendly school. We aim to educate the 'whole child' and have high expectations of children's behaviour and attainment; encouraging pupils to have high expectations of themselves. In 2016 we became a Power of Reading school. We use high-quality texts to teach our English curriculum and promote a life-long love of reading for pleasure.

We are a Church of England Primary School and this Christian ethos is very evident in our small village school. The children have developed the values of 'The Scamblesby Way' and these underpin everything we do. We base Collective Worship and Assemblies on our six values – **Kindness, Trust, Wisdom, Fairness, Endeavour and Respect**, and we have strong links with the Church of England and Methodist local churches and communities.

The school enjoys small class sizes and we have an excellent staff to pupil ratio. The children are taught in three groups:

Class 1: Reception, Years 1 and 2 (Hedgehogs)

Class 2: Years 3 and 4 (Badgers)

Class 3: Years 5 and 6 (Otters)



School Staff for 2023-2024

Mrs Ceri Tacey Headteacher
Designated Safeguarding Lead (DSL)

Hedgehog Class:

Mrs Jenny Fenwick EYFS / Y1/2 Teacher
Mrs Marie Rodgers EYFS Higher Level Teaching Assistant
Mr Chris Royston Learning Support Assistant
Ms Sarah Taylor Learning Support Assistant
Mrs Hayley Roberts Learning Support Assistant 1:1
Mrs Catherine Hunt Learning Support Assistant 1:1

Badger Class:

Miss Jess Neal Y3/4 Teacher /Deputy DSL
Mrs Helen Wise Learning Support Assistant
Mrs Stef Heath Learning Support Assistant 1:1

Otter Class:

Mr Charlie Luff Senior Teacher/ Y5/6 Teacher /Deputy DSL
Mrs Lucy Blackwell Learning Support Assistant/School Council Leader

Mrs Fiona Hartley Senior School Administrator
Mr David Buttress School Caretaker
JB Sports Coaches PE and Swimming

School Timings

8:55 gates open

9.00 School Starts

15.15 – School ends

Breakfast Club and After School Club are run by Piggywigs Nursery in the Village hall immediately next door to the school. We have our own adjoining access gate to enable children to attend directly from school. If you would like to use this service, please contact Piggywigs Nursery:

07936 364571 or manager@doningtononpreschool.org.uk

Or book via the link: piggyswigs.pembee.app

Lunch

All children in Reception and Key Stage One (Years 1 – 2) are entitled to a Universal Infant Free School Meal. These meals are provided for your child if they are within this age category. You can select from a range of hot meals available daily from Farm Kitchen, or select a sandwich choice. They are nutritional for the children, provide them with energy for the afternoon and they're free.

Children in Hedgehog Class do not bring a packed lunch.



If your child is older, (Years 3-6) you can purchase a school meal for them. Alternatively, you can send your child with a packed lunch from home. If your child is eligible for a free school meal they will receive a meal from Farm Kitchen free of charge.

As a school we encourage a healthy, sociable lunchtime and children are encouraged to make healthy choices for their packed lunch if they bring one. Peanuts, or products containing nuts are not permitted.

Wrap Around Care

Breakfast Club and After School Club are run by Piggywigs Nursery in the Village hall immediately next door to the school. We have our own adjoining access gate to enable children to attend directly from school.

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What should my child wear for school?

Our school colour is royal blue. Our logo jumpers, PE kits and polo shirts can be purchased from School Trends, although plain royal blue jumpers, plain white polo shirts and black or navy PE kits from other sources, are also acceptable. Children are asked to wear white polo shirts and grey skirts, pinafores, culottes, shorts or trousers on a normal school day and to come in their PE kit on PE days. Long hair must be tied back for PE. In the summer term, blue summer dresses may also be worn. Children are expected to wear appropriate black shoes, not trainers, unless it is a PE day.

Wellies or old shoes/trainers should be kept in school for outdoor play, especially in the winter, and we have welly racks to store these in school. Children play out even when the weather is wet and windy, so a good coat and outdoor shoes are essential to have in school. On sunny days, children should bring in a suitable sun hat and sun cream should be applied before school. **Please ensure all items are clearly named.**



We have a good selection of logo jumpers, cardigans and PE jumpers in our second hand store in the school entrance, please feel free to come and have a look. All donations go to school fund, which is spent on trips and extra-curricular items.

<https://www.schooltrends.co.uk/> Uniform from:

SCHOOL TRENDS

Swimming Kit



Swimming lessons are available to all children for one term each year. Children will need a suitable swimming costume (full swim suit for girls), and their own goggles, where preferred. Children with long hair are asked to wear it tied back and/or under a swimming hat. Please ensure all items are clearly named.

Valuables/Jewellery

Please do not send your child to school wearing jewellery, other than small studs for pierced ears. Earrings should not be worn for PE lessons. The school cannot be held responsible for the loss of or damage to children's belongings.

What should I do if my child is absent?

In the event of an illness, parents/carers should contact the school on **01507 343629** during the morning of the first day of absence, leaving a message on the school answerphone if there is no answer. Families should endeavour to make routine medical appointments outside of school hours, but we understand that this is not always possible. In this case, please make appointments as close as possible to the start or the end of the school day and inform the school in advance of the appointment.



What if I need to talk to a member of staff?

We are a very welcoming school, the Headteacher is generally available at the gate at the start of every school day. Class teachers are at the school gate to dismiss children at the end of the day.

Where parents need to share brief key information for the day ahead, this is appropriately shared on arrival at the gate in the morning. The member of staff on the gate can take a message and pass this on. To speak directly to your child's Class teacher, or for longer discussions, you are advised to make an appointment for a time when there are fewer distractions and the matter can be discussed in an unhurried manner. Please contact the office if you need an appointment and we will be happy to arrange this for you.

Do not hesitate to speak to a member of staff, however small you feel your concern is. We are very happy to talk to you and ensure that your child has a very positive experience at school.

Communication with School

Where families need to contact the school during the day they are welcome to telephone the school office to provide information or make an appointment. Where no one is available to take your call, please leave a message on the school answerphone.

School will communicate with families through a variety of methods, including: letters home, the notice board on the school gate, the school website, the school Facebook page, phone calls, emails and face to face interaction. We will endeavour to use the appropriate method depending on the type of discussion.

Letters and newsletters are emailed home; please ensure we have one up to date email address for your family.

Keeping contact details up to date

If for any reason your home, mobile or work phone number should change, please let school know as soon as possible. It is a requirement that the school office holds a minimum of three contact phone numbers for a child.



Do the children go on school trips?

Scamblesby Church of England School takes the opportunity to make the most of its outstanding location within the Lincolnshire Wolds. We aim to ensure that children learn the history and geography of their local area. When visits are local and do not require transport, such as a walk to the church, we will use the general permission form in

the New Parents Pack. However, we do take advantage of further afield by bus or minibus. When such a visit is arranged, families will be informed and permissions will be obtained. In our Year 5 and 6 Class pupils will also be able to experience a residential trip to develop their independence and resilience.

How can I help my child at home?

By showing a keen interest in your child's progress, you will help him/her develop. Children are expected to share books and read for a few minutes each evening, where possible, particularly as they are learning to read. Older children are encouraged to read for pleasure regularly. We offer phonics, reading, spelling and mathematics workshops for parents to share our teaching methods and enable you to support your child effectively at home. Homework will be set by your child's class teacher as an extension of class work where appropriate. In Year 5 and 6 children will begin to bring home independent homework projects to help them to organise their learning in preparation for secondary school.

Can we take leave during term time?

Term time absence is **strongly discouraged**. Children's progress, both academically and socially can be adversely affected by even a short absence from school, making it difficult for children to maintain relationships and make progress. For this reason, school and the local authority monitor attendance closely. Children are expected to attend school for at least 95% of the time.

Family holiday is not permitted in term time and unauthorised absence may result in a fine. The only reason for authorised absence is illness, or 'exceptional circumstances' (e.g. serious illness of a family member, bereavement). If you believe that you may have exceptional circumstances for your child not being in school, you should apply in writing to the Headteacher.

If leave is not authorised by the Headteacher and governors, it will be recorded as unauthorised. Where attendance of children is considered to be irregular and impacting on their education, action may be taken.

Behaviour

At Scamblesby Church of England Primary School we take a restorative approach to positive behaviour management. We aim to support children in taking responsibility for their own actions, considering the impact of their behaviour and support them in developing into considerate, thoughtful and reflective young people. We celebrate good behaviour and apply sanctions where appropriate. All adults in school endeavour to model appropriate behaviour and be considerate of others. Our behaviour policy is available to view on the school website.



School, Playground and Class Rules

These are developed with children and are reinforced throughout the school year. Children's good behaviour is celebrated in a variety of ways, including: verbal praise and recognition, stickers, Certificates, Headteacher Awards and Golden Tickets (awarded by children to each other). Celebration assemblies are held every Friday, where we celebrate children's achievements in and out of school. Once a month this celebration happens in St Martin's Church, so that we can invite families to join us.



Anti-bullying

Bullying is not a common occurrence in our school. We take any allegations very seriously and will investigate thoroughly.

We do not tolerate unkind behaviour in our school, but not all unkind behaviour is bullying. The key characteristics that turn unkindness into bullying are:

- That it is repeated and goes on over time
- That it is deliberate, not accidental
- That it involves the person doing the bullying to have some sort of power over the person experiencing the bullying

Parents/Carers who are concerned that their child might be being bullied, or suspect that their child might be the perpetrator of bullying, should contact their child's class teacher immediately.

We have a very strong PSHE Curriculum which teaches tolerance and celebrates diversity. Through these lessons we are able to challenge discrimination and promote our school motto of 'Love, Laugh, Learn, Live.'



What is on the Curriculum?

The education that your child will receive at Scamblesby will follow the guidelines set out in the National Curriculum and Early Years Foundation Stage guidance. We have worked hard to develop a knowledge-led curriculum that reflects the needs of our children and supports them to learn about their local area and develop awareness and understanding about countries and cultures beyond their experience of rural Lincolnshire. All children will receive a broad education encompassing all of the core and foundation subjects at a level appropriate to their age and development. We recognise that children are individuals and teachers are sensitive to the fact that each child will develop at their own rate. We encourage each child to fulfil his/her potential and expect that every child will do their best.

What assessments will there be?

Teachers are continually assessing progress and keeping a record to inform them of each pupil's next stage and inform planning in all curriculum areas. As a school, we use formative assessments of pupil's achievement in at the end of each unit of learning in all subjects; termly Teacher Assessments, which take place three times a year, in Reading, Writing and Mathematics. In addition to this, children in years 1, 2, 4 and 6 take part in Statutory Assessment Tests (SATs), which are reported to parents and to the Department for Education. Year 1 children will take part in the Phonics Screening Check. Year 2 children will be assessed based on teacher assessment, but will take part in Reading, Spelling and Grammar and Mathematics SATs. Year 4 will take part in the Multiplication Tables Check to ensure they have a quick recall of multiplication facts, whilst in year 6 the children take part in National end of Key Stage 2 SATs test papers.



What is the Early Years Foundation Stage?

At Scamblesby Church of England Primary School the Early Years Foundation Stage (EYFS) is our group of Reception children.

These children will follow the EYFS Curriculum guidance and work on the 7 areas of learning. Each child has their own portfolio, which records their learning, progress and achievements in relation to the EYFS Curriculum. We use an electronic portfolio, which allows families to view, comment on and add to the portfolio from home. At the end of the Reception year, each child's progress will be assessed using the Early Years Profile.



What if my child has Special Educational Needs?

Where children have needs that can be met within the school's resources, these are managed in the classroom environment and in full co-operation with families.

Please note, because we are a very small school, we can usually accommodate children's needs within our small class sizes. Where we have concerns over a child's rate of progress, this will be discussed with parents and a support plan may be developed with the class teacher, parents and Special Educational Needs Coordinator (SENDCo). This may involve periods of extra intervention and support within school, which will then be reviewed and continued or discontinued as appropriate.

Where on-going needs become more significant, the school will follow the SEN policy and involve outside agencies, as required, with the knowledge and agreement of parents/carers.

School Governors

We have a very supportive and proactive Board of Governors at Scamblesby. Our Governors bring a wealth of experiences and interests from many walks of life. Board members work closely with the school to help make good decisions and secure the best possible education for our children. They are here to monitor the work of the school and the Headteacher and act as a 'critical friend' in times of need. If you have any concerns or questions, please feel free to approach your parent representatives.

Scamblesby Church of England Primary School Governors	
Chair of Governors and Safeguarding	Mr Derek Elmhirst (Foundation Governor)
Vice Chair and SEND Governor	Ms Lucinda Gaunt (Parent Governor)
Vice Chair and Health and Safety Governor	Mr Norman Taylor (Parent Governor)
Safeguarding Governor	Ms Paula Clayforth
Parent Governor	Mr David Ruck
Foundation Governor	Revd Cilla Smith
Foundation Governor	Mrs Karen Lapwater
Local Authority Governor	Mr Gordon McCranor
Staff Representative	Mr Charlie Luff

We currently have a vacancy for a parent Governor, please do get in touch if you would be interested in finding out more about this role.

We hope that you have found the information in this booklet useful. Please feel free to contact the school should you have any further queries.

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