

Dear Parents/Guardians,

Welcome to Surfleet Primary School.

Where you decide to have your child educated is one of the most important decisions you will make. You will want them to achieve their best, to be happy, to develop their social skills and increase their confidence. These are all important to us as well and we believe that through working with you we can ensure that your hopes for them become a reality.

Key to this is ensuring that standards of teaching, learning and behaviour are high. We are committed to achieving this and so these areas are regularly reviewed and monitored. We also offer a wide and varied curriculum. We are a caring and friendly school, where we know every child well. Our team is committed in providing an excellent education that enables all children to achieve their full potential.

Children in small schools benefit from the 'family feel' learning environment that we provide which embraces essential values. We look forward to welcoming your child into our school and working in partnership with you, in your child's education.

Please take a look at our school brochure and our website www.surfleet.lincs.sch.uk and make an appointment to look around our school to see for yourself what a difference we can make. You can be sure of a warm welcome.

Mr T Verity

Executive Head Teacher

School Governors

Chair of Governors/Parent Governor: Mrs Michelle Sacks

Community Governor: Mrs Karen Smith

LA Governor: vacancy

Parent Governor: Mrs Jenny Sullivan

Executive Headteacher: Mr Tom Verity

Staff Governor: Miss Laura Pipes

Co-opted Governor: Mrs Helen Banks

Co-opted Governor: Mrs Pauline Barry

Clerk to Governors: Mr Graham Paulin

Staff

Executive Head
Head of School

Mr Tom Verity
Miss Laura Pipes

Class 1 Teacher
Class 2 Teacher
Class 3 Teacher

Mrs Anett Baxter
Miss Kim Read
Miss Laura Pipes/Mrs Rachel Wilson

Senior Administrator
Administrator
Business Manager

Mrs Anita Phillips
Mrs Sarah Milnes
Mrs Maxine Arnott

Teaching Assistants

Mrs Paula Craft
Mrs Julie Quadling
Ms Jane Thomson
Miss Amanda Cooper
Mrs Anita Roberts

Midday Supervisors

Mrs Anita Roberts
Mrs Alison Dicker
Mrs Paula Craft

School Caretaker

Mr Bernard Brawn

Playworkers (Extended Provision)

Miss Amanda Cooper
Mrs Alison Dicker

Additional information included in the Prospectus Pack:

Universal Free School Meals and Farm Kitchen Leaflets

Welcome to Reception Leaflet

Breakfast/After School Club information

Home School Agreement

Safe Use agreement (ICT/internet)

School uniform order form

Student Admission Form

Term dates

About the school

The school first opened its doors in 1897. The original school buildings are still used, as is the old schoolhouse, which was refurbished and is now an administration office and visitor reception area. Although its Victorian design is still clearly visible, the building has been extended since its first opening to improve and expand our facilities.

In early 2010 we opened our Nursery Class for children from the age of 3 years. This proved to be most advantageous as the children are able to access early years education in a primary school setting. From September 2014, the Nursery children will move into their own pre-school facility on our school site and although this will be run separately, we will work closely with the Nursery provider to ensure children are well prepared for school and that transition is smooth.

We run a breakfast and after school club in the school hall. Please see the separate booking leaflet in the prospectus pack, or call into the office for further information.

Aims of the school

To provide and promote a happy, secure and stimulating environment which encourages the physical, social, intellectual, emotional and spiritual development of every child.

To develop self -confident, hard-working and independent learners who find success at school through following a flexible, well differentiated curriculum.

To develop and encourage respect and responsibility for other people, their homes, their school and for their environment.

To provide support and meet the needs of all children to enable them to succeed.

To work collaboratively with Pinchbeck East and Spalding Primary Schools to ensure teachers' expertise, skills and knowledge are shared in order to develop the highest standards in education.

Our aims are reflected in our school motto: Respect, Dedication, Excellence.

Admissions

If you have a child born between 1 September 2009 and 31st August 2010, he/she is due to start in Reception class in September 2014. You will need to apply for a school place by contacting the Co-ordinated School Admission Service on 01522 782030 or at:-

www.lincolnshire.gov.uk/schooladmissions

or by using an application pack available from your pre-school facility or at our school office.

The County Council makes arrangements for the admission of children to this school at 4+. A detailed description of the arrangements is contained in the booklet 'Going to Primary School in Lincolnshire 2013/2014.' A copy is also available for inspection in the school office.

Parents may find it helpful to know that, if there are insufficient places available to meet the demand, these will be allocated to children in accordance with the following list of priorities:

Children who are in the care of the Local Authority

Medical grounds, supported by a doctor's certificate

Children who will have a brother or sister at this school at the time of admission

Driving distance from home to school.

Safeguarding and Child Protection

Our school is a safe environment for children. Through our assemblies and lessons, children are helped to understand what is and is not acceptable behaviour towards them. We help the children to identify dangers and risks and how to stay safe from harm. We emphasise to the children the importance of speaking out if they have worries or concerns. Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. All staff are trained in how to respond to children's concerns, knowing what signs of possible abuse, ill treatment or neglect are and what to do to refer their concerns. Staff will have no alternative but to follow the Local Authority Child Protection Procedures and inform the Social Services Department of these types of concerns.

We also regularly cover issues of e safety during ICT session in order to help children to learn how to use the internet safely and responsibly. All children and parents will be asked to read and sign our 'Safe Use Agreement'.

Our Safeguarding and Child Protection Policy and E-Safety Policy are both available on the school website.

Behaviour

We have high expectations of behaviour. Each class agrees a set of rules and children are expected to follow these, a copy of which will be sent home at the beginning of each new academic year. The rules will deal with safety, movement around school and thoughtfulness towards others in order to ensure that the classroom is a safe and happy place to learn. We expect children to behave well, set a good example to others and follow our rules. In addition to class rules, we expect the children to:

- Be polite and well mannered.
- Try to understand other people's points of view.
- Learn to show self-discipline.
- Listen to adults when they are speaking.
- Show respect for people and property.

Our behaviour policy can be accessed in full on the school website.

Rewards

A range of awards including stickers or stamps are awarded for good work and consistent behaviour. Certificates of Merit are given out weekly in our Good Work Assembly each Friday. 'Pupil of the Week' is awarded to pupils for good behaviour.

We also have a house point system and encourage the children to gain house points on a daily basis for their work and behaviour, especially during lunch and play times. The weekly totals are recorded and shared during Friday's assembly.

Praise and encouragement is always used in lessons and children are rewarded for their individual efforts as often as possible.

Uniform

Children are expected to wear school uniform at all times. Parents are reminded that pupils are responsible for their personal possessions in school. **PLEASE ENSURE THAT ALL PERSONAL POSSESSIONS ARE CLEARLY NAMED.** School uniform can be purchased via the school office. We sell a range of polo shirts and sweatshirts with the school logo. Please ask at the school office about ordering uniform.

Girls: Sky blue polo shirt or blouse, burgundy cardigan or sweatshirt, grey skirt or trousers

Boys: Sky blue polo shirt or shirt, burgundy sweatshirt, grey trousers or shorts.

PE Kit: sky blue t-shirt, black/navy shorts, a warm jumper, tracksuit bottoms, plimsolls and trainers.

The School Day

Times:

Start	8:45am, Registration at 8:55am
Playtime	10:45am-11:00am
Lunchtime	12:00pm-1:00pm
Home time	3:10pm

Children should not arrive at school before 8:45am. The doors will be opened at 8:45am. We ask that all parents wait with their children on the playground to ensure their safety before the children come into school.

Registration

Children are registered in class at the beginning of every morning and afternoon session. You should ensure that your child arrives on time to avoid being marked in the register as 'late'. Any child who arrives late, or has to leave school to attend a medical appointment must be brought the office to sign in or out of the school building.

If your child is ill and is unable to attend school you must call the school on the child's first day of absence before 9:20am and leave a message if you do not get through to a member of staff. If you are unable to call, please send in a letter once your child returns, explaining the absence. All absences must be accounted for. Please note that where possible, medical, dental and optician appointments should be made outside of school hours.

Lunch and Free School Meals

Parents have the choice of children having a cooked school lunch (provided by an external catering company; The Farm Kitchen, please see their leaflet or website for more information) or providing a packed lunch. If your child has a packed lunch, please ensure it is brought in a secure plastic box, clearly marked with your child's name. Children's drinks should be in watertight containers. No glass bottles, hot or fizzy drinks please.

Your child is entitled to free school meals if you are in receipt of Income Support or Job Seekers Allowance (Income based). If you are receiving Child Tax Credit alone (i.e. not with Working Tax Credit) and you have an annual income of less than £16,190 your child may be entitled to free school meals. A form is available from the school office or you can download from the school website. **If you are entitled to free school meals, please apply, even if your child does not want school dinners. It benefits the school and your children to be registered for free school meals, so we seek your co-operation with filling in this form if applicable as your child may also then be entitled to, for example, reduced cost school trips and residential visits.** As you may be aware, from September 2014, the Government have promised to provide *all* children in Reception and Key Stage 1 (Years 1 and 2) with a daily, hot, Free School Meal but in order for your child to benefit from any of the additional support, your child must be registered for Free School Meals, even if they are in Reception, Year 1 or Year 2 and receive a free school lunch anyway. Registering for free school meals provides additional funding to the school called 'Pupil Premium'. Pupil Premium is a grant which is allocated to schools. The pupil premium is allocated to local authorities and schools with pupils on roll that are known to have been eligible for the free school meals (FSM) at any time in the last six years. Each of these pupils will attract a specific amount of funding. Schools will have the freedom to spend the premium, which is additional to the underlying schools budget, in a way they think will best support the raising of attainment for the most vulnerable pupils. More information about Pupil Premium and how it is used is available on our website.

Snacks and Drinks

We have achieved 'Healthy Schools Status' and so we would like children to make healthy choices for drinks and snacks they have during the school day. Children are encouraged to drink water throughout the day as it has a proven effect on how children perform at school. To promote this, on admission, children are provided with a water bottle which you should clearly mark with your child's name. This should be filled with water only (no juice or squash please) and brought to school daily. Children will have opportunities throughout the day to refill the bottle when needed. At the end of each day, the children will bring their bottle home ready for it to be washed and refilled ready to bring back to school the following day.

In order to keep teeth healthy, we do not allow sweets or chocolate bars in school (chocolate covered biscuits are acceptable as part of a packed lunch). Children in Reception and Key Stage 1 will receive a piece of fruit each day as part of the School Fruit and Vegetable Scheme, which entitles your child to receive a free piece of fruit or vegetable each school day. Typically this will be pears, apples, bananas, tomatoes or satsumas. More information can be found at <http://www.nhs.uk/Livewell/5ADAY/Pages/Schoolscheme.aspx>. This provides one of their five a day portions, and the scheme also helps to increase awareness of the importance of eating fruit and vegetables, encouraging healthy eating habits that can be carried into later life.

For children in Key Stage 2, please send in fruit, dried fruit such as raisins, or a cereal bar that your child can eat during morning break time if they are hungry. Please note that this should be a healthy choice and children will not be allowed to eat crisps, biscuits or sweets of any kind.

Illness or injury

In the case of a child being taken ill in school, it is usual to contact a parent so that the child can return to the comfort of home. It is therefore essential that contact details be updated regularly so that we are able to contact you in the case of an emergency.

If a child is injured or becomes unwell during the school day, our trained staff will attend to the child. Parents will be notified about serious injury or ill health. All accidents are recorded and appropriate information passed to parents.

If your child needs medication of any kind, please be aware that it must come into school via the office, as a form regarding its administration will need to be completed and signed. Staff will be unable to administer medication unless the relevant forms have been signed and authorised by a senior member of staff. Medication such as inhalers or EpiPens, which are to remain at school, must be clearly labelled with the child's name and the instructions for how and when to administer it. Parents should ensure that medicine is kept up to date and replaced before the medicine's expiry date. You are welcome to come into school to administer medication for your child if this is necessary and the doctor has deemed the child well enough to attend school. Please note, we will be unable to give medicine during lesson time.

Absence from School/Holiday

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments, as described below, came into force on 1st September 2013.

Headteachers may no longer grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. The regulations have removed references to family holiday and extended leave as well as the statutory threshold of ten school days.

We would respectfully ask parents of Year 2 and Year 6 children to make sure their child attends school during the SATS tests which are normally held in May/June.

You will be kept up to date with a list of term dates and all dates are available on the school website.

In the event of severe weather, notices will be displayed on the front page of the school's website to notify school closure. Radio Lincolnshire will also be informed to mention any closures.

Our Curriculum

Children spend the first year of school in the Foundation Stage. During this time their curriculum is organised into seven areas of learning; 3 core areas plus 4 specific areas of learning.

Core Areas:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

Specific Areas of Learning:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Please see the separate 'Welcome to Reception' leaflet in our school prospectus pack for further information.

The curriculum for children in Years 1 to 6 is currently being revamped so that it is in line with Curriculum 2014, which we will be working from in September. Children will have access to a broad and balanced curriculum which will foster development and interest in all subject areas. Each term, children's learning will be based around a theme or topic which will begin with a WOW event of some kind and end with a finale, where children can showcase their learning throughout the unit of work. As well as themes, there will also be whole school events such as Maths Week, Book Week and International Week across the year.

Religious Education and Collective Worship

We follow the Lincolnshire Agreed Syllabus for RE which has two aims; to learn about religions and explore human experience and also to learn from religion and respond to human experience. Christianity is taught as the main religion, along with other major world faiths and beliefs.

We have close links with the village church and its community. There is a daily act of collective worship and as in all schools, all acts of collective worship must be 'wholly or mainly of a broadly Christian character'. The vicar or a member of the church also comes into school on a regular basis to lead collective worship (assembly).

Under Section 9 of the 1988 Education Act, 'A pupil shall be wholly or partly removed from attendance at religious worship in the school or from receiving religious education, or both, if the parent of the pupils so wishes.' Such requests should be discussed with the Head of School.

Personal, Social, Health, Emotional and Citizenship

The personal development of all individuals is valued and actively encouraged in our school. Children in all classes are involved in activities which help them to develop their personal and social skills

throughout their school life. Many issues are incorporated into other curriculum areas, whilst other topics are explored as specific lessons.

Sex and Relationship Education

In the early years, no specific SRE is taught but will occur in various lessons and topics such as a topic on farm animals and discussions on baby animals. Upper Key Stage 2 children are taught SRE with possible guidance from our school nurse.

Parents have the right to withdraw their children from all parts of SRE, but not from the biological aspects of human growth and reproduction necessary under the National Curriculum.

Physical Education (PE) and Swimming

PE is all about developing children's enjoyment, confidence and skill in physical activity and introducing them to the pleasure of sport. It plays an important part in a child's development. PE promotes personal, social, intellectual and physical skills and with it we try to foster co-operation, tolerance and self-esteem.

In PE, the emphasis is on acquiring new skills and improvement in performance. Healthy competition is encouraged, particularly as children develop their ability to take part in competitive games.

Children take part in compulsory swimming lessons in Years 3 and 4. Our aim is to give children confidence in the water and to teach survival skills and basic swimming strokes. We aim to have all children swimming at least 25 metres and to have acquired a good style by the time they transfer to secondary school. Please note for swimming, long hair must be tied back or a swimming cap worn. Girls should wear a full swimming costume, not a bikini and boys should wear shorts no longer than mid-thigh length to enable them to move their legs freely to perfect their swimming stroke.

All children participate in a Sports Day during the Summer Term. Emphasis is on team work, participation, enjoyment and personal performance. There will also be opportunities throughout the academic year for inter-school competition with sports teams from our collaboration partners; Pinchbeck East Primary and Spalding Primary Schools.

Please note that we expect all children to wear PE kit (see the uniform list). We also insist that children place importance on their safety and that of others. Therefore no jewellery, including earrings of any kind, is permitted to be worn during PE sessions and long hair must be tied back.

Assessment

The National Curriculum is the basis of the school's curriculum. During their first year, Reception children are continually assessed using the national Foundation Stage Profile to enable planning of the curriculum. Progress is discussed with parents/carers at parent-teacher consultation evenings which are held twice a year. Parents will also receive a written report about progress in Term 6.

In Year 1, children undertake the Phonics Screening Check during Term 6. This is a statutory assessment which requires children to decode and read 40 real and pseudo (made up) words. Children are fully prepared for this assessment through the daily Read, Write Inc. lessons throughout

Reception and Year 1. If any children do not meet the threshold, they will receive additional support with phonics and take the check again towards the end of Year 2.

As children reach the end of Year 2, they are assessed according to national standards which are backed up by the use of standardised tests as appropriate. At the end of Year 6, children are assessed using National Standard Assessment Tasks and Tests (SATs) according to a national timetable. These tests are marked externally and results are nationally reported.

Homework

All children are given a home/school reading book and a record book for parents and staff to comment in. Please write a brief comment so that the school can monitor home/school reading effectively. Children are expected to read at least three times a week at home with an adult.

Across the school, children will be given weekly spellings to learn/practise at home and will be tested in school each week. Children will also receive literacy and maths homework each Friday, to be returned by the following Tuesday.

Home School Agreement

The school has a Home School Agreement. It explains the aims and values of the school and also spells out the responsibilities of the school and parents and what is expected of the pupils. A copy of this is enclosed with the school prospectus. Please read it carefully with your child and return once signed.

Educational Visits

To support the curriculum, we organise visits to places such as museums and galleries, farms and education centres. Children in KS2 will also have the opportunity to experience a residential trip. These visits depend on the work being covered at the time. We believe that such visits are extremely important as they help to enrich the curriculum and bring first-hand experience to children's learning. Before any educational visit takes place, thorough risk assessments are carried out by members of staff.

Extra-Curricular Activities

The school is proud of the range of opportunities that we offer to children outside of our statutory requirements. Members of staff give up their time freely to run lunch time and after school clubs. A range of activities are offered each term and club letters are sent home with further details. In the past we have run clubs such as ICT/Animation, Drama, Cooking, Gardening, Art and Craft and various sport clubs to name a few. We run an 11+ club for children in Year 5 during the Summer Term before they move into Year 6. Instrumental tuition is also available through the County Music Service.

Charging and Remissions Policy

The Governors have adopted the following policy:

1. The Governors have noted the right to free school education and the principle that activities offered wholly or mainly during school time should be available to all pupils regardless of their parents' ability or willingness to help meet costs.
2. The school will conform to the Charging and Remission Policy adopted by the Lincolnshire Education Committee as amended by them from time to time.
3. Where the school proposes to organise any school visit or trip, parents will be informed of the proposal, including details of the likely value in educational terms and cost needed to enable the visit to go ahead. Only when parents have agreed that they wish the visit to go ahead and have agreed the cost, will the visit be confirmed and booked. Parents will then be given further available details, including the school's saving scheme and due dates for the staged payments.

Equality of Opportunity

All children, regardless of race or gender will be treated with the same degree of care and attention. All pupils will have the same rights of access to age appropriate activities in all respects of school life.

Governors are updated termly on any incidents of racial abuse or bullying and equal opportunities in practice are integral to the school's ongoing self-evaluation procedures. Please see further information on the school's website.

Special Educational Needs and Disabilities (SEND)

We get to know the children very well and very quickly being such a small school. All children learn at different rates, but for some children, some aspects of learning can be very difficult. Often this well is because of a very specific need, which may be a learning, physical, emotional or psychological need. It is our responsibility to identify children who have special education needs and to assess how best to meet those needs. Children with disabilities or medical needs are admitted with full involvement of parents/carers and other agencies if applicable to fully meet individual needs.

If we identify that a child needs individualised learning support, the class teacher will meet with the Special Educational Needs Co-ordinator (SENDCO) to design an individual plan (Individual Education Plan, IEP) to record strategies for supporting the child at school. Sometimes these plans will be short term, but some can prove to be longer term. The school feels very strongly that it should work in partnership with parents and so we include parents in each step of providing support for children with special educational needs. Regular review meetings are held and parents are given the opportunities to contribute to these. Where necessary other professionals may be used to help assess children and to offer suggestions as to how best to meet their needs.

We believe that all of our school's children are special. We are therefore committed to ensuring that we cater for all varying needs to enable all children to participate and enjoy activities. As part of the new SEND Reforms, we must provide a description of the educational provision that children and with SEN or disabilities can expect to receive at Surfleet Primary School, this is known as a 'Local

Offer'. Please see the website for details of our 'Local Offer' and more detailed information about our arrangements for identifying, assessing and making provision available for pupils with SEN.

More Able, Gifted and Talented

Our broad and exciting curriculum offers opportunities to support and challenge all learners. Progress is monitored carefully each term to ensure that children are receiving challenges appropriate to their individual learning needs. We are able to individualise the curriculum to ensure that children who show a particular flair in a subject have their talent fostered. We also offer enrichment activities when possible to further enhance talents or gifts.

EAL

Children who join the school with English as an Additional Language are integrated into the classroom with appropriate support. Through the support of our collaboration with Pinchbeck East Primary and Spalding Primary Schools, we have access to teaching assistants who can speak a range of languages as well as English. They will help us to support children to learn English, as well as to support parents who may need translation facilities in school.

School Council

We have an active school council which is made up by children across all three classes. Our School Council are consulted about play and lunchtimes so that the rules for happy and safe play are fairly decided. The School Council members meet regularly to discuss any concerns, ideas or suggested improvements that have been made by other pupils through our school class council sessions. School Council members play an active part in sharing the leadership of the school and helping to make decisions, such as which charities the children are to support each year.

PTA

Our school is fortunate to have an active Parent Teacher Association (PTA). Our PTA organise several functions for adults and children throughout each academic year, which helps the school in many ways, but particularly to raise money to support the children's learning, such as re-building the outdoor and pond area, to give a wider scope for learning outside. All parents are automatically members of the Association and anyone willing to take an active interest is very welcome to join the meetings. New ideas are always sought for both social and fundraising activities. More information is available on the school website, or you can contact the Chair of PTA (details available in school, or on the web) to find out how to get involved.

Complaints

We strive to deliver the best possible education of all of our pupils and to care properly for their health, safety and welfare at all times. From time to time, however, it is possible that you may feel that we have not lived up to your expectations. If this is the case, please tell us so that we can act quickly to deal with your concerns.

The School Governors have adopted the arrangements set up by Lincolnshire County Council, as the Local Education Authority. The procedure to follow when a parent has a concern or complaint is set out in full in the school's Complaints Policy, a copy of which is available via the school office, or on our website. In brief, this is:

- Discussing the matter with the relevant member of staff in school to resolve the issue informally.
- If the matter is not satisfactorily resolved, it should then be referred to the Head of School, or the Executive Headteacher.

Usually, any concern or complaint should be resolved after these first two steps, but the following steps are in place should the need ever arise:

- If necessary, a review of the matter by the Chair of Governors can be requested.
- The Governing Body Complaints Committee will deal formally with a complaint if it should reach this level of concern.