

ST ANDREW'S CHURCH OF ENGLAND VC LOWER SCHOOL

CONTENTS

Headteacher's Letter	Page 2
Aspire, Believe, Celebrate	Page 3
Governors of St Andrew's VC Lower School	Page 4
Staff Members	Page 5
The School Day	Page 8
Accommodation	Page 8
Administration and Organisation	Page 9
Curriculum	Page 10
Extra Curricular Activities	Page 10
Special Needs	Page 11
Language Provision	Page 11
Class Organisation	Page 12
Home and School	Page 13
Parents in School	Page 13
Conduct	Page 13
Illness at School	Page 14
Absence	Page 15
School Meals	Page 15
School Uniform	Page 16
Looking Ahead	Page 17

St. Andrew's C of E VC Lower School
Brunts Lane Biggleswade
Beds SG18 0LY
Tel: 01767 312311 Fax: 01767 600531
Email: standrews@deal.bedfordshire.gov.uk
Headteacher - Mrs. S Rolfe BSc. PGCE MA Education (Management)

Dear Parents,

Welcome to our school.

Whether your child is just about to start school, or is joining us from another school, it is a transition that can make parents and children anxious. Hopefully this prospectus is one of the ways we can help to make that transition as smooth as possible.

In the prospectus you will find lots of useful information about our school, from the opening mission statement, that tells you about our aims, style and philosophy, to the mundane, but vitally important, practical details.

When you have read the prospectus I hope you will feel not only better informed, but keen to get to know us more, as the message throughout is about the need for a strong home-school partnership. Our keen and dedicated members of staff want to work with you, to ensure the best opportunities are provided for your child, based on meaningful two way communication. If you have any questions or concerns, at any time, please come and see us.

Working together we can ensure that your child has a rewarding, fulfilling and happy time at our school, getting the most out of everything that we can offer them.

**Yours sincerely,
Mrs S Rolfe
Headteacher.**

Aspire, Believe, Celebrate

St. Andrews is a happy and caring school where we share values, are excited to learn and grow in self esteem. We take responsibility for ourselves and others, develop spiritual awareness and have high aspirations.

We aim to:

- Ensure that Every Child Matters
- Provide an imaginative and creative curriculum appropriate to the world outside the classroom
- Value ourselves, others and our school
- Live together in an inclusive community where diversity is valued and equality promoted
- Care for our environment
- Celebrate who we are and what we do
- Aim high and do our best
- Develop an understanding of our Christian foundation
- Develop a sense of moral responsibility and self discipline in order to make the correct choices
- See possibilities not barriers
- Know that we can make a difference

GOVERNORS OF ST ANDREW'S C of E VC LOWER SCHOOL

The duties and functions of governors are defined in the instrument and articles of government for schools. It is the instrument of government, which sets out the composition, and rules of procedure of governing bodies and the articles of government, which, in broad terms, defines the powers, and duties of these bodies.

St Andrew's is a Church of England Voluntary Controlled School. The Governing Body represents the Church, Local Authority and Local Community, parents, teachers and staff.

Chairman: Mr G Dilley 01767 316419

Vice-Chairman: Mrs W Smith

Foundation Governors (Church): Mrs J Parker
Mrs W Walters
Mr G Dilley

Staff Governors: Headteacher Mrs S Rolfe
Teacher Governor: Mr S Down
Staff Governor: Mrs B Burns

Community Governor: Mrs W Smith

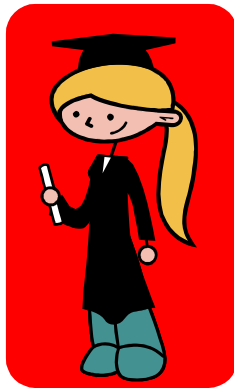
Parent Governors: Vacancy
Mrs M Smith
Mrs C Feeney
Ms R Kerfoot
Mr M Simmons
Mr D Ebeling-Jones

LA Governor Mrs N Woodward

Clerk to the Governors: Mrs S Haywood 01767 348302

Governors normally serve for a period of four years and the Governing Body meets five times per year.

Teachers, staff and parent governors are elected by ballot after nominations have been received. Ballots take place every four years or when a vacancy needs to be filled.



STAFF MEMBERS

Name	Responsibility/ies	Key Stage
Sue Rolfe	Headteacher,	
Stephen Down	Deputy Headteacher	KS2
Lynsey Cooper	Teacher, Reception Leader	Reception
Sandra Braund	Teacher	Reception
Karen Willis	Teacher, KS1 Leader	KS1
Becky Kerfoot	Teacher	KS1
Cassie Wood	Teacher	KS1
Christine Knowles	Teacher	KS1
Alison Driscoll	Teacher	KS1
Heather Fory	Teacher	KS1
Caroline Lanning	Teacher, KS2 Leader	KS2
Christine Taylor	Teacher	KS2
Rachel Porter	Teacher	KS2
Lesley Bickerdike	Teacher	KS2
Pamela Finch	Teacher in Charge Lang. Provision, Special Needs co-ord	Whole School
Sarah Jakes	Nursery Nurse	Foundation Stage
Judy Markwell	Teaching Assistant, L3	Foundation Stage
Caroline Carley	Nursery Nurse	Foundation Stage
Maureen Rogers	HLTA	Whole School
Michele Brooker	Cover Supervisor	Whole School
Michelle Hegarty	HLTA	Whole School
Andrea Olley	SEN Nursery Nurse (SPLD)	Whole School
Tina Whitaker	SEN Teaching Assistant (SEBD)	Whole School
Sarah Dutton	SEN Nursery Nurse (SIMTT)	Whole School
Helen Dilley	SEN Teaching Assistant (ASD)	Whole School
Jo Smith	SEN Teaching Assistant (EAL)	Whole School
Lisa Huggins	SEN Teaching Assistant	Whole School
Debra Cruft	Teaching Assistant	KS1
Pippa Linneker	Teaching Assistant	KS1
Maureen Karlake	Teaching Assistant	KS1
Amanda Lucas	Teaching Assistant	KS1
Paula Saunders	Teaching Assistant	KS1
Beth Burns	Teaching Assistant Staff Governor	KS2
Mandy Dilley	Teaching Assistant	KS2
Karen Etienne	Teaching Assistant	KS2
Sue Waghorn	Teaching Assistant	KS2
Liz Birch	Teaching Assistant	KS2
Dawn Stuart	Family Support Worker	

Donna Lincoln	Office Manager
Jane Howard	Financial Manager

Anita Sealey	Caretaker
Tracy Tolley	Cleaner
Emma Roberts	Cleaner
Leanne Sealey	Cleaner

Sue Gledhill	Gardener
Roy Thrower	Gardener

Kathy Sims	Kitchen Manager
Suzette Falconer	Kitchen Assistant
Amanda Hewitt	Kitchen Assistant
Carla Beard	Kitchen Assistant
Cynthia Bygraves	Dinner money collection

Mrs Birch	Senior Lunchtime Supervisor
Mrs Saunders	" " "
Mrs Cutting	Lunchtime Supervisory Staff
Mrs Smith	" " "
Mrs Richardson	" " "
Mrs Yates	" " "
Mrs Tolley	" " "
Mrs Prentice	" " "
Mrs Summers	" " "
Mrs Ward	" " "
Mrs Hall	" " "
Mrs Mundy	" " "
Mrs Jackson	" " "
Mrs Collett	" " "
Mrs Legate	" " "

THE SCHOOL DAY

The school day begins at 8.55 am and finishes at 3.30 pm. Lunchtime is currently from 11.45 - 12.45 for Reception, 12.00 noon - 1.00 pm for KS1 and 12.15 - 1.15 pm for KS2. In the morning there are members of staff on duty from 8.45 am and it is not advisable for children to arrive at school before this time. In bad weather particularly it is better for the children to arrive as close to 8.55 am as possible. Our children and their younger siblings are not allowed on the Climbing Wall or the Agility Trail before or after school. Please be aware that dogs are not allowed on the premises and the whole school is a no smoking site. The children wait in the playground until the whistle is blown and then line up at their classrooms. Parents are asked not to enter the cloakroom areas as this causes congestion and similarly when collecting the children at 3.30 pm to wait in playground until they are dismissed. There are separate morning breaks for KS1 and KS2 to give the children more room to play.

Bicycles -We currently have bicycle storage facilities on site. Bicycles and scooters must not be ridden on the playground, by children or adults.

The timetable for each class is drawn up by the class teacher together with any other members of staff working with the children. Work across a year band, or with combined year groups will be carefully planned by all those involved. Traditionally the basic subjects are covered in the morning whilst the afternoon provides the opportunity for creative work, games and practical activities. However this arrangement will vary from class to class depending upon the particular focus of work at the time. There is an assembly every day and this may be for the whole school, keystage, year band or class. You have a statutory right to withdraw your child from collective worship and/or RE. Alternative arrangements will be made for your child during this time. Please let us know if you wish to exercise this right.

The national curriculum is planned for and taught in a creative and thematic way, including the incorporation of visits, visitors and special events. This enhances enjoyment and a sense of relevance, whilst still maintaining subject integrity.

ACCOMMODATION

The St Andrew's main building consists of 12 classrooms, a hall, a library and a computer suite. Our new reception building contains a further three classrooms. The classes are well equipped with a good standard of furniture and fittings. Cloakroom and toilet facilities including disabled provision are all internally sited.

The kitchen is part of the complex and school meals and packed lunches are taken mostly in the hall. The main school office is at the front of the building together with the head's and deputy's offices and the staff room. Access to the school and playgrounds is from the Rose Lane car park and Chapel Fields footpath, up to 9.15am and from 3.15pm. Between these times access is from the larger green gate in Chapel Fields near Brunts Lane.

PLEASE NOTE Parking space is very limited. Access to the front car park is for staff, official visitors, taxis, emergencies and deliveries only. At the start and finish of the school day the car park is busy and therefore potentially very dangerous. Please do not use it to access the playgrounds or the main entrance.

There are two play areas and a large playing field, and in the centre of the building and next to the Pre-school building there are areas suitable for environmental work and quiet study.

The school houses one of the Local Authority three Language Provision centres.

The Rainbow pre-school operates from our site, working in close partnership with us and offering quality before and after school care for all our children from 8am - 6pm. From Summer 2010 they plan to offer holiday care as well.

ADMINISTRATION AND ORGANISATION

St Andrew's is a lower school with a Language Provision. Children will be admitted to the school from the September following their fourth birthday. Children are taught in single year band classes or combined age classes, depending on the numbers each year. Whatever type of

organisation is in place, teachers plan together and assess children and set targets to ensure each child achieves their potential.

If the standard number of 90 for a particular year group is not sufficient to meet the requests of all parents, then the following criteria will be applied (in the rank order shown) to determine how places will be allocated:

1. To all "looked after" children.
2. To pupils living in the catchment area
3. On "very exceptional" medical grounds
4. To brothers and sisters of pupils currently attending the school
5. Children, one or more of whose parents or carers, at the time of application, have shown commitment to the Church of England, or another Christian church by attending a service at least once/month for the year prior to the application being made. (A Christian Church is defined as one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance. If applying under that criterion the priest/vicar/minister must complete the religions declaration on the application form.)
6. All other children.

(Distance measured in a straight line, between the central point of the main school site and where the pupil lives with those living closer to the school being accorded higher priority.)

CURRICULUM

Our concept of education is based on the individual, as learning is unique for each of us. We make three provisions for learning. These are:

- Class work
- Group activities
- Individual work programmes

Literacy, Numeracy, Science and ICT are the main core subjects. Great emphasis is placed on these areas and they form the foundation and the framework for the wider curriculum, which embraces History, Geography, Religious Education, Personal Social and Health Education, Physical Education, Dance, Art, Design Technology, Music, Drama and French. There are many opportunities for your child to explore these areas in different ways and at different levels as they progress through the school. The structured activities that form the major part of the

timetable are supplemented by appropriate additional activities, such as educational visits, guest speakers, practical experiences and workshops, etc. We have received an award for our Healthy Schools work and an ActiveMark for our PE curriculum and an ArtsMark silver award for our Music, Dance, Drama and Art. Religious Education in school is in keeping with County policy and the school has special links with St. Andrew's parish church.

As well as the academic curriculum the children also experience a programme of Values Education. In assemblies and in class we focus on one value every half-term. We believe it is important to encourage children to consider their values as they will underpin their actions and conduct throughout their lives

EXTRA-CURRICULAR ACTIVITIES

These can include Games Club, Violins, History, Cookery, Recorders, Cello, Brass, Maypole, Country Dancing, Drama, Choir, Computer, French and Art Clubs. When children stay after school for clubs parents are asked to make satisfactory arrangements for them to be collected promptly when the activity ends. The children will be given advanced warning if for any reason the activity is cancelled.

Rainbow Pre-School provide before and after school care and holiday care on our site.

SPECIAL NEEDS

St Andrew's caters for all mainstream school children whatever their level of ability. Systems are in place to identify and assess the needs of all pupils including those with learning disabilities, whose needs are met by working as individuals or in a small group in addition to their classroom activities.

A small group of the gifted and talented children will also be offered the opportunity for accelerated and challenging additional work, including homework, in order to reach their full potential.

LANGUAGE PROVISION

The aim of St Andrew's Language Provision is to ensure that children, for whom language is a barrier to their learning, experience the fullest education available for their needs, speeds and learning wellbeing. These children will have a Statement detailing their learning needs. St Andrew's works with pupils from the Biggleswade area and also with pupils who are transported to the school from outside the regular catchment area.

St Andrew's offers a flexible provision meeting a range of language needs, such as receptive language disorders, expressive language disorders, verbal dyspraxia, disordered phonology, word finding difficulties and many more.

Children are supported by a Speech and Language Therapist, who they meet with regularly, and who advises the Special Needs Staff and teachers. Work is carried out in a range of ways to best suit each individual child. They may have withdrawn sessions in a group or by themselves, have support within the classroom, support when joining in play times and they may participate in supported booster groups.

For all of the children who have a statement for Language Provision, their curriculum entitlement is planned by the Special Needs team in liaison with the teaching staff. Individual plans for their education are devised with the involvement of parents, the SENCo, the teachers, and the support staff. Weekly tracking sheets are kept to monitor the plans that are in place and targets are modified half termly, to ensure they are adjusted to reflect a child's changing needs.

The Language Provision is very much part of the whole school, and children, whilst they can be taken out of their classes, are withdrawn as little as possible to ensure that their self-esteem, learning ethic and relationships are maintained on as high a level as possible. Staff from the Language Provision go into classrooms also, to aid the development of the learning environment to suit individual children.

CLASS ORGANISATION

The children are placed in mixed ability classes and these are organised into one-age year bands or combined classes of two year bands. Classes may also occasionally spend time working together. This happens for example when they are sharing a common theme or project. From time to time children will also enjoy activities in groups across 4 year bands and 2 key stages, e.g. On Fun Fridays or in curriculum weeks.

Children will normally change teachers each year, although sometimes they will have the same teacher in consecutive years. Classes will usually be re-shuffled each September to ensure that classes are as balanced as possible but friendship groups are considered carefully. Every effort is made not to change a child's class during the year, but exceptional staffing adjustments beyond our control may make this unavoidable.

HOME AND SCHOOL

We believe that contact between home and school is essential for each child's well being. During the school year there will be opportunities for parents to visit the school informally. There are four formal evenings when parents can meet the class teacher and discuss their child's progress. The first evening is held early in the autumn term to allow us to exchange information at the beginning of the academic year. The second is in the middle of Autumn Term, the third is in the Spring Term and the fourth event takes place in the second half of the summer term to celebrate the year's achievements. Parents can also make appointments to discuss the written report parents will have received. If parents have any questions or concerns about their child, socially or academically, class teachers should be contacted in the first instance.

PARENTS IN SCHOOL

Parent helpers are welcome in school. Those working with us at the moment help in a wide variety of ways. From cooking to computers and from reading to recorders. If you have some spare time and/or some special interest or skill to offer us please do!

CONDUCT

Strong emphasis is laid on sensible and courteous behaviour at all times. The children are encouraged to behave with care and thought for others. A quiet orderly working atmosphere is fostered, as we believe this promotes a positive attitude to work.

The class teacher deals with minor problems of discipline; more serious problems will be referred to the Key Stage Leader, Deputy Head or Headteacher. If we are seriously concerned about your child's behaviour at any time you will be invited to discuss it with us. Parental co-operation in this area is especially helpful and experience has shown that our combined efforts can usually produce a swift and significant improvement in the situation.

The school has a positive behaviour management policy based on mutual respect within the school community. Any problems arising from unacceptable behaviour are fully discussed with parents and children.

Throughout the year there will be a number of meetings and functions covering different aspects of school life, such as new parent meetings, guest speakers, open mornings, workshops and of course all the usual highlights of Concerts, Sports Day and Open Days.

As teachers we are committed to:

- developing each child fully
- teaching effectively and aiming for the highest standards in both work and conduct
- the pastoral care of each child
- providing regular contact with parents

We would anticipate the following commitments from parents:

- to show by your example that you support the school and its aims
- to ensure your child arrives in school on time and fully rested ready to tackle the day's work
- to take a positive interest in your child's work and progress

Our aim is for a good working partnership with co-operation and flexibility on both sides.

ILLNESS AT SCHOOL

Should a child be taken ill or have an accident at school we will contact you. Please make sure we have telephone numbers for emergencies. In the event of a minor fall or accident first aid will be carried out in school. Please do not send your child to school if he/she is at all unwell. A sick child is unable to cope with the rigours of the school day and we do not have the staff or facilities to give them the care and attention they need. Please note that children are not to return to school until there is a clear **48** hours since the last episode of sickness or diarrhoea.



ABSENCE

If a child is absent at any time the school should be notified by telephone and a letter should follow this up when the child returns to school. Early warning of infectious diseases is especially helpful. The law states that children may only be granted leave of absence for family holidays only in certain very exceptional circumstances, for a total of up to two weeks in any one academic year, and the forms for this are available from the school office. However, the reasons for holiday absence **must be exceptional** for this absence to be authorised. We are instructed not to accept a cheaper holiday as an exceptional reason. Unauthorised absences will be noted by the Educational Welfare Officer. Regular school attendance is very important. Children can lose confidence and become apprehensive if they miss work and the pattern of the school routine is interrupted.

Mid-Morning Snack

Children in reception and years 1 & 2 are provided with a healthy mid-morning snack—a piece of fruit or vegetable. Children in years 3 & 4 are allowed to bring in a snack from home, provided it is still a piece of fruit or vegetable.

SCHOOL MEALS

School meals and packed lunches are available from the School for £1.70 per day and may be paid for by cheque (payable to abm Ltd. please) or cash, at the beginning of each school week, term or half term. **It should be sent in a sealed envelope with the child's name, class and the amount clearly marked on the front.**

Please send the correct amount in advance, as change will not be given. Missed meals are credited and refunds are given at the end of term only. The educational welfare officer will offer help and advice, in confidence, to parents who think their children may qualify for free meals. Packed lunches may be brought and must contain a sandwich or equivalent item. A packed lunch that is made up of only chocolate and crisps will not help a child to concentrate and work well in the afternoon. All containers should be unbreakable and waterproof. Hot liquids, soups and fizzy drinks are **not** to be brought to school. Milk, milkshakes and fruit juice are on sale for 15p. The price of a school meal includes a squash drink and water is available for all.

SCHOOL UNIFORM

Every reasonable care is taken to ensure the safety of clothing and other articles, but the school cannot accept liability in the event of loss or damage. **Please mark your child's clothing and property clearly so that it can be readily identified if mislaid.** The lost property bins are available to parents for search and rescue before and after school. Bringing toys to school is discouraged unless they are specially required by staff in connection with schoolwork. Toy guns are forbidden. The wearing of jewellery is not encouraged, as it is hazardous and loss or damage of precious items can cause distress. Long hair should be tied back and earrings left at home on PE days (see PE letter), and children should not come into school with colour in their hair, wristbands, transfers, trainers, make up etc. The uniform helps children to come to school in the right frame of mind for work and promotes a sense of belonging. A Trutex catalogue is available from the school office or trutextdirect.com or 0844 8449945 quote code LEA00478PA
Our school uniform is as follows:-

Boys: White shirt

White or blue Polo Shirt

Royal blue sweatshirt or cardigan

St Andrew's School sweatshirt available from Trutex

St Andrew's royal blue fleece available from Trutex

Trousers long or short - grey

Girls: White blouse

White or blue Polo Shirt

Grey skirt/pinafore dress/Trousers

Royal blue sweatshirt or cardigan

St Andrew's School sweatshirt/cardigan available from Trutex

St Andrew's royal blue fleece available from Trutex

Blue/white checked/striped skirt or dress in the summer.

JEANS SHOULD NOT BE WORN IN SCHOOL

Black sensible (no high heels) shoes and sandals should be worn. Trainers, boots and sport shoes are not suitable for daily wear in school.

Please note that the cloakroom areas cannot accommodate large sports bags and back packs. It is recommended that children have a book bag to carry books, snacks etc. and a drawstring PE bag.

Book bags, P E Bags and hats are available from the School Office price £3.00, large Gym bags are £3.50 and water bottles are £1.50.

P.E. White T-shirt and Blue shorts (Shorts and t shirts are available from the Trutex catalogue)

Trainers for outdoors

Tracksuits should be worn for outdoor games in winter.

Art & Craft - An old shirt cut down to use for messy activities will be necessary.

At no time should children bring large amounts of money to school, unless they are paying for a trip or visit. Any money brought to school should be in a sealed envelope with name, class and amount on the outside

LOOKING AHEAD

Education is a matter for parental choice, but we do anticipate a child will be with us for their first five years. Children transfer to middle school at the beginning of the school year in the September following their ninth birthday. During the previous autumn term parents will receive a letter from the Area Education Officer giving full details of the transfer arrangements.

If at the point of transfer parents wish to consider the range of options open to them, consultation and advice are available. An appointment can be made at any time with the Headteacher to discuss the educational options.

