



Welcome to Lawford Church of England Primary School (Voluntary Aided)

The governors and staff offer a warm welcome to you and your child and we hope that, if your child joins us, your association with Lawford School will be both positive and productive. We aim to ensure that every child who attends our school makes good progress, enjoys their learning and feels safe, secure and happy.

In November, we hold an open evening and meeting for parents of prospective pupils, followed by taster sessions to give pre-school children the chance to join in some activities that reflect Reception year learning. We also offer tours of the school during the school day so parents can see the school 'in action' - an appointment can be made through the school office. We use the contact information provided by parents who have completed a Supplementary Information Form (SIF) to advise parents of any events arranged.

Once the allocation of places has been made, a further parents' evening is usually held giving more detailed information. Induction sessions for pupils are organised to help ensure that every child makes a smooth transition into our school.

We hope that you find this information useful and look forward to meeting you.

Please visit our school website, www.lawford.essex.sch.uk, to see our school in action - or 'like' our Facebook page: Lawford CofE Primary School.

AJE Fairbairn
Headteacher

September 2022



Welcome to Lawford Church of England Primary School (Voluntary Aided)

Lawford C of E Primary School
The Avenue
Lawford
Manningtree
CO11 2FR

Telephone	01206 393585
Website	www.lawford.essex.sch.uk
Headteacher	Miss Abigail Fairbairn
Deputy Headteacher	Mrs Katharine Usher
Chair of Governors	Mrs Karen Livingston
Status and character	Church of England Voluntary Aided Primary School Boys and Girls Aged 4-11 Years
Number of pupils on roll	248
Number intended to admit	60





Welcome to Lawford Church of England Primary School (Voluntary Aided)

History of the School and School Facilities

Lawford Church of England (Controlled) Primary School, originally in Wignall Street, served the parish from 1887-1968 and provided education according to the principles and practices of the Church of England. The school acquired Aided status in 1969 when it transferred to the present site. It became Grant Maintained on 1st April 1994 and reverted back to Voluntary Aided status in September 1999, when Grant Maintained status was abolished.

The school currently serves 248 children, increased in September 2021 from 218, including those from the parish of Little Bromley. The buildings are spaciouly designed with wide corridors leading to well proportioned classrooms. Every ground floor classroom also has direct access to the extensive playgrounds, large playing field and Forest School area. The hall is used for collective worship, concerts, presentations, teaching and productions and is equipped for teaching physical education. The adjacent kitchen prepares hot meals which are served in the hall at lunch time.

The school is undergoing a period of expansion to become two form entry over the next 7 years. Our Reception intake capacity from September 2021 is double our previous intake and, as each year group progresses through the school, the roll will grow until eventually we are able to accommodate 420 pupils. Recent building work provides eight additional classrooms, a library, SEND room and a music/dance studio. The new school building was officially opened by Rt Revd Roger Morris, Bishop of Colchester on 3rd November 2021 and the school's main entrance moved from Long Road to The Avenue. The new building houses our Key Stage 2 classrooms, the School Office and various other offices and workspaces, with our Reception and Key Stage One classrooms remaining in the existing building.

The Church of England has been a pioneer in the field of universal education and founded a substantial number of the nation's schools. The Lawford Church of England School Governing Body is responsible for the strategic management of the school and has representatives from the Diocese, Parochial Church Council, Local Authority, parents and staff. In a voluntary aided school, the Governing Body is responsible for the character and ethos of the school and is the admissions and employment authority.



Welcome to Lawford Church of England Primary School (Voluntary Aided)

The School Day

Before School	The school gates open each morning at 8.40am. Only reception parents come onto site in the morning. Messages, if needed, should be sent using ClassDojo message function
The School Day	This starts at 8.50 am for all children and ends at 3.20pm (32.5 hours a week).
Lunchtime	Each class has an hour for lunch, times are staggered between 12.00pm and 1.20pm
Playtime	There is a morning break of fifteen minutes for all classes in years 1-6. Afternoon breaks for FS & KS1 are planned at the teacher's discretion.
Structure of Classes There are two Reception classes (age 4-5) There are currently three classes in Key Stage 1 (KS1), two Year 1 classes (age 5-6) and one class in Year 2 (age 6-7) There will be two Year 2 classes from September 2023 when the two current Year 1 move up to Year 2. There are four classes in Key Stage 2 (KS2), Years 3-6 - one for each year (age 7-11)	

School Attendance

We are grateful for your co-operation in ensuring good attendance and punctuality. Good attendance and being punctual are critical to ensure that children get the most out of what school has to offer.

Punctuality

It is important that children arrive on time to ensure a punctual start to lessons. Once the gate is locked adults should bring their children into school and sign the 'late log' in the office to avoid confusion with class registers. Please ensure you give a reason for why your child is late.

Children arriving after registers close will be marked as 'late' and this will be reflected in attendance figures.

Absence

An important part of the parental partnership with school is ensuring children are in school and receiving lessons. In all cases of absence, the school must have an explanation from parents. **Parents should register the absence using the Studybugs app** to inform the school if their child will not be attending on that day. If the child does not appear, and no explanation is received, the secretary will telephone the child's home to ascertain the reason for their absence. This is because, on rare occasions nationally, children have gone missing when both school and parents presume that the child is with the other party.

Written confirmation of the child's absence and the reason for it must be sent in on the child's return to school. This applies to every period of absence, even when a verbal explanation has previously been received. Registering the absence on Studybugs provides this and avoids the requirement to provide further written confirmation.

Please note that if a child has vomited or has had diarrhoea they cannot return to school until 48 hours has passed since the last incidence.

Holiday Absence Requests

There is no entitlement for parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances. Requests for absence should be made on an official form which is available on the school website.

From 1st September 2013, education regulations prohibit headteachers from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides and the headteacher considers that there are exceptional circumstances relating to the application.

A penalty notice may be issued in cases where unauthorised absence has been taken.



Lawford Primary School's Vision and Values

Vision:

Our children know they are blessed and a blessing. We strive to be ambitious for ourselves and each other, have integrity and nurture all.

But as you excel in everything – in faith, in speech, in knowledge and in all eagerness and in the love from us that is in you – make sure you excel in this act of kindness too. 2 Corinthians 8:7

Our Christian Values:

Love - Agape, Trust, Hope, Community - Koinonia, Service

Love – Agape

Love underpins all other values. It is compassion, respect, affection, benevolence, goodwill and concern for the welfare of those we love. It is selfless, and means putting others before oneself. It is unearned and is for all, not just those we think deserve love. In school, we learn to love each other and value each other irrespective of difference. We forgive and we learn to show remorse for our poor choices. We recognise that everyone is a product of their environment, and some have more challenges than others and that they are worthy of our love, kindness and compassion no matter the choices made.

Trust

Trust is central to civilised society and our school in order to function. We need it to live together in harmony and to be successful in our learning and playing. Through wisdom, we can learn to trust each other. Jesus gave us his example by trusting his mission to those not in society's mainstream and ultimately to us. Adults model to children how to behave in and how to rebuild trust where it has been broken.

Hope

Hope is more than hope for a better future. It is based in the trustworthiness in God that he is there supporting those who are suffering and ultimately a hope to be joined with Him through Jesus' sacrifice. In school, it is through hope and growing in spirituality we will grow in love for each other and in build trust so that we will all have a safe place to grow, learn and make mistakes.

Community - Koinonia

Koinonia means a community working together sharing the burden (like yoked animals). In Romans, community is described as body parts all different, with different purposes but working together - a shared oneness. Jesus led a shared life: shared meals and possessions and support for those in need. Being one inclusive community both within and without the school boundary, our families, PTA, governors, local and global community – stewardship of creation and environmental responsibilities.

Service

Service is not being selfish; acting for others before yourself. Encouraging children to act in a way that improves a situation or the happiness of others. Jesus said he came 'to serve not to be served' for example, when he washed the feet of his disciples before the last supper. It is about not acting in a way that only meets our immediate needs. Being kind, generous and thoughtful without the expectation we will be rewarded for it. If we all put others before ourselves, all our needs will be met.. We encourage charitable giving; helping out for the good of everyone, understanding the value of buying Fairtrade or sustainably sourced goods and thinking about who might lose out/suffer if everything is sold as cheaply as possible.



Educational Provision



Enjoying and Achieving

Children are taught in eight classes throughout the school in accordance with their age.

There are two Reception Classes and currently one class for each of the other year groups, although this will change as the current Reception classes move through the school.

Class Teachers 2022-23:

Reception Classes	Mrs M Cemil (Key Stage 1 Leader) and Miss E Woods
Year 1	Miss K Dennis and Mrs L Stapleton
Year 2	Mrs C Lawson and Mrs K Smith
Year 3	Mrs J Chaplin
Year 4	Mrs F Dimartino and Mrs S Jarvis
Year 5	Miss K Dadd
Year 6	Mrs K Usher (Deputy Head & Key Stage 2 Leader) and Mrs S Jarvis

Special Educational Needs Co-ordinator (SENCo) Mrs L Harding

- Children work in mixed ability groups.
- The aim is a mastery curriculum with all children attaining the same objective through scaffolding. (Some exceptions may be required for children with additional needs).
- The curriculum covers the requirements set down in the National Curriculum.
- There are carefully planned teaching and learning activities that make links between the subjects.
- There are additional visits and stimulating activities, which are exciting and relevant to your child, to enhance the curriculum.
- There are clear schemes of work for each subject.
- A wide range of extra curricular activities in which children may participate take place at lunchtimes and after school.



Education Provision

Re-

Reception Classes

The Early Years Foundation Stage (EYFS) Framework, sets out the standards for development, learning and care of children from birth to five. It is important that all children are given the opportunity to experience the best possible start to their education.

In their Reception year children learn through practical experiences and a wide range of structured play activities, within the indoor and outdoor classrooms. Children learn best when they are given opportunities to be active, physical and initiate their own ideas. The seven areas of learning are divided into prime and specific areas, through which our curriculum is planned. All areas are important and inter-connected. We expect children to be very much involved in their learning: to make decisions, ask questions, to work confidently and to focus on a task.

The prime areas of learning:

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

The specific areas of learning,
(through which the prime areas are taught and strengthened):

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

Lawford Primary School takes Reception children in the Autumn Term prior to their 5th birthday. Permission to delay the start for a summer born child by a year must be sought from the headteacher, before the application process is started.

It is important that we find out as much as we can before your child starts school, through our carefully designed induction process, and during their first few weeks in school. From the information gathered early in the term we are able to plan and develop a curriculum to promote progress for every child and help them to be ready for Year 1 and beginning the National Curriculum.





Curriculum Provision

The Curriculum - Key Stage 1 and 2

Our curriculum includes the core subjects including English, Mathematics and Science as well as the foundation subjects of Art and Design, Computing, Design and Technology, Geography, History, Languages, Music and Physical Education. As a Church of England School, Religious Education is given the same status as the core subjects and is taught for a minimum of one hour a week. Christianity forms a little over half of the RE syllabus, and other faiths are covered in the remainder. Our curriculum is linked with key concepts from Reception to year 6. They are identity, power, change, care, conflict, fairness. In every year group the children consider these concepts across the curriculum to support their understanding of each other and to develop them as active citizens. These concepts link to our school's core Christian values.

Teachers plan their curriculum based on key questions e.g 'Why are the rainforests so important to us all?' and 'Is there life on the ice?'. Therefore, many elements of the curriculum are taught using a cross curricular approach while making it clear what subject children are learning, incorporating practical activities, visits, visitors, the local environment, links with the church and schools in other countries.

We teach in mixed ability classes and do not set for any subjects. The children work on a mastery curriculum and in maths this is based on White Rose and for writing the school uses the 'Talk for Writing' process. The children read in school every day for pleasure and we urge you not only to hear your child read regularly at home, but also to read to them as often as you can—even when they are in KS2.

In year 5 and 6 our children have 1:1 winbooks which they use throughout the day as a tool to support their learning. The effect on engagement, their ability to independently support their own needs—for example by using 'immersive reader' or change the size of fonts and backgrounds has been transformational



At Lawford Primary School, we have extensive grounds which are perfect for children getting into the outdoors. Teachers use outdoor learning as an integral part of their teaching, creating lessons where they can build upon their curriculum knowledge, as well as learn skills such as orienteering, navigation and teamwork. Currently, we have three members of staff who are Forest School leaders.





Provision Statements

Equal Opportunities

"We aim to provide high quality education where all pupils are given equal opportunities and the opportunity to fulfil their potential without discrimination, regardless of sex, class, race or ability. We promote a non - obtrusive equal opportunities policy."

Inclusion

"We aim to safeguard the interest of all pupils in our policies and practices ensuring that all children have access to an appropriate education that promotes their self esteem and gives them the opportunity to fulfil their academic potential."

Race Equality

The School Policy reflects the Local Authority Policy on Race Equality.

"This school asserts its opposition to racism and its total commitment to equal opportunities and to treating people equally regardless of race, ethnicity and culture. The school considers that all manifestations of racism are wholly unacceptable and will act positively to eradicate racism where it occurs and take systematic action to address racial, ethnic and cultural inequalities."

Worship

All schools provide a daily act of worship for pupils. Daily collective worship at Lawford aims to provide the opportunity for pupils to worship God, to consider spiritual and moral issues and to explore their own beliefs; to encourage participation and response, whether through active involvement in the presentation of worship or through listening and joining in the worship offered; and to develop community spirit, promote a common ethos and shared values, and reinforce positive attitudes. The local vicar, of St Mary's Church in Lawford, takes collective worship once each week and children visit St Mary's Churches Lawford and Mistley during the year. Child led worship is a feature of the school and may be led by class or by our worship committee. In the SIAMS inspection in October 2017, we were again judged Outstanding.*

**Any parent wishing their child to be withdrawn from the daily act of collective worship should consult the Head teacher who can advise them regarding their statutory right of withdrawal.*



Education Provision

Provision for SEND (Special Educational Needs and Disability) Pupils

A child is identified as having Special Educational Needs when their learning difficulty or disability calls for enhanced support. This is provision that is different from or additional to that normally available to pupils of the same age. Once we have identified a learning difficulty, this information is shared, alongside the child's progress, with parents.

The Special Educational Needs Co-ordinator (SENCo) liaises with parents and teachers to identify appropriate provision. The child may be placed on our SEND register or monitoring list. For any child who is placed on the register, a one plan meeting is held and targets are documented in a 'Pupil Support Plan'. The school aims to remove barriers to learning for all pupils identified with Special Educational Needs. Provision is made for SEND pupils to join in all the activities of the school so far as is reasonably practicable and compatible with the efficient education of all the pupils with whom they are educated. The SEND Policy is updated annually.

Arrangements For The Admission Of Pupils With Additional Needs

There is good liaison between Lawford Primary, pre-school and secondary school SEND staff regarding the needs of pupils with SEND at transition. All relevant information is taken into account from the previous setting and provision made for smooth entry to school once the child gains a place here. (Please refer to the admissions policy.)

School Accessibility Plan: details of existing facilities and planned facilities

The Accessibility Plan ensures that accessibility is a constant part of the short and long term development plans of the school. Children with particular physical needs joining Lawford are assessed by specialist teachers in consultation with the SENCo. The classroom/school environment is then adapted accordingly to promote accessibility as part of a care plan. The new two storey building has accessible toilets on all floors.

Academically More Able and Gifted Children

More able children also require the school to make provision for them. Children are identified and added to a register which is reviewed on a regular basis. Provision is planned to ensure that children are challenged and extended using a mastery approach.

Relationships and Sex Education

We ensure that we deliver a curriculum that is fully compliant with the most recent guidance from the DfE (2019—updated 2021) all of the relationships education is statutory and most of the sex education is covered in the science curriculum and therefore is also statutory.

PSHE and RSE curriculums cover learning about personal development and relationships, as well as exploring how social media can play a part in this. We help children develop an understanding about personal hygiene and about the differences between male and female bodies. They will develop an awareness that they have control over their own bodies and how to say no to any situation they are not comfortable with. This teaching will be consistent and taught in an appropriate way in each year group.

We regularly review our curriculum content and updated our curriculum plans during the 2019-20 academic year and our Healthy Relationships and Sex Education Policy was updated to reflect this. We have further renewed and updated our guidance after a parent survey in July 2021.



Extra Curricular Provision.

We offer a wide range and variety of extra curricular activities. Most clubs are run by our own staff, others are provided by appropriately qualified individuals who specialise in a particular subject.

Our choirs are often invited to take part in community events and our football teams play regularly against other local primary schools.

School Clubs

These vary term by term depending upon pupil and staff interests.

The following clubs are currently being run by our teachers, other staff members or appropriately qualified members of the local community, and take place either at lunchtime or after school.

- Young Voices Choir (Years 4 - 6) - Mrs Usher
- Lego (Years 3-4) - Mrs Jarvis
- Gardening (Years 1-6) - Mrs Chaplin
- Netball (Years 3-6) - Mrs DiMartino
- Tag Rugby (Years 3-6) - Mr Simons
- Football, mixed football (Years 1-3) with a coach from Colchester Utd and Football Development Coaching (Years 4-6) with a coach from Football Development East

Because of the popularity of these clubs, participation in many of these is limited to a particular number and/or year groups. There is a joining fee for clubs to pay for the resources needed to run them.

Privately Run Clubs - fees for these are set by the provider

Dance - Carol Gale School of Dance

Tennis - Matthew Watson

Squash - Off The Wall Squash

Chess - Colchester Junior Chess Club

Fencing - Little Musketeers

Peripatetic Music Teachers

We have a contract with Essex Music Services to provide visiting music teachers who give instrumental lessons on the school premises.

Lessons are offered to children in KS2. There is a charge for lessons which is set by Essex Music Services. Parents on a low income may be entitled to a voucher which covers approximately two thirds of the cost.

The school has number of instruments available for pupils to borrow.

We currently have peripatetic music teachers giving lessons in piano/keyboard, guitar, woodwind, brass and drums. Tuition in other instruments is also available.

Extended School Provision - 'Wraparound Care'

Breakfast and After School Provision

Breakfast Club takes place from 7.30 am until the start of school and the After School Care from the end of school until 6.00 pm each day during the school term.

The children take part in a range of fun activities and a healthy and nutritious breakfast is included during Breakfast Club to give children the best possible start to their day at school. During After School Care a snack is included. Shorter sessions are also available.

Wraparound Care is very popular and places are limited. Sessions must be booked in advance.

If you are interested in finding out more about Wraparound Care, please visit our website or ask at the school office.



Partnership With Children

We develop this partnership through:

- clear school behaviour policy and code agreed by the children
- clear reward system consistently applied by all staff
- an open door policy giving children access to the Headteacher and staff to ensure that children's concerns are listened to, that they are treated fairly and that what they have to say is valued
- a school council with members elected by each class from years 1 - 6
- a Worship Committee with members elected by each class from years 1 - 6
- An Eco Council with members elected by each class from years 1 - 6, who meet to develop ways in which the school can have more sustainability projects as part of the curriculum.
- taking into account the views of children for school improvement
- displays showing that all children's work is valued
- motivating reward system for each child
- daily marking and feedback on work
- progress and achievement celebrated in whole school sharing assemblies and sharing afternoons, to which parents are invited
- opportunities to speak in front of others and perform to a high standard promoting confidence
- teachers who are caring, considerate and consistent role models for the behaviour they are encouraging in children
- positive behaviour programmes for children who require them
- training children to be buddies and play leaders





Partnership With Children

Pupil Council

Two children from each class are voted by their peers to represent them on the School Council. The council meets most weeks and they raise issues that are important to them and their peers. They also have their own award in our celebration assembly, for which they select a child that they feel has best represented the school and its values. Each term some of the pupil council attend the District Multi-School Council meetings, which are designed to raise awareness of inclusion and how some issues affect all children. This year, at the Multi-Schools Council, the children are discussing the environment and mental health as key topics and using these to raise awareness in the whole school. We have also been able to develop a bespoke anti-bullying package this year (with the support of the PTA) as a result of the workshops the school council went on last year -they were so keen to share their learning.

Worship Committee

Two children from each class volunteer to become part to the Worship Committee. These children work with Miss Fairbairn to develop child led collective worship. In previous years the children have been incredibly imaginative and created some wonderfully interactive sessions, all of their own design. We had mats out to cross the river Jordan, a pop up tent as the tabernacle for the Ten Commandments. It is wonderful to see how the children can take an idea and be so bold in its interpretation.

Eco-Council

In previous years the children have been keen to develop their support for the environment and think about how we can improve our environmental footprint. Mrs Usher, our Deputy Head, leads the council and works with the children to come up with ways for us to be more efficient in our energy use, keeping our environment clean and to reduce our use of single use plastic. For example, we no longer have sachets of sauce, the kitchen staff use refillable 'squeeze bottles' instead. There has been a 'swap shop' for toys and games and a recycled game stall at the Christmas Fair. The children already have many other plans for this year and hopefully, when your child joins us, they too can benefit from their drive and energy.

Books and Cake

As a part of our assessment and gathering of pupil voice the Senior Leadership Team (SLT) hold regular 'Books and Cake'. The children are asked about an aspect of their learning or an aspect of school life. Children are chosen by number on the register and over time every child will get to attend (though not necessarily in each year). As the name suggests, they bring books and share what they have learnt and why they are learning the area they are studying in a particular way. While they do this they get to eat cake (or similar) and have a drink.



Partnership With Children

Lawford CE Primary School Brilliant Behaviour Blueprint

Our Rules

1. Be Kind
2. Be Safe
3. Be Responsible

Adult Consistencies

1. Being Welcoming
2. Being Positive
3. Being Calm

Above and Beyond Recognition

1. Rising to the challenge
2. Putting others first
3. Learning from our mistakes

Relentless Routines

1. Immaculate Uniform

2. Wonderful Walking

3. Marvellous Manners

30 Second Intervention Script

1. Quietly 'stop... thank you'
2. Remind them of previous positive choices...
(remember how yesterday you listened when). That's the behaviour I want to see. I know you can do it.
3. Walk away and praise others for ...
4. If they stop make sure you go back and recognise this positive choice.

Stepped Sanctions:

1. 30 s intervention
 2. Second reminder
 3. Cool off (relocation table/ relocate to other class) and warm welcome back
 4. SLT called (parents told). Reflection Club.
 5. Removal – internal exclusion/fixed term exclusion
- Restorative 5 to be used as a follow up

Re – routing

Some learner may need re-routing some suggestions are:

- a. I understand... (that you are angry/cross)
- b. I need you to... (come with me so that we can ...)
- c. Maybe you are right (maybe I need to speak to them too)
- d. Be that as it may... (I need you to... join in with the group)
- e. I've often thought the same... (but we need to focus on...)
- f. I hear you (it's not easy I know but you can do it brilliantly)

Restorative 5

- a. What happened and why did you choose to ...?
- b. What were you thinking?
- c. Who they think was affected by their behaviour? How did it make them feel?
- d. What could you have done differently?
- e. How can we put this right now and in the future?

The 'Out – Line'

"I am stopping this conversation now. I'm going to walk away and give you a chance to think about your conduct. I know that when I come back we can have a polite, productive conversation."



Partnership With Parents

Parents take part in the wider life of the school and play a vital role in encouraging and supporting their own children: growing sunflowers, celebrating success, reading.... the list is endless.
The PTA committee is very active, holding many fund raising events throughout the year.

We develop this partnership through:

- an open door policy: rapid response to queries
- a home/school planner for good liaison and the sharing of information
- a strong commitment to parent, teacher and child working together
- asking your views through questionnaires and acting on them
- termly information about your child's class organisations and curriculum activities written by the class teacher
- regular information about your child's academic progress
- a written annual report for your child, with targets
- clear and regular information about school events
- information evenings for parents
- opportunities to get involved in assisting in the classroom or the school in general
- a strong, lively and effective PTA
- easy access to a range of governors
- links with the community through your child taking part in community events

The Parent Teacher Association

All parents of children at Lawford Primary are automatically members of the PTA. This is a lively, active organisation which forges links between home and school and raises money so that additional equipment can be purchased for the school. There are many opportunities for all parents to be involved in helping at various functions. They have a Facebook page @Lawford CofE Primary School PTA

Parent Helpers List

The school holds a list of parents, friends and organisations in the community that support the school in a variety of ways. Parent helpers are required to have a valid DBS check. The school office can arrange for this to be done, where necessary, and keeps a register of these.





Partnership With Parents

From the previous outline you can see that we value parental involvement and the support that parents can give their children very highly. Good home/school relations are vital to ensure the best educational development for your child. The home/school planner is an important vehicle for home/school liaison. If you are concerned about anything, then please come and see us. Appointments can normally be made at quite short notice by contacting the school office. Staff are available and willing to talk through any successes or concerns with parents at fairly short notice.

Parent Consultation Evenings, at which parents have the opportunity to discuss their child's progress with the class teacher, are held in both the Autumn and Spring Terms. In line with statutory requirements, written reports are issued annually.

Newsletters and details about school events and educational initiatives are sent home to keep parents informed about school activities. We also aim to have 'information evenings' for parents, covering topics such as the teaching of phonics.

Home-School Learning (Homework)

Reception - Reading with an adult (including being read to) at least 4 times a week. During the summer term some handwriting homework will be introduced.

Year 1 - Reading with an adult (including being read to) at least 4 times a week. Times Tables Rock Stars Handwriting activities

Years 2, 3 and 4 - Reading with an adult (including being read to) at least 4 times a week. Times Tables Rock Stars. 4 pieces of project/ art at homework a term, set in line with the teaching cycle with a set deadline.

Years 5 and 6 - Reading with an adult (including being read to) at least 4 times a week. Times Tables Rock Stars. Weekly maths and grammar/spelling/English related activities

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Transfer Of Year Six Pupils To Secondary School

Most children transfer to Manningtree High School when they leave Lawford Primary. Full details about the transition are given to parents of Year 6 children.

All parents have the opportunity to apply for their child to enter one of the grammar schools in Essex. Children wishing to do so must sit an 11+ Selection Examination, usually at their local grammar school.

Charging and Remissions Policy

No charge is made for materials or excursions made in school time which are part of the school curriculum. Parents are, however, asked to make a voluntary contribution towards the cost of items or visits from time to time as, without them, such activities could not take place. No child is excluded from an activity should the parent choose not to contribute. The full Charging and Remissions policy is available on our website.



Partnership With Parents

All children are required to wear school uniform. The school colour is navy (grey for trousers and skirts). All our uniform is designed to be practical. All school uniform items, including embroidered items, are available from Coes of Ipswich (www.coes.co.uk/schoolwear/). The school office holds a small supply of ties for parent's convenience, these are available to purchase at the same price as Coes.

Where parents choose to buy uniform from different suppliers, we ask that they conform to the colours and styles given below.

- Navy blue V neck jumper or cardigan - with school badge
- White Shirt with a top button/Velcro (KS1) (suitable for a tie)
- School tie (KS1 may be on elastic)
- Grey - tunic, skirt, culottes or tailored trousers (no external pockets) - no knitted fabrics/jersey material. Jeggings are not acceptable.
- Plain socks or tights (grey, dark blue or socks (only) may be white)
- Sensible black school shoes (not boots or trainers)

Optional Warm Weather Uniform

- Grey tailored shorts (no external pockets) - no knitted fabrics/jersey material
- Short sleeved white shirt and school tie
- Navy blue and white gingham checked dress/playsuit (this is the darker check)

The PTA sells pre-loved uniform throughout the year. Variations may be approved for children with additional needs.

We expect all of our children to look and feel smart when they attend school. Children are therefore expected to wear their uniform in a smart manner, for example tucking their shirt into their trousers / skirt, their top buttons (Velcro) are to be done up and their tie pushed up to the collar. Hair which flops across the face must be tied back at all times and put up (ponytail or plait) for PE. All pupils are to wear shoes which have non-slip soles and flat heels to avoid the risk of slipping or tripping.

If you wish your child to wear boots to walk to school or at playtimes during the winter/bad weather please ensure that they have shoes to change into when they are in school.

P.E. Kit - worn to school on PE days

Children should come to school wearing their PE kit on the days they have PE.

- a white polo shirt with navy trim and school logo is available from Coes
- navy shorts
- plimsolls for indoor P.E. lessons
- plimsolls or lightweight trainers for outdoor P.E. lessons
- some P.E. lessons may take place outdoors during cold weather. Please provide your child with navy tracksuit trousers and a navy top.
- socks - tights may not be worn for PE.

Naming clothes and shoes

It is important that all clothing is named clearly, but especially ties, jumpers/cardigans and outerwear. Named clothing items, if found, are returned to the child. Un-named 'lost property' is kept until the end of each term and, if not claimed, is then donated to the PTA for their 'pre-loved' uniform sale.

Watches and stud earrings (not hoops) are the only forms of jewellery allowed to be worn in school. Care of watches and/or earrings is the responsibility of the pupil when removed for P.E.

Earrings must be removed for all P.E. this includes swimming, dance and after-school sports clubs. **Children who are unable to remove earrings will not be able to participate in P.E.** Please consider this before allowing children to have their ears pierced during the school year.

Nail varnish should not be worn to school. If nail varnish is applied during weekends/school holidays, please ensure it is removed before your child returns to school.



Partnership With Parents

Administration of medicines

It is important that the school is kept informed if your child develops an illness or medical condition which is contagious, that requires us to hold and/or administer medication, or which we need to know about in order to monitor your child's wellbeing whilst in school.

If medicines are to be given by staff an Administration of Medicine form must be completed by the parent or guardian giving full details of the medication and instructions on dosage, timings etc. Medicines should always be provided in the original container, include the prescriber's instructions for administration if applicable and be handed to a member of staff by an adult. Medicine will be administered by a member of staff and a record of this is kept.

Under no circumstances should medicines be brought into school by children and/or kept in children's bags.

Accidents & illness

In the event of a child suffering an accident at school, first aid will be administered by a member of staff. In the event of a serious accident, parents will be informed immediately. For accidents other than minor bumps, bruises or abrasions, and particularly one involving a bump to the head, parents will be contacted by phone or by note giving brief details of the accident and the treatment given.

If children become unwell whilst at school, every effort will be made to contact parents so that their child can be collected. It is, therefore, important to keep your contact numbers and the whereabouts of contacts up to date.

Smoking/Vaping

This school operates a strict NO SMOKING policy. This applies to all areas of the school including all areas within the grounds. Vaping is therefore prohibited on the school site. Anyone vaping or smoking on our premises will be asked to stop and, in cases where this rule is persistently breached, the Headteacher and governors will re-view their permission for these individuals to come onto the school site.

Dogs

With the exception of medical assistance dogs, and other dogs 'working' in school (by arrangement with the Headteacher) dogs may not be brought onto school premises. This includes dogs being carried. Dogs must be left outside the school grounds well away from gates/entrances.

Availability of information

All relevant documents of interest to parents, including policies, are available to be viewed. Many of these are published on our website (www.lawford.essex.sch.uk). A short period of notice may be required if you wish to see a document that is not already available on the website.

Complaints

The school rarely receives complaints because of its open door policy. The arrangements made to deal with a more formal complaint to the governing body are in our complaints policy, which you will find on our website.

Safeguarding And Child Protection

Please help us to keep your child safe by informing the teacher or Headteacher of any concerns your child may have, including those related to the behaviour of other children.

If a child makes a disclosure or statement of concern to any staff which might place the child at risk, they will inform the named person for child protection who has to follow the child protection procedure and policy. You will normally be informed by the Headteacher if there has been a referral to Social Care in any issue regarding your child if it is felt that the child is not in immediate danger.

Racist Incidents

"A racist incident is any incident which is perceived to be racist by victim or any other person" (recommendation 12, Stephen Lawrence Inquiry Report)

In the event of a racist comment or incident occurring in school the Headteacher will log this and discuss it with the child and parents involved with a view to preventing any further occurrence.



Partnership With Parents

Journeys to and from school

Parents and children are required to follow safety guidelines when bringing a bicycle or scooter onto school premises. To avoid accidents, bicycles and scooters must not be ridden inside the school gate.

Please note that the school gate at the top of the driveway off Long Road is only open for pedestrian access between 8.40-8.50am and 3.20-3.30pm. During the school day please use the main entrance off Lawford Green.

Cars and Parking

Parents who use cars are requested to park safely, well outside the yellow road markings, and consider nearby residents by not turning in or blocking driveways.

Parents must not bring vehicles inside the school gates at the Long Road entrance, except for parents dropping off at Breakfast Club before 8.10am and picking up from After School Club after 4.15pm. Please be aware that you could get blocked in by kitchen deliveries/rubbish collection which may block the road for a short while, especially in the mornings.

Safety at the school gate and procedures for children going home

KS1 children and lower KS2 children are not to leave the school premises after school unless collected by an adult at their classroom door. If the adult collecting your child is going to be late for any reason please inform the school. Children are told to go and wait at the school office if their usual adult is not there to collect them, either at the end of the school day, or after a club. They should not go home with anyone else in such circumstances unless this has been arranged by the child's parents and the school informed.

If parents wish their child to visit another child's home or be collected by any other person after school they should give notice of this, with their permission in writing in the School Planner or on ClassDojo, to avoid confusion.

If you need to collect your child during the school day, for instance for an emergency dental appointment, please remember to sign your child out in the book at the school office.

Lunch Arrangements

Lawford Primary has its own kitchen and provides hot meals daily. The complete 3 week menu is distributed to parents and also available on our website. Parents must book (and pay for, if applicable) meals from the colour coded menu, in advance, via the My Child At School (MCAS) parent portal, before 11.59pm on the day before they wish their child to have the meal. Our kitchen team then know exactly how many meals of each choice are required and cooks the correct number of each meal. This ensures children get the meal of their choice, reduces food waste and helps to keep the cost of meals down. If a school lunch has not been booked by 11.59pm the evening prior, children must bring a packed lunch from home.

Free School Meals (Income Related) and Universal Infant Free School Meals

All children in Reception & KS1 are currently entitled to a free lunch under the Universal Infant Free School Meals initiative.

Depending on household income, children in all year groups may be eligible for free school meals (FSM). A link to the eligibility checker is on the 'School Lunches' page of our website.

If children (including those in Reception and KS1 who receive a free meal through UIFSM) qualify for income related Free School Meals (FSM), the school may be able to access additional funding which can be used to support their learning and can be used to pay for, or subsidise, some extra curricular activities, so please check if you think your household may be eligible. Recently, children eligible for FSM have been provided with supermarket vouchers by Essex County Council, from special funding received from central government, during school holidays.

No distinction or discrimination is made between those children paying for a lunch and those receiving a free meal and all enquiries are dealt with in the strictest confidence.

Packed lunches

Children may bring a packed lunch and a still (non fizzy) drink from home. Please ensure that breakable containers are not brought to school and that lunch bags/boxes are clearly marked with your child's name. We ask that any grapes or cherry tomatoes are cut in half please, especially for younger children, as these are known to be a possible choking hazard.

Please note that we are a 'Nut Free' school and ask that you do not send nuts, or products containing nuts, into school as we have children in school with severe allergies.



What do we value?



The school grounds with Forest School and wooded area greatly contributes to pupils' engagement with the natural world.

Pupils are secure in the knowledge that they will be listened to and accepted, 'we know we matter'. (SIAMS 2017)



Children are happy, confident and cherished here. (Parent)



Pupils are aware of key values such as respect and integrity. They learn about being tolerant and understanding others' way of life. They show these in their daily life, holding doors open for each other, being polite and kind. (Ofsted 2022)



Leaders have high expectations for what pupils at Lawford can achieve. They emphasise the wider experiences too, such as residential, trips out and lots of extra-curricular clubs. Staff are a close-knit team and work collaboratively to improve the pupils' education. (Ofsted 2022)



Pupils really enjoy attending Lawford Primary School. There is a strong community ethos between everyone who is part of this school. (Ofsted 2022)



Pupils enjoy talking about their school, saying that it is a welcoming, safe place where they are helped to solve any type of problem straight away. (SIAMS 2017)



Pupils with special educational needs and/or disabilities (SEND) are well supported. Their needs are identified, with the SEND coordinator seeking external advice where needed. (Ofsted 2022)