



# St Paul's Community Primary School and Nursery



## *School Prospectus* 2020







***Dear Parents and Carers,***

***Welcome to St Paul's Community Primary School & Nursery.***

***I hope that you will find the following information useful and that it will answer many of the questions that you may have about our school. However, if you have a query, or would like a tour of the school please do not hesitate to contact us.***

***Kira Nicholls  
Headteacher***



***"My son is so happy  
at St Paul's,  
it's a wonderful  
school."***



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""Our children  
come home  
every day  
chattering about  
what they have  
learned.""



## **School Governors**

Chair of Governors  
Vice Chair of Governors  
Welfare, Safeguarding and SEND Champion  
Health and Safety Champion  
Pupil Premium Champion  
Parent Governor and Curriculum Champion  
Head Teacher  
Clerk to the Governors

Mrs C Glass  
Reverend Captain Paul Whitely  
Mrs Toni Wand  
Mr Ralf Keily  
Reverend Captain Paul Whitely  
Mrs Amanda Orpen  
Miss K Nicholls  
Mrs S Philips



## ***Introduction***

St Paul's Community Primary School and Nursery is a community day school for both boys and girls aged between 2 and 11 years. We take pupils into our Nursery who are eligible for the governments 2yr old funding and have places for 3yr olds eligible for the 15hrs and 30hrs funding.

Most of our pupils follow on into our Reception Class, although we also take pupils at this transition point from other Nurseries and Pre-Schools.



The school was built in 1955 and it is housed in a spacious building with an extensive playing field, large playground and outdoor learning areas.

There is also a large outdoor area for sole use of our Nursery and Reception provision, a trim trail, outdoor classroom, bespoke Nursery Forest School and Reflection Garden.

We have an allotment area, with fruit trees and a polytunnel for the children to grow their own food that provides produce for our school kitchen.

We also run a Forest School every week and have developed our own outdoor learning zone.

The school has eight classrooms, a spacious hall, an attractive and modern library, a kitchen area and the 'Rainbow Room', where pupils receive 1:1 or group activities and our Nurture Group work in the mornings.

Our onsite kitchen prepares and cooks fresh food for our pupils and staff daily.

We also run a Breakfast Club and a variety of lunchtimes and after school clubs. Please ask in school for details.



"My daughter is excited in the mornings and looks forward to getting to school."



## **Admissions**

### **Nursery**

Children are accepted into Nursery in the term of their 3rd birthday. Should they qualify for the Government's 2yr old funding, places are also available for pupils at the beginning of the term they turn 2. The Nursery is open to any child in Spalding and District.

The Nursery has a maximum of 52 sessions offering 15 hours free provision a week for 3yr olds or 30hrs for those who are eligible. This can be taken in 3 hour daily sessions, morning or afternoon, or more flexibly, in blocks of 6 hours. There is also the facility to pay for additional hours, spaces permitting.

Children in Nursery regularly join in main school activities and assemblies and have the opportunity to use our extensive playground and outdoor areas. The Nursery and Reception Class teachers plan and work together very closely so that children transfer to our main school experience as smooth a transition as possible.

Parents who are considering sending their child to Nursery are most welcome to come and meet the staff and view the Nursery at work. Open evenings are held at key points within the year.

Application forms for a Nursery place are available from the main school office.

### **Main School**

Children start Primary School in the September after their 4th birthday. Parents must complete a preference form and return it to LA County Offices by the specified date. Children transferring from other primary schools may be admitted at any time during the school year providing there is a place for them.

The Primary School has 210 places. There are seven single age classes with a limit of 30 children per class in Foundation Stage, Key Stage 1 and Key Stage 2.

Before your child starts at St Paul's in September, Reception Class staff will visit you and your child at home in order to begin to develop a positive relationship. Children then attend school on a short phased start, allowing them to settle gradually into the school routine.

"Ever since beginning  
Nursery, my child has  
felt at home in  
St Paul's."

## ***School Uniform***

The wearing of school uniform is strongly encouraged from Reception through to Year 6. This contributes to a feeling of identity and collective pride in our school community. Our St Paul's uniform is as follows:

- Blue cardigan or sweatshirt with school logo
- Black/grey skirt, pinafore dress, trousers or knee length black/grey shorts
- Collared shirt or polo shirt in white
- Yellow or blue gingham striped dress during the summer
- Hair accessories should be in blue or yellow and be modest in size

Please ensure that your child wears a sensible black school shoe. Trainers are not permitted as part of the school uniform. Socks should be white or black.

ALL CHILDREN should be provided with a sun hat during the summer term and should have sunscreen applied before school, please.

Please ensure that a suitable coat is worn at all times as children do work and play outside in all weathers. A fleece jacket with school logo is also available. All uniform needs to be purchased online. See the school office for details.

Wellington boots are required in Nursery and Reception, named and kept in school at all times. Additional footwear is recommended for outdoor learning days and outdoor clubs throughout the year.

## ***PE Kit***

- Black shorts for indoors and a T-shirt in the child's house colour
- Plimsolls for indoors / trainers for outdoors
- Winter tracksuit including warm top / fleece

All items of clothing should be named and kept in a named PE bag in the cloakroom. Children change for PE in their classrooms, under qualified supervision. For safety reasons, watches must be removed and earrings removed or taped before all lessons. All uniform can be purchased online, please visit: <https://www.mapac.com/education/parents/uniform/stpaulsprimaryschoolpe112jq>

ALL CLOTHING AND PE KIT MUST BE NAMED PLEASE.





## ***Class Organisation***

There is one class for each year group.

Year groups work in phase teams:

Phase 1 - Nursery, Reception

Phase 2 - Year 1 and Year 2

Phase 3 - Year 3 and Year 4

Phase 4 - Year 5 and Year 6

### ***School Session Times:***

Breakfast Club: 8:15 - 8:45 am

Morning 1: 8.45 - 10.30 am

Morning Break KS1: 10.30 - 10.45 am

Morning Break KS2: 10.45 - 11.00 am

Morning 2: 10.45 - 12.00 pm

Lunch Break: 12.00 - 1.00 pm

Afternoon: 1.00 - 3.15 pm

Pupils in KS1 also have a break in the afternoons (2:00 - 2:15 pm)

### ***Nursery Session Times:***

Mornings: 8.30 - 11.30 am

Afternoons: 12.15 - 3.15 pm

Children may arrive and go straight into class from 8.40 am when the gate opens. If your child goes home for lunch, please ensure that they are back by 12.50 pm.

## ***School Dinners***

Lunches are freshly prepared on the school premises by our school cooks. They cost just £2.00 per day, £10 per week. At St Paul's we regard lunchtimes as a valuable learning opportunity where social and independence skills can be developed.

Pupils can choose from the menu choices the dishes they want to have on the day- similar to a canteen/café. Arrangements can be made for pupils who require a special diet, and a vegetarian option is always available.

Payment should be made when the meals are ordered. Weekly menus are sent out to inform parents so they can opt to order a meal each day. All Key Stage 1 (Reception to Year 2) children are eligible to receive a free school meal under the Government initiative - Universal Infant Free Meals.

This can be indicated using the menu form too.

Please note the school does not extend credit.



**Healthy Schools**



**BRONZE**



If preferred, children in Key Stage 2 may bring a packed lunch. This should be in a clearly named container. Please do not give your child sweets or chocolate bars as a part of their lunch, or indeed provide a lunch which has a high proportion of sugary foods, as this can adversely affect your child's behaviour and energy levels in the afternoon. If your child brings a drink, it must be in a flask or plastic container with a well-fitting lid. No fizzy drinks please.

### *Breakfast*

We run a Breakfast Club every morning between 8:15 - 8:45 am. This is free to attend. For those pupils not entitled to Pupil Premium, we ask for a donation of 80p towards the cost of the resources.

Grab and Go Bagels and Toast are available between 8:40 - 8:55 am.

### *Fruit*

Fruit is provided at morning break for all KS1 children, as a part of the National Fruit in Schools' Scheme. Children may bring their own fruit as a playtime snack if they wish.

### *Milk*

Children under 5 years of age are entitled to fresh milk daily, which is provided for free under the Cool Milk Scheme. Milk is also available during lunchtime service.

## ***Free School Meals***

We actively encourage anyone who is eligible to apply for a free school meal to do so. Pupil Premium application forms are available from the school office and online. Naturally, all applicants are treated in the strictest confidence. If you would like any help with your application please do not hesitate to contact Miss Palmer. Even if your child is in KS1 and receives a free meal, if you are receiving benefits, then your child may be eligible to receive Pupil Premium funding. This will allow the school to access further funding that will *directly support your child's learning*.



## ***Child Protection and Safeguarding***

The school has a duty of care to report any kind of mistreatment of children to the relevant authorities. The Headteacher is the Designated Safeguarding Lead and our Additional Needs Coordinator is the Deputy Designated Safeguarding Lead - they are responsible for Child Protection. Please see Miss Nicholls or Miss Palmer if you have any concerns.

## ***Behaviour & Discipline***

We are a medium-sized friendly school with a very positive and nurturing atmosphere. All the staff get to know the children very well. We set and expect high standards of discipline and behaviour at St Paul's School. We also stress the need for politeness and respect for other people and their property.

Our 'Smiles - Golden Rules', actively encourages good behaviour. The rules are displayed around the school. We also base our behaviour approach on the Rights and Responsibilities principles and each class has a Charter.

Our Additional Needs Coordinator and Learning and Behaviour Mentor support children as necessary. Parents are informed of both good and poor behaviour and are expected to support the schools approach to misbehaviour. It is our aim to develop the positive behaviours of self-discipline: honesty, respect, tolerance, and hard work, in order to create a happy school environment in which everyone can feel comfortable. We have an Anti-Bullying, zero-tolerance Policy. Any alleged instances of bullying are treated with the utmost priority, investigated and dealt with fully. We aim to provide an environment where children feel happy, safe and secure.

## ***Learning and Behaviour Mentor***

St Paul's School employs a Learning and Behaviour Mentor, Mrs Louise Compton. Mrs Compton works with children who suffer from low self-esteem, a sudden bereavement, or who have attendance or behavioural issues, and to also promote positive behaviour. She works with classes, in small groups and on a 1:1 basis with pupils.

## ***Additional Needs Co-ordinator***

We employ an Additional Needs Coordinator whose role is to support children in better managing their behaviour, welfare and ensuring that all children attend regularly. She also works closely with parents and families who need support and guidance, help or reassurance and works closely with other agencies. Please ask for help if you need it - the door is always open! Our Additional Needs Coordinator is Miss Donna Palmer.

## ***EAL***

We have children in school with English as an additional language. Support is given for these children and their families, from a very experienced Teaching Assistant who is our EAL Coordinator. She is able to support with registration documents, helping families to understand the school's expectations and also discuss how each child needs to be supported. Our Additional EAL Coordinator is Mrs Bailey. We also receive support from external agencies wherever necessary.

"All of the school staff  
are wonderful, very  
attentive and caring."





## ***Medical Matters and Important Information***

Parents and Carers are asked to complete a contact form upon their child starting school. This should also indicate information regarding any existing medical conditions or difficulties.

It is vital that we have a daytime contact number in case your child is taken ill or has an accident during the day. Please ensure that you keep the office up to date with any changes to your details. If your child happens to be unwell or receives an injury beyond the scope of our First Aid provision, we will first try to contact you, but in some rarer cases, it is necessary to seek medical assistance as a priority.

We are unable to administer medicine to pupils except in exceptional circumstances. If this is the case, a detailed form explaining who prescribed the medicine, when and why it is to be taken, must be completed and signed by the parent and Headteacher before the medicine can be administered.

All medicines must be marked with the pharmacist's label giving details of the pupil's name, dosage and frequency. Parents are welcome to come to school to give their child any necessary medication within school hours.

Parents must hand the medication in to the school office. Children with asthma must keep their inhalers (clearly named) in their classroom where there are medical boxes in each class for this purpose. Parents are responsible for ensuring that inhalers, adrenaline/auto-injectors and emergency medications that are kept in school remain in date.

No liability can be accepted regarding the supervision or administration of any medication in school. Staff do not have a legal duty to administer medicine to pupils. The role is entirely voluntary.

Please inform the school if your child contracts an infectious disease, as some must be reported. If your child has a bout of sickness and diarrhoea please ensure they have a 48 hour spell clear of any such symptoms before returning to school, in order to prevent the spread of infection.

Trained first aiders are always present within school.

There is a school nurse who visits the school and would be happy to make any appointments to discuss any queries or concerns you may have about your child.

Please also be aware that the dreaded "Head Lice" are unfortunate visitors to any school. Please follow guidelines for treatment, which are available from the school office. Please ensure that you notify the office of any cases you find, so that we can inform all parents of children in that class. They too can treat accordingly and hopefully prevent the spread even further.



## ***Curriculum Aims***

We aim to provide a creative, engaging, broad and flexible curriculum based on the interests of our pupils as well as ensuring coverage of the National Curriculum through the Cornerstones Curriculum themes. We provide a curriculum delivered by knowledgeable professionals, which provides transferable skills and progressive knowledge based on first hand experiences and our core values. A curriculum that enriches learning, develops skills, and inspires children to become lifelong learners and reach their potential. Our subject coverage plans are available on the school's website.

Our themes provide a context for learning, building in motivation and deeper immersive learning. Where there is not a natural link, we teach discreet subjects through a different theme or unit of work.

We teach English and Maths as discreet subjects, which receive dedicated time each day. This may be linked to the theme where suitable.

We enhance our learning with visits and visitors, as well as through extra-curricular clubs and activities. We also provide each class with regular Outdoor and Adventurous Activity Days and bespoke outdoor learning workshops for groups and pupils. This is provided for all pupils from Nursery through to Year 6.



## ***Equal Opportunities***

We believe that all pupils are of equal value irrespective of their gender, race, ability or background. We aim to ensure that all have access to the national curriculum and a creative curriculum as well as appropriate access to resources and opportunities at St Paul's School.

"My son is safe and happy at St Paul's. We couldn't ask for more."







## ***Special Education Needs and Disabilities***

We cater for the needs of all pupils with special educational needs, with and without Education Health Care Plans (EHCP's). All teachers plan, set and mark work that is appropriate and relevant to the individual needs of pupils.

The school has adopted the staged model of special educational needs assessment and provision as set out in the SEND Code of Practice. Pupils with special educational needs are encouraged to become increasingly independent and take responsibility within the school. The school's Special Educational Needs Co-ordinator, Mrs Almey is responsible for overseeing assessment and provision. A copy of the SEND policy and report is available in school, and also on our website.

If a child has complex and long-term needs, the school may request an Education and Health Care Plan (EHCP) from the Local Authority. If this is issued it will set out the child's needs and the resources required. This plan is then reviewed annually.

Admission arrangements for pupils with disabilities are the same as for any able-bodied child. Where additional support is required, arrangements will be made prior to admission (where possible).

In terms 1, 3 and 5 we hold special meetings with parents whose children have an Individual Educational Plan so that we can discuss their targets and look at the progress they have made towards them. We greatly value the contribution parents can make towards a child's personalised targets and find these meetings very helpful in supporting our pupils.

## ***Sex and Relationships Education (SRE)***

Sex and relationships education at infant level is about laying the foundations for later learning. As future teaching of sex and relationships education will be in the context of feelings, friendships and relationships, all three of these areas are frequently explored through our Personal, Social and Health Education (PSHE) Policy and Practice. This then continues into Key Stage Two.

Children in Years 5 and 6 have discrete lessons about puberty and related issues, with the support of the school nurse. If you are at all concerned about this aspect of your child's education, please contact the Headteacher to discuss further.

## Homework

We appreciate how important the links between home and school are and recognise the need for us to work together to ensure a good education for your children.

In Key Stage 1 we would hope that children spend around 15 minutes each day reading with an adult (including simple phonics and spelling work) and/or some simple number work.

In Key Stage 2 this should increase to include a daily independent/shared reading time too.

We also provide half-termly creative activities for each year group. This involves children hopefully completing a selection of activities in order that the children have the opportunity to demonstrate their knowledge and understanding of a subject in a variety of approaches, including the development of their creative skills and use of their imagination.

We hope you will be able to support this individualised approach to your child's out-of-school learning. We also set homework for English and Maths at intervals, including spellings.

If children are off school because they are sick, then we would not send work home. We would make the assumption that they are not well enough to work. It may happen that a child is off for a length of time even though they are well enough to do some work at home, in these circumstances, the teacher and parent will agree what should be done in consultation with the Headteacher.

We do not provide homework for children who take holidays in school time. If you have any queries about homework please see your child's teacher.

"St Paul's has an amazing library for the children. My daughter is able to bring books home to read as often as she wants."



## ***Parents' Consultation and Reports***

There will be opportunities each term to meet your child's class teacher to discuss your child's progress. The autumn term Parent Consultation Days are mainly for you to discuss how your child has settled down in the new school year. In the spring term you will be able to discuss their progress. In the summer term you will receive a detailed written report, and there will be an opportunity to discuss this with the class teacher by appointment.

Should you wish to speak with your child's teacher at any other time, please make an appointment through the school office or speak to them at the end of the school day at "pick-up" time, once the class has been dismissed. You will also be provided with regular updates on your child's attendance.



## ***Assessments and Testing***

In accordance with the National Curriculum, the work and progress of your child will be regularly assessed. Records for the Foundation Stage are passed on from Nursery and updated throughout the Reception year. In years 1, 3, 4 and 5 assessment is teacher based or through additional tests which give us a standardised score.

In Year 1, all children are tested through the Phonics Screen to see if they have reached the expected standard. In Year 2, all children complete statutory testing and assessment in the form of SAT's (Standardised Assessment Tests), which are used to inform and complement Teacher Assessments. In Year 6, all children identified as working within identified standards will be entered to take Key Stage 2 SAT's. These are administered under strict guidelines and to a pre-disclosed timetable. It is essential that your child attends school in May for these, as they are used to make judgements about where your child is placed at secondary school, as well as judgements about how we are doing as a school.

"The range of visits are fantastic and add to my son's education. The residential this year was his favourite."



### ***Educational Visits and Visitors***

The school actively seeks to provide a range of visits and visitors for children of all ages. These are in support of the children's curriculum work and the school aims to support them by keeping costs manageable. Children in Y6 also have an annual residential trip to expand their minds both academically and personally. As part of our Food for Life agenda, we also regularly visit local farms and learn about sustainable growing. Support is available for families in receipt of Free School Meals/Pupil Premium. Should you wish to discuss financial matters please see the Headteacher.

All Key Stage 2 children have swimming lessons throughout the year. Costs for swimming pool time and instructors are met by the school, as it is a National Curriculum requirement to teach swimming. We do ask parents to make a contribution towards the cost of the transport when taking children swimming. Thank you for your support.

### ***E-Safety***

As children's use of the internet increases both personally and to support their learning, concern grows about their safety and accessing certain sites and cyber-bullying. Children are taught about e-safety in school through ICT and PSHE. Please support the school by being vigilant of your child's internet access and activity at home too, especially within chat sites and social media.





# How You Can Help

## Parental Involvement

Contact between home and school is vital. Parents are always welcome at St Paul's School and are encouraged to become involved in the life of the school. Parents are welcome in the classroom to hear children read, help with craft, ICT, swimming and to come on educational visits. If you have any time to spare, please let us know.

Parents are invited to special assemblies, plays, social and sports events. At the end of each half term at 9.15am the school holds a special Celebration Assembly. Parents are always welcome. Parents of children receiving awards are invited by text to attend.

## St Paul's PTA - Friends of St Pauls (F.O.S.P)

The friends of St Paul's School actively support the work of the school. As parents you are **all** automatically members.

F.O.S.P work together to raise money to provide a wide range of equipment to enhance the school environment. In the past, they have raised money to provide our outstanding library, the outside gym and tyre park, and to continue to enhance the outdoor environment at the school.

Please speak to the school office about joining the F.O.S.P online group to share ideas and offer help at events! We would really appreciate your support!

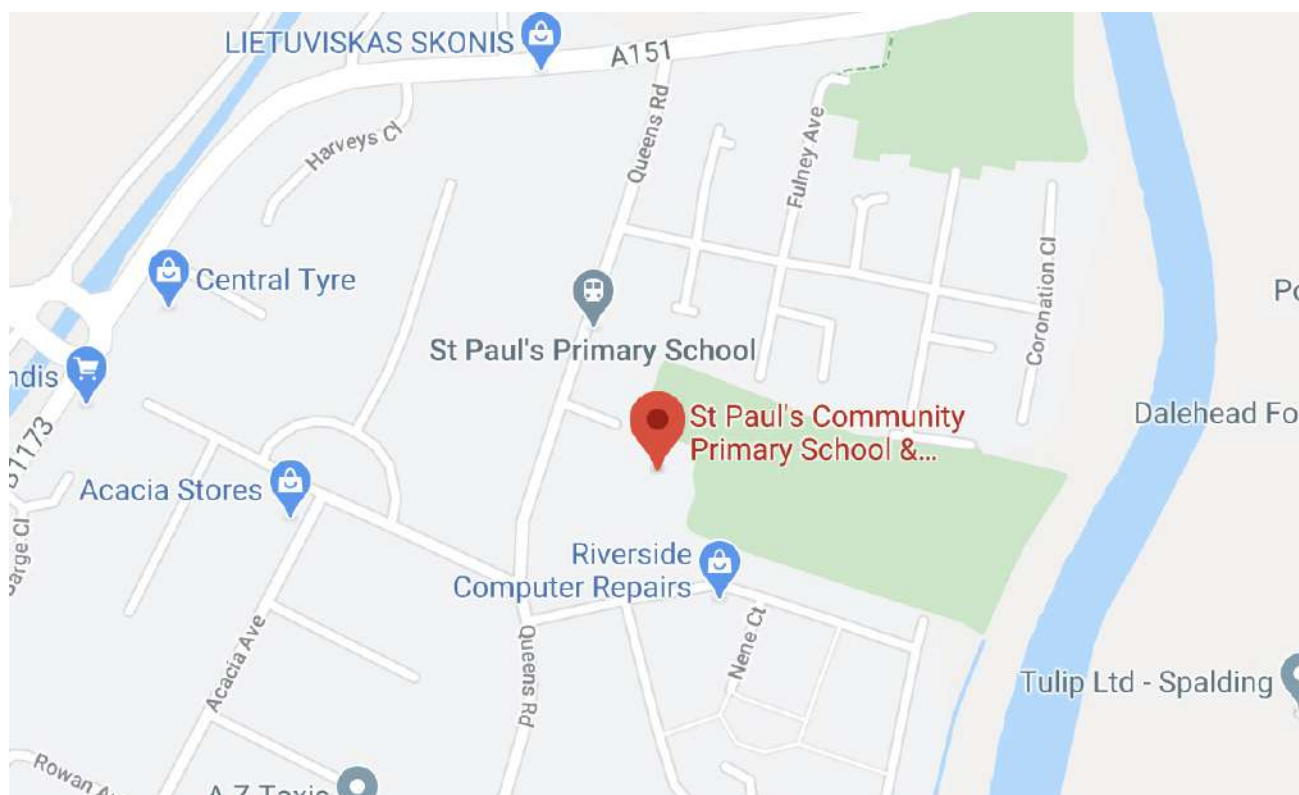
Every little helps!



## Contact Us

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[www.spaldingstpauls-cit.co.uk](http://www.spaldingstpauls-cit.co.uk)



**Facebook:** Spalding St Paul's Primary

**Twitter:** @Spalding St Pauls



St Paul's Community Primary School and Nursery is a part of Community Inclusive Trust (C.I.T. Academies). CIT Academies is an exempt charity and a company limited by guarantee registered in England with the name Community Inclusive Trust. The company's registered number is 9071623.