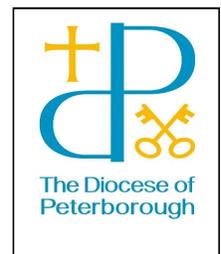




*Stanion C.E. (Aided)
Primary School*



*'Love the lord your God with all your heart, with all
your soul,
and with all your mind.'
'Love your neighbour as yourself*



Stanion C.E. (Aided) Primary School

Cardigan Road
Stanion
Kettering
Northants
NN14 1BY

Telephone: 01536 204896

Email: head@stanionprimary.org.uk

Headteacher: Mr Wayne Jones B.A (Hons)

Chair of Governors: Mrs Amanda de Choisy

The school is for children between the ages of four and eleven. Pupils are admitted at the beginning of the academic year in which their fifth birthday occurs. It is proud to be a member of the family of C.E. schools in The Diocese of Peterborough. The school's foundation governors are appointed by the Diocese. The ethos which has developed follows the Christian principles about the worth of each individual child.

Admissions Policy

The Governors aim to admit fifteen reception children each year. The school is responsible for its own admissions but this is administered by Northamptonshire County Council. The school's current Admission Policy can be seen on the school website.

In Year Admissions

Northamptonshire County Council administer the admissions procedures and families should apply directly to them. Admission may be granted if there is a space in the appropriate year group.

Admission Appeals

Details are available on the school website regarding appeals.

Safeguarding

The school is committed to ensuring the welfare and safety of all children in its care. All Northamptonshire schools, including ours, follow the Northamptonshire Local Safeguarding Board Inter-Agency Procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and /or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on the website and by request.

Stanion C.E. (Aided) Primary School

School Governors

The members of the Governing Body are:

Foundation Governors:

Mrs Amanda de Choisy (Chair)
Mr Thomas Birkett
Mrs Jackie Makepeace
Mr Robert Spratley
Mr Jonathan Waterworth
Mrs Joanna Taylor

Parent Governors

Mrs Helen Pack (Vice Chair)
Vacancy (Sept 2019)

Local Authority Governor:

Mrs Emma-Jayne Sharman

Teaching Staff Representative

Mrs Sarah Hankins
Mrs Nikki Hancock

Headteacher:

Mr Wayne Jones

Clerk:

Mrs Tessa Watts

The Governors have legal duties, powers and responsibilities. The whole Governing Body meet once per term. In addition a number of committees meet to consider detailed aspects of finance, curriculum, buildings and health and safety.

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Staff

Headteacher:	Mr W Jones	
Deputy Headteacher:	Mrs N Hancock	
Teaching Staff:	Mrs S Hankins	Reception
	Mr C Forsyth	Year 1/2
	Mrs N Hancock	Year 3/4 (0.6)
	Mrs S Dalby-Bellis	Year 3/4 (0.6)
	Mrs R Findlay	Year 5/6
	Mrs A Leighton	Maternity Leave
Teaching Support Staff:	Mrs K Phillips	Reception
	Mrs S McKean	Year 1/2
	Mrs M Mahon	Year 3/4
	Mrs C Bray	HLTA Year 5/6
	Mrs E Worts	SEND 1:1 (am)
	Ms S Wishart	SEND 1:1 (pm)
Office Staff:	Mrs D Drew	School Administrator
	Mrs R Early	Bursar
Volunteer Librarian:	Mrs M Spratley	
Cleaner-in-Charge	Mrs E Brown	
Lunchtime Supervisors:	Mrs E Brown	
	Ms S Wishart	

Stanion C.E. (Aided) Primary School

Ethos Statement

The root of the ethos of Stanion Church of England Primary School is based on the two commandments in Saint Matthew's Gospel:

‘Love the lord your God with all your heart, with all your soul, and with all your mind.’

‘Love your neighbour as yourself’

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

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Aims of the School

Our Christian ethos underpins everything that takes place in school. As a school we aim to ensure that:

- Each child is valued for their individual contributions and develops a positive attitude and mutual respect towards everyone in the life of the school and community.
- Each child develops high self-esteem, confidence and a true feeling of self-worth and develops a sense of responsibility.
- Each child acquires a set of moral values and attitudes including honesty, respect, sincerity, trust and personal responsibility.
- Each child develops a lively, enquiring mind and life skills so that he/she will have the ability to experiment, investigate, take risks, challenge, discriminate and make informed choices whilst at school and in their adult life.
- Each child develops the skills and attitudes necessary to work both independently and collaboratively.
- Each child will be enriched, motivated and challenged by a broad and balanced curriculum and will be valued for all their efforts and achievements.
- Each child will be given equal opportunities to participate in all aspects of school life and reach their full potential.

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Home and School

No school can function without full home/school co-operation.

At Stanion we are extremely fortunate to have excellent parental support. Before children come into the school in September, they have the opportunity to spend time during the summer term in the Reception class. Here they can meet their teacher and generally get to know the school.

Regular letters, emails and texts keep parents informed about school events, activities and other things of interest.

Parents are always welcome to come into school to discuss any concerns. Parent/teacher consultations are held three times a year and a written report is produced at the end of the summer term.

An Open Working Day is held three times per year when parents have the opportunity to come into school and take part in learning activities with their children.

Throughout the year various functions are arranged e.g. Harvest Festival, Christmas celebrations, concerts, May Day and sports days. Parental presence on these occasions is always encouraged. Parents are also welcome to come into school and help in the classrooms, for example listening to readers and accompanying children on school visits.

The school has an active Parent Teacher Association, which encourages all parents and friends to support their functions. The aim is to continue to foster good relationships and assist fund raising for the benefit of the children.

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Facilities

- Hall with safety flooring, wall mounted gymnastic apparatus, electric screen and data projector with sound system.
- Four fully equipped modern classrooms with interactive E-Boards, 45 Learn Pads
- Computer suite with 16PC's, E-Board
- School website and learning platform.
- Well stocked library
- Fully equipped kitchen
- Reception and Year 1/2 classes each have computers for group work and independent learning.
- Outside covered play area, safety play surface, covered sandpit, class garden areas and quiet reading area.
- Sports field with a football pitch in the winter and an athletics track in the summer.
- Secure school grounds with controlled entry.
- Tarmac playground with Viking playship, adventure play equipment, multi-use games area (MUGA) and large pergola
- Hot school meals Pod

Stanion C.E. (Aided) Primary School

The Curriculum

All schools must fulfil the demands of the National Curriculum and provide a balanced and broad curriculum which:

- Promotes the spiritual, moral, cultural, mental and physical development of pupils;
- Prepares pupils for the opportunities, responsibilities and experiences of adult life.

We try first of all to make our school a happy place, because happy children secure in, and familiar with, their surroundings are more likely to learn and achieve success. The staff give considerable thought to making all the children's learning interesting and purposeful. The progress and needs of each individual child are our concern throughout their time at the school. We strive to achieve cohesion, continuity and progression in the curriculum to ensure progress from stage to stage and acknowledge the importance of equal opportunities for all. Each child's progress is monitored carefully. The curriculum is planned and developed in conjunction with the requirements of the National Curriculum.

The term 'Foundation Stage' describes the phase of education until the end of reception year. The National Curriculum applies to pupils of compulsory school age and in the primary school is organised into Key Stage 1 for children 5 to 7 years old and Key Stage 2 for children 7 to 11 years old.

Foundation Stage

Children have the opportunity to become involved in a wide range of first hand experiences leading to the acquisition of knowledge, skills and concepts. Concentration and perseverance are encouraged as the children are introduced to appropriate aspects of the Foundation Stage Curriculum, which seek to foster a real interest in learning and builds on what they already know. Much of the early years curriculum is delivered through structured play, both indoors and outdoors, where learning objectives have been clearly defined. Well planned play is a key way for young children to learn with enjoyment and challenge. Opportunities are given for the children to engage in activities planned by adults and those that they plan or initiate themselves, with appropriate adult intervention to help them make progress in their learning. A balance is sought between direct teaching and child-initiated activities.

The Foundation Stage Curriculum is organised into Prime and Specific areas of learning.

Prime Areas of Learning and Development

- **Personal, Social and Emotional Development**
Making relationships, self-confidence and self-awareness, managing feelings and behaviour.
- **Communication and Language**
Listening and attention, understanding and speaking.
- **Physical Development**
Moving and handling, health and self-care.

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Specific Areas of Learning and Development

- **Literacy**
Reading and writing
- **Mathematics**
Numbers, shape, space and measure
- **Understanding the World**
People and communities, the world and technology
- **Expressive Arts and Design**
Exploring and using media and materials, being imaginative.

Key Stage 1 and 2

English

- **Being a Reader**
We aim to help each child to become an effective reader, who reads accurately, fluently, with understanding and who also finds reading an enjoyable experience. This is achieved through many different approaches and includes: carefully structured reading and phonic programmes (Read Write Inc.), guided and individual reading, developing comprehension skills in a wide variety of contexts, taking books home, using the school library, carrying out research using information books and ICT and opportunities to respond to all types of writing.
- **Being a Writer**
We aim to give children skills and opportunities to construct and convey meaning with clarity, expressing ideas, information and impressions neatly in a range of written forms for a variety of purposes. They are taught to develop a neat handwriting style and to use correct spelling, grammar and punctuation.
- **Being a Speaker**
Through a range of experiences children are helped to become good listeners and confident speakers. They are given the opportunity to express themselves and to listen, understand and respond appropriately to others.

Being a Mathematician

We aim to help children gain a positive attitude towards mathematics by developing the ability to think clearly and logically. Our teaching of this subject gives children an appreciation of using and applying mathematics, number, shape, space, measures and handling data. Knowledge of number facts (number bonds, multiplication tables) is absolutely necessary and these are developed and reinforced throughout the school. The ability to apply mathematical skills in practical situations, problem solving and in other areas of learning is vital and carefully planned.

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Being a Scientist

Children are encouraged to adopt a scientific approach to learning and to acquire the skills of observation, recording, forming hypotheses, testing, investigating and making conclusions in their explorations of the natural and man-made environment.

Design and Technology – Being a designer

We aim to give children opportunities to develop their awareness of the different ways in which a problem may be solved in a variety of contexts. Children will carry out research, design, make, evaluate and develop their technical knowledge.

Information and Communication Technology – Being a computer user

Children will be taught to work confidently with a variety of software and applications and use these to enhance learning across the curriculum. They will develop an understanding and be able to apply the basic principles and concepts of computer science. Children will understand how to be a safe computer user.

Being an historian

Children will study various times in the past including changes in Britain from the Stone Age to the Iron Age, Romans, Anglo-Saxons and Vikings in Britain, a significant event in British history beyond 1066, Ancient Greece, ancient civilisations and local history. They will be encouraged to find out about aspects of the past from a range of sources, including visits to historical sites and museums, and to communicate their knowledge and understanding in a variety of ways.

Being a geographer

Children will be taught to use geographical skills to investigate places and themes involving physical and human geography.

Being an artist

Children are given the skills and opportunities to experiment, invent and create their own works of art, craft and design in a variety of media and forms. They will learn about the work of great artists, architects and designers.

Being a musician

Children are provided with opportunities to participate in music making activities which give them experience of performing, composing and listening. Peripatetic teachers visit the school and teach violin, recorder, woodwind and brass to small groups each week.

Physical Education – Being a sports person

We aim to give a balance of experience across various aspects of the physical curriculum including gymnastics, dance, games and swimming. Children are given the skills to take full advantage of this, both as an individual and as a member of a team.

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Modern Foreign Language

All children in Key Stage 2 will study Spanish and develop their interest in the culture of other nations.

Religious Education

The school follows the Northamptonshire Agreed Syllabus for Religious Education. Parents should be aware of the provision in the 1944 Education Act allowing for exemption from Religious Education, which states:

'If the parent of any pupil in attendance at any county school or voluntary school requests that he be wholly or partly excused from attendance at religious instruction in the school, then, until the request has been withdrawn, the pupil shall be excused attendance accordingly' (Section 25)

Acts of Worship

Planned Christian worship is held in school every day. Worship is led by teachers, children and visitors.

Personal, Social, Health Education and Citizenship

Children are helped to gain the knowledge, skills and understanding they need to live confident, healthy, independent lives and to become informed, active, responsible citizens.

Children are given an awareness of the need to care for their own bodies through diet, exercise and healthy personal habits. They are taught to apply the knowledge and skills of safety education in the home, at play, on the road and in school.

Children are helped to cope with the physical and emotional challenges of growing up. The school provides Sex and Relationship Education appropriate to the children's ages and experiences.

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School Organisation

The School Day

Morning:	
Bell rings	8.55 am
School starts	9.00am
Lunchtime	12.30pm – 1.30pm
School ends:	3.15pm

All children have a morning break between 11.15am and 11.30am. Reception children have an afternoon break between 2.30pm and 2.45pm. Key Stage 1 have a break in the afternoon at the discretion of the class teacher.

Children should not arrive at school before 8.45am and before 1.25pm in the afternoon if they go home for lunch. When children arrive at school they should go directly to the playground; in bad weather they may go to their classrooms. Punctuality is expected. All children should be brought to school and collected from school by an adult unless permission has been granted by the Headteacher.

In the interests of safety parents should not bring their cars up the school drive except in an emergency. To ensure the safety of our children, the school gates will be closed at 8:50am every day for 15 minutes. They will also be closed for 25 minutes at 3:00pm daily.

School Uniform

- White shirt, polo shirt or blouse
- Red school sweatshirt or cardigan
- Black/grey trousers, skirt or pinafore
- Plain, dark, flat heeled footwear

Optional summer uniform

- Grey/black shorts
- Red gingham summer dress.

PE Kit

- White t-shirt, black shorts, plimsolls/trainers

Jewellery should not be worn for reasons of safety and security; only watches and studs are permitted.

Mobile phones must not be brought into school.

Red sweatshirts and fleeces with school emblem, white t-shirts/polo shirts with school emblem, black shorts and name tapes can be ordered from the school. Order forms are available from the school office. New reception children's parents/carers will receive an order form with their other information. School does keep a very small stock of uniform.

Equipment for School

The school provides most of the basic equipment for the school day. Older children are encouraged to bring a pencil case with pencils, rubber, sharpener and pencil crayons.

Everyone will need:

- Book bag
- PE Kit
- Drinking bottle with non-spill lid for use in the classroom – filled with water.

PE bags and book bags with the school's logo are available from the school.

Lunchtime

Hot school meals are available for all children and from September 2014 these are free of charge for anyone in Reception, Year 1 and 2. Please ask at the school office for registration details and how to order meals. Free school meals are available for your child if you are in receipt of Family Income Support. Details are available on the Northamptonshire County Council website.

Alternatively children may bring healthy packed lunches, which should be brought in named, secure containers. Glass bottles and breakable vacuum flasks should not be used. Fizzy drinks and sweets must not be included in lunchboxes.

As guidance a healthy lunchbox should always contain:

- **1-2 portions of starch** – bread, wraps, pasta, rice etc. A second item could be an additional lunch item such as breadsticks, flapjack, crisp bread or a small muffin.
- **2-3 portions of vegetables and fruit**
- **1 portion of protein** – lean meat, eggs, tuna, pulses or beans etc.
- **1 portion of dairy** – a small piece of cheese, yoghurt, milk
- **A healthy drink** – water, milk, pure fruit juice, smoothies etc.

Fruit

KS2 children are encouraged to bring fruit to eat at morning playtime.

Reception and KS1 children are provided with fruit, free of charge, at morning playtime.

Milk

Parents may participate in the 'Milk at School' scheme. Children under 5 receive free milk each day following completion of a registration form.

Medical Welfare

During your child's first year at school there will be the first Health Review - this will include a test of hearing and vision, an assessment of development and a measurement of growth. You will be requested to complete a health questionnaire and invited to attend your child's examination. Children will not be seen unless parents have given their consent. If a child has any medical or development problems which may affect their education then an appointment will be offered with the school doctor, a hospital specialist, or remedial therapist for further treatment and advice.

The school nurse gives sight and hearing checks when requested by parents.

Home Learning

As with all school activities, children really benefit from the support and encouragement they receive at home. Teachers provide termly information letters outlining the learning that will be taking place so that parents/carers can contribute to these experiences. Daily reading at home, especially with younger children, is essential. Key Stage 2 children have formal homework set each week as well as more open tasks related to learning themes or topic areas.

Absence

Parents should ensure that, if their child is to be absent from school for any unavoidable reason such as illness, they should contact the school as soon as possible, preferably on the first morning of absence. Failure to report the reason for a child's absence means that it will be classed as an unauthorised absence. In the case of infectious diseases notification is essential.

Any absence during term time should be avoided as this can have a damaging effect on a pupil's education and overall achievement. There are two main categories of absences:

- Authorised absence – when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence.
- Unauthorised absence – when the school has not received a reason for absence or has not approved a pupil's absence from school after a request for leave of absence.

It is recognised that there may be exceptional reasons that may justify authorisation of absence by the Headteacher. Parents, guardians and carers must make an application in advance on the form headed 'Application for leave of absence during term time.' These are available from the school office. Leave of absence will only be granted where the headteacher considers it is due to 'exceptional circumstances' and parents or carers will be informed of the decision within 7 days. Leave of absence taken without authorisation may be referred to the Education Entitlement Service at Northampton County Council. This could lead to prosecution proceedings or a Fixed Penalty Notice. If issued, a separate Notice would be issued to each parent for each child. As at 1st September 2013 this stands at £60 per parent per child, which must be paid within 28 days.

Medicines

We wish to give support and assistance in order to allow pupils to continue their education without prolonged interruption. Parents have two alternatives:

1. Come to school to administer the medicine themselves
2. Allow the staff to administer the medicines if a school form has been completed giving details of dosage and frequency.

The school has been advised that staff should not administer commercially available medication e.g. painkillers, antiseptics etc. unless prescribed by a doctor. Antibiotics and other prescribed medicines should be taken straight to the office and not to the class teacher. Medicines may be claimed from the office at the end of the day. If your child is asthmatic and has medication the school should be informed and appropriate arrangements will be made.

Pupil Welfare

Parents are required to complete an information sheet giving details of home telephone numbers and friends/family able to look after children in an emergency. In the event of a child developing an illness, suffering a playground accident or becoming unusually distressed it is the school's policy to inform parents. Where urgent hospital treatment is considered necessary a member of staff transports the child to the Minor Injuries Clinic in Corby or Kettering General Hospital and the parent is required to meet their child there.

We are always grateful to receive information from parents on matters likely to affect their child's progress and confidentiality is always safeguarded.

Children are reminded to stay safe in the sun. We promote the use of hats and suncream. This should be applied before school and staff cannot take responsibility for reapplying during the school day. Parents may wish their child to do this for themselves and can bring in suncream for this purpose.

Security and Safety

Everyone in school needs to be able to work and learn in a safe and secure environment. The following security measures are in place:-

The gate to the playground is closed at 9.05am and opened just before school finishes. If a child is late they should enter through the main entrance and report to the office. When children have to be collected during school hours, parents should report to the office and their child is then brought from the classroom.

Parents of all infant children are requested to meet their children at the end of the day in the playground around the main entrance.

Visitors and parent helpers sign in. Everyone working in school has enhanced DBS clearance including parent helpers. Where required, visitors are accompanied by a member of staff at all times.

Bikes and scooters are allowed on school grounds and should be stored in the pods at the side of the school building. On entering the drive children should dismount and push their bike/scooter up the path and follow the outline of the school building to the storage pods. We promote the wearing of safety helmets.

Parent Teacher Association

The PTA works very hard to raise money for the school. Events take place throughout the school year and parental help is always welcomed. Anyone wishing to join the PTA should contact the office in the first instance. We always welcome new ideas and would appreciate any help from new parents.

Open Access to Records

Children's records, which are reviewed annually, contain the following information:

- Name, address, date of birth, doctor etc.
- Information concerning the child's personal circumstances
- Reports and records of the child's achievements

Parents, may, if they wish, ask to see their child's records by appointment with the Headteacher. The school has a computerised administration system which is registered under the Data Protection Act. Records will be confidential to all except those who have a rightful access to them.

Charges for School Activities

Under the 1988 Education Reform Act, the Governors are required to have and publish a policy on charging pupils or their parents for certain activities. They have endorsed the following policy that can be modified if circumstances show that improvements are needed.

Introduction

The Act establishes the principle that there should be no requirement to charge for any form of education or related activity that takes place in school time. The only exception is individual musical tuition that is not part of the National Curriculum. Any educational activity that is deemed sufficiently important to take up school time should be free to all pupils regardless of their parents' ability to pay.

1. Voluntary contributions can be invited from parents towards the cost of school activities related to life and work of the school. Such contributions will be genuinely voluntary and the school will do all it can to ensure no child whose parents are unable or unwilling to contribute will be treated differently from the rest.
2. Contributions will usually be invited through letters to parents as each planned activity or visit arises. The letters will state any relationship to the school's programme of study.
3. No child will be excluded from a school planned activity or visit in school hours on account of parental inability to pay. Parents not wishing to make a voluntary contribution, but wishing their child to be included should sign the required authorisation letter. However, all parents will be informed that a planned activity may not take place unless sufficient voluntary contributions are made.
4. Compulsory charge may be made by the school for replacement of broken windows/fittings, defaced or damaged learning resources or other damage occurring as a result of a child's bad behaviour.
5. The School Governors reserve the right to make a charge for any optional activity that takes place wholly outside of school hours, that is, for any activity, which the school does not have a statutory duty to provide.

Complaints Procedure

Under the Education Reform Act, there is a scheme which describes a number of ways in which parents make a complaint if they are not satisfied with the arrangements which the school makes for their child's teaching and learning or for Worship and Religious Education.

Complaints and problems in the first instance are best resolved, if possible, between parent and teacher. However if the matter needs further consideration then the headteacher should be approached. If the complaint is still not satisfied than a formal complaint should be made to the Governing Body, who will consider the matter through a special committee.

Insurance – Personal Accident

Parents should be aware that there is no universal personal accident cover for school children. Independent advice on insurance cover is recommended.

General Note

The information provided describes the school and its policy at the time of going to print. Further details on specific points can be obtained from the school.

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Getting Ready for School

In the term before a child begins school:

- In June/July, parents are invited to an induction evening at school to find out important information;
- In July, parents and children are invited to come into school to see the reception class in action.

For the first two weeks in September, children attend school in the morning to facilitate assessment and settling in (8.55am – 12.15pm). The Reception class teacher will conduct home visits in the afternoon to get to know the child and parents in familiar surroundings.

The children attend full time during the third week and may stay for lunch as long as parents and teachers consider the child is ready.

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TERM DATES - ACADEMIC YEAR 2019/2020

Monday 2nd September 2019	TRAINING DAY
Tuesday 3rd September 2019	TRAINING DAY
Wednesday 4 th September	Children return to School
Friday 25 th October	Children break up 3.15pm for Half Term
Monday 4th November	TRAINING DAY
Tuesday 5 th November	Children return to School
Friday 20 th December	Children break up 3.15pm for Christmas
Friday 3rd January	TRAINING DAY
Monday 6 th January 2020	Children return to School
Friday 14 th February	Children break up 3.15pm for Half Term
Monday 24 th February	Children return to School
Friday 3 rd April	Children break up 3.15pm for Easter
Monday 20th April	TRAINING DAY
Tuesday 21 st April	Children return to School
Friday 8th May	BANK HOLIDAY
Friday 22 nd May	Children break up 3.15pm for Half Term
Monday 1 st June	Children return to School
Friday 17 th July	Children break up 3.15pm for Summer