



Launton Church of England Primary School



Learning together for life

Parent Handbook

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Welcome to our School

Launton C.E. Primary School is a school for children aged between 3 and 11 years old which serves the village of Launton and surrounding areas.

We appreciate that the choice of school for a child is an important decision for every family. We have produced this information booklet about our school in order to help you in making your decision.

We are a small, friendly and growing school which values and promotes the partnership with parents and the wider community for the benefit of the children. The village has a very strong sense of community spirit and the school is an important part of this.

The school first opened in 1839. Three of our classrooms are in the original stone Victorian building. The school stretches back, unseen from the road, with additional buildings housing three more classrooms and a large state-of-the-art hall for gymnastics etc. plus School House, a charming Victorian building where the office staff and headteacher are based.

Our experienced and dedicated team of teachers and assistants provide a nurturing and caring learning environment. Every child is encouraged and supported to achieve their full potential. We recognise the special contribution each child makes to our learning community. Our job is to provide the best possible opportunities for them to shine in their own individual way.

We work to promote in children the positive dispositions and attitudes that will enable them to become independent and life-long learners. We have high expectations for what every child can achieve. They are helped to believe in their own ability and to find ways to become effective learners. We encourage and respond to the voice of the children, involving and consulting them about their learning and development.

We believe the part parents/guardians/carers play in a child's education is very important and recognise that a parent/guardian/carer knows the child best. Encouragement and interest in a child's education and school life is essential and benefits the child. We encourage an environment where parents and teachers can approach each other to talk about concerns and ask questions about a child's development and progress.

We hope this handbook gives a clear insight into our school but please feel free to contact us to arrange a visit; we would be delighted to meet you and your child and show you around our lovely school.



Safeguarding Statement

All the governors and staff at Launton CE Primary School share an objective to help keep the children safe by contributing to:

- Providing a safe environment for them to learn
- Identifying children who are suffering or likely to suffer significant harm and taking appropriate action, with the aim of making sure that they are kept safe both at home and in the education setting.

To achieve this objective, we:

- Aim to prevent unsuitable people from working with the children
- Promote safe practice and challenge any poor or unsafe practice
- Identify instances where there are grounds for concern about a child's welfare and initiate or take appropriate action to keep them safe and ensure they thrive
- Contribute to effective partnership working between all those involved in providing support for our children

The designated staff for Child Protection at Launton CE Primary School are:

Mrs Jane Paterson (Headteacher), Miss Annie Coleman (Assistant Headteacher) and Mrs Mandy Terry (Senior teacher).



Visions and Values

This is what our pupils say about our school:

Our school is a place where we have the courage to make a difference: where we learn to look after each other and our environment. Our school is a place where we are honest and truthful and where we do good things even when nobody sees. We are friendly and welcoming, inclusive, kind and polite. We do not give up when things are difficult. Our school is a place where we can think and talk about our ideas and discuss big questions, express ourselves, be creative and excited, be safe, supported and challenged.

Everything we do in our school is underpinned by the values: integrity, courage, resilience and compassion. In this we take as our model the life and teaching of Jesus -

I came that they may have life and live it abundantly. John 10:10

Growing Character, Growing Learning, Growing Community.

Launton CE Primary School community shares strong core values. Our values are courage, compassion, integrity and resilience. We communicate and celebrate our Christian distinctiveness by exploring a Christian perspective on these values through our choice of specific parables; The Sower, The Talents, The Good Shepherd and The Mustard Seed. We link the parables to the seasons and different stages of the church and school year so that impact of the stories and related values can be more easily understood.

We endeavour to develop and apply these values within the daily life of the school under the following themes:

- Growing Character
- Growing Learning
- Growing Community

The Parables connect with the church year as they reflect the life and teachings of Jesus on the kingdom of God. Through the creative use of stories and practical links with gardening in different seasons, we aim to help children to gain an understanding of what a relationship with God and their own spirituality can mean to them as an individual and to school community life.

Autumn Term—The Sower—sowing the seeds for growing character, learning and community.

Winter Term—the Good Shepherd—nurturing ourselves and others.

Spring Term—The Talents—using our talents wisely.

Summer Term—The Mustard Seed—celebrating success and achievements.

We have a structured programme of assemblies delivered by members of staff and clergy which include these topics—

- The Values
- God's Big Stories (The Parables)
- Growing Character and talents
- Being extraordinary sharing our learning and achievements.

In achievement assemblies' children are rewarded and recognised for living out the school values.

Joining Launton C.E. Primary School

In Oxfordshire, provision is made for children to start school in the school year following their fourth birthday; children join us in September in the reception class.

Applications for **school** admissions should be made via the [Oxfordshire County Council admissions team](#). The schools' admission arrangements and link to Oxfordshire County Council website can be found on our school website under admissions. We follow the OCC admissions policy.

Our extended nursery provision will open in September 2020. In line with the OCC nursery admissions policy, we will offer Universal Education Funding places to children the term after their third birthday and at the start of a school term, i.e: September, January and April. If you are interested in a **nursery** place, please contact the school office directly (office.3085@launton.oxon.sch.uk). For information about the [30 hours free childcare](#) please follow link.

As for all schools (due to county admission procedures), there is no guarantee that the nursery aged children who attend the school nursery will necessarily have a place in the reception year of the school.

Prior to applying for a place, you are very welcome to contact us and make arrangements to come and meet the staff and visit our school.

Moving to our school.

During the year some children join us from other schools, both locally and further afield.

To move your child to our school you will need to contact the Oxfordshire County Council admissions team. Prior to doing this you are welcome to contact us and arrange to visit.

We find that the children who move to our school make new friends quickly and adapt well to the new environment. They also bring with them a wealth of experiences and learning.

When a child joins our school, we ask that parents let us have information relating to their child's academic progress as soon as possible to ensure we are supporting their learning and development appropriately as quickly as possible.



Starting Nursery at Launton C.E. Primary School

The early years are a time where children progress and grow at a rapid rate and where children are bursting with awe and wonder, fun and joy. All staff recognise the special responsibility they hold as custodians of the early years and they do not lose sight of this treasured opportunity. We recognise that learning begins at birth and continues throughout life. We acknowledge that everyone has the ability to be a competent learner, regardless of disability or other special need.

Welcoming your child.

Starting Nursery is an exciting time for children and families; we work carefully with families to put in place things that help ensure children settle quickly, make new friends and have supportive and enriching experiences that help them to develop and flourish. The children will spend their day learning through playing and exploring, active learning and creating and thinking critically.

Staff recognise that nursery is a distinctive phase of education requiring specialised teaching, with a developmentally appropriate curriculum. They will observe, support and extend the individual child's learning and will recognise that they are entitled to learn at their own pace and in their own way. We will endeavour to enlist parents as teachers and learners in a partnership approach, for the benefit of all.

Curriculum

All children follow the Early Years Foundation Stage Curriculum and Nursery staff adopt the principles outlined in the DFE document '[Development Matters](#)'. The principles that guide us are grouped into four themes:

A Unique Child –Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.

Positive Relationships – Children learn to be strong and independent through positive relationships.

Enabling Environments – Children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between nursery staff and parents and carers.

Learning and Development – Children develop and learn in different ways. Nursery staff teach children by ensuring challenging, playful opportunities across the prime and specific areas of learning and development.



What does learning look like in the Nursery?

Play

Play is freely chosen by the child and is under the control of the child. The child decides how to play, how long to sustain the play, what the play is about and who to play with. There are many forms of play, but it is usually highly creative, open-ended and imaginative. It requires active engagement of the players and can be deeply satisfying.

Play engages children's bodies, minds, and emotions. In playing children can learn to interact with others and be part of a community, to experience and manage feelings and to be in control and confident about themselves and their abilities.

Child Initiated Activity

This is a powerful opportunity for learning and staff will endeavour to make the most of this by supporting and extending learning through engagement with the children and by offering support to help children to be successful in following their ideas. They will ensure that the learning environment offers a range of stimulating open-ended materials, both indoors and outdoors. Nursery staff will ensure that children have sustained time to develop their activities and will encourage children to use the language of learning. They will encourage a problem-solving approach to resolve conflicts or behavioural issues. Nursery staff will observe children's activities carefully, trying to discover what the child is thinking about and learning to accurately support and extend the child's learning focus including future plans, changes to the environment, and support learning at home.

Adult Initiated Activity

Adult led activities are planned by the staff to introduce new ideas or knowledge and to develop and practise skills. Staff may introduce a new stimulus, revisit or further develop learning. They may 'plug' the gaps in children's development identified by data analysis or target areas of learning which are less likely to be available to children through daily experiences.

Snack and drink

Children will have access to a healthy snack and a drink of milk during their nursery session.

Uniform.

At Launton School Nursery we feel that a child wearing appropriate clothing can help them enjoy their day.

Nursery children are not required to wear school uniform, but they are more than welcome to: clothing simply needs to be practical. Be mindful that when children are deeply engrossed in their learning, they do not always think about where the glue, pen or paint may end up! All children need to have named wellies and named full waterproof (jacket and trousers or all -in -one) because children spend as much time learning outside as they do indoors.

Lunch Club and Additional Paid Sessions.

If your child attends the lunch club or additional paid sessions, you will be invoiced in advance for the sessions. Invoices should be paid through ScoPay (our online cashless system, see page 29 for more information). Access to this will be given once your child starts attending Nursery.

Lunches.

If your child is staying for lunch club as they are attending all day, a packed lunch can be brought in a lunch box, clearly labelled with your child's name. Do not send food containing nuts: some children have allergies, so we do not permit food containing nuts to be brought into school. We encourage healthy choices of food.

Fresh Start Catering provide our school meals, see page 27 for more information. Nursery children can have a school meal; these need to be ordered and paid for in advance via Fresh Start Meal Manager. You will be provided with log in information for this, following enrolment in the nursery class.

Extended Day Care

We have a limited number of places for nursery children to access wraparound care. See page 15 for information about Breakfast Club and Afterschool Care.

What does your child need to bring to nursery?

| Please bring to nursery: | These are not needed at nursery: |
|---|--|
| A change of clothes all clearly labelled with your child's name and any nappies or wipes they may need. | Toys from home. |
| A named water bottle. | Blankets, dummies, comforters and teddies. |
| A named lunch box if you haven't ordered a Fresh Start lunch for your child | |
| Named wellies and a waterproof suit | |



Joining the Reception Class at Launton C.E. Primary School

Supporting your child.

Starting school is a very new experience for your child and most children are very excited about the chance to meet new friends and join in with all the exciting activities. However, to allow for a relaxed start, it would be really helpful if you could show your child how to:

- Put on and take off clothes, especially coats and footwear (avoid having complicated laces and buckles at first);
- Use the toilet correctly then wash their hands;
- Look after their own things;
- Share things with others;
- Eat tidily.

We understand that all children develop these skills at different stages and if your child needs extra support with aspects of this, just make the class teaching staff aware and we can ensure that they have the help they need and are not worrying.

It is important to us that we know your child before they start school. We all believe that in these early stages, and indeed throughout school lives, positive relationships, mutual respect and understanding are crucial to the happiness and success of our children. Because of this you are encouraged to visit the school and meet the school staff who will become such a big part of your child's life.

What does your child need to bring to school?

| Please bring to school: | These are not needed at school: |
|---|--|
| A named water bottle. | Toys from home. |
| A named lunch box if you haven't ordered a Fresh Start lunch for your child | Blankets, dummies, comforters and teddies. |
| Named wellies | |
| If you feel that your child may need a change of clothes, please provide a set all clearly labelled with your child's name. We do have a supply of changes of clothes in school for infrequent accidents. | |
| A book bag with your child's name on | |
| PE Kit | |



Our School Day

The front gate will be open from 7.45am for those attending Breakfast Club.

Nursery Routine.

Nursery children will start at 8.30am. Children and parents should wait in the front garden until staff open the nursery gate.

Children who are only attending the morning session will be brought around to the front garden by staff to meet parents at the end of the session. As children become more independent, we may change this arrangement.

Children who are attending all day will be brought around to the front garden by staff to meet parents at 3pm; parents may wait in the front garden. As children become more independent, we may change this arrangement.

School Routine.

Access for school drop off and collection is via the gates on to the school playground at the back of school.

The bell for the start of the day will ring at 8.50. Please try to arrive on time each day - but better late than never! Children shouldn't arrive in the school grounds before 8.40, as the playground is unsupervised at this time. If your child is late, please enter via the front gate at School House and sign your child in.

School ends at 3.15pm and the gates will be open from 3.05pm to allow collection of children from the main playground and reception garden. We have a staggered end to the day (starting at 3.10pm) in Reception to aid parents who have children in KS1 (Years 1&2) and KS2 (Years 3,4,5&6).



Whole School Timetable. (Daily Routine – Reception to Year 6)

Here is an overview of Launton C.E. School's current daily routine.

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 8.50am | Registration | Registration | Registration | Registration | Registration |
| 8.55am | Teaching and Learning Time | Teaching and Learning Time | Teaching and Learning Time | Teaching and Learning Time | Teaching and Learning Time |
| 10.15am | Whole School Collective | Head teacher Assembly | Singing Assembly | Class Assembly | Achievement Assembly |
| 10.30am | Playtime | Playtime | Playtime | Playtime | Playtime |
| 10.45am | Teaching and Learning Time | Teaching and Learning Time | Teaching and Learning Time | Teaching and Learning Time | Teaching and Learning Time |
| 12noon | Lunchtime | Lunchtime | Lunchtime | Lunchtime | Lunchtime |
| 1.00pm | Teaching and Learning Time | Teaching and Learning Time | Teaching and Learning Time | Teaching and Learning Time | Teaching and Learning Time |
| 3.15pm | Home Time | Home Time | Home Time | Home Time | Home Time |

School Breaks and Lunch

For children in Reception and Key Stage 1 (Years 1&2), fruit is provided as a snack for the children during the day. For the Key Stage 2 children we ask that you supply them with a healthy snack for break time, for example, a piece of fruit.

Lunches

Fresh Start Catering provide our school meals (see page 27 for more information). Schools in England receive a grant from Central Government to pay for the lunches of Reception and Key Stage 1 children (Year 1&2). All school lunches (free or paid for) need to be booked online through Fresh Start Catering.

Alternatively, packed lunches should be brought in a named lunch box; do not send food containing nuts: some children have allergies, so we do not permit food containing nuts to be brought into school and again, we encourage healthy choices of food. There are jugs of fresh water on all the tables at lunchtime.

The importance of drinking plenty of water is increasingly recognised as vital for children's learning and well-being.



Extended Day and Extracurricular Activities

What we offer

Launton CE Primary School extended day care runs from Monday – Friday during term time. We aim to provide a safe, secure and relaxed environment offering a range of activities.

Breakfast Club

Breakfast childcare is available from –

| Nursery Children | Reception to Year 6 Children |
|---|---|
| 7.45am-8.30am - £5 per session, per child including Breakfast | 7.45am-8.50am - £5 per session, per child including Breakfast |

Breakfast consists of cereal (lower sugar options), toast with a range of spreads (50/50 bread), bagels, crumpets, fruit, sugar free squash, water and milk.

Afterschool Care

Afterschool childcare is available from –

| Nursery Children | Reception to Year 6 Children |
|--|--|
| 3.00pm-4.15pm - £5 per session, per child | 3.15pm-4.15pm £5 per day, per child. |
| 3.00pm-5.15pm - £10 per session, per child | 3.15pm-5.15pm £10 per day, per child. |
| | 4.15pm-5.15pm (after pupils have taken part in sports/activity clubs) £5 per day, per child. |

Children attending will be offered a drink (sugar free squash or water), fruit and a light snack (e.g. crackers, wraps, sandwiches)

Afterschool Activity Clubs

Throughout the year we offer a variety of different after school clubs between the end of school and 4.15pm and the cost of these varies depending on the club and the number of weeks for which it will run. Information about these clubs will be sent out in the communication email at the start of each half term. The type of clubs we offer include: Gymnastics, Multi-Skills, Ball Skills, Gardening and Cookery.

All clubs are booked either via Scopay (see page 29 for more information) or directly with the external company running the club.



Dress Code

Wearing the correct uniform can help children to be prepared for the school day ahead.

Please make sure that all items of uniform and personal belongings are labelled with your child's name.

Winter Uniform.

- Plain dark coloured trousers, skirts or pinafore dress
- White polo shirts, blouses or t-shirts
- Red fleece, red cardigan or red sweatshirt

Summer Uniform.

- As above
- Plain dark coloured tailored shorts
- Red and white gingham school dress

Polo shirts, sweatshirts and fleece jackets with the school logo are available to order, via the link on school website, but it is not necessary for any clothing to have a school logo.

Shoes and Footwear.

It is preferable that children wear proper school shoes: fashion shoes, heeled shoes and flip flops are not suitable and should not be worn to school.

Art and Design.

When children are concentrating on their work they do not always think about where the glue or paint may end up!

We have a supply of aprons in school to be worn when children carry out art and design activities but if you wish, you may provide your child with their own apron, oversized t-shirt or someone's old shirt to cover their clothing when they are completing art projects.



PE and Games Kit.

- Dark -coloured shorts
- Red t-shirt
- Trainers
- Warmer dark coloured 'tracksuit type' clothing for outdoor PE
- A t-shirt in their house colour for summer sports days (this will be allocated when they start school)
- A named draw-string bag is preferable for storing PE kits as this will hang on a coat peg (backpacks are too wide so fall off and their contents become scattered and lost).

Swimming

- One -piece swimming costume
- Swimming trunks or shorts
- Towel
- Swimming Hat
- Children may wear swimming goggles



Bikinis and large board shorts are not permitted as they are not suitable for children learning to swim.

Safety

Good health is an important part of our vision for the school, so we request -

- Children should not wear jewellery to school: it can be dangerous. If your child has pierced ears, only studs are appropriate for school and will need to be removed by your child for PE and swimming.
- Children with long hair must tie hair back in a ponytail or plaits etc.; this is to prevent hair from being a distraction and to help prevent the spread of head lice.
- In hot weather please put sun cream on your child before they come to school. We are not allowed to apply sun cream to them on your behalf. Children should not bring bottles of sun cream to school.
- In the summer months it is strongly advised that all children have a sunhat with them in school and it is clearly labelled with their name.

Caring for your child

The safety of our pupils is of greatest importance and we exercise our best care and supervision at all times with all our pupils.

It is vital that we have the correct contact details for parents and any other alternative contacts for use in an emergency.

Illness in school.

If a pupil falls ill at school, we will contact parents by telephone to collect their child. Your child will need to be collected from school as soon as possible.

If a child has an accident in school, we will take care of them following the school first aid protocol in which injuries are assessed by a qualified first aider and appropriate action taken. All significant accidents are recorded in the class accident book and parents will be made aware at the appropriate time depending on the actions needed.

Absence from School.

If your child is away from school for any reason, we require a phone call to the school office advising us of this, with the reason for absence as soon as possible. If your child has been absent due to illness, please ensure that they are not returning too soon and risking passing illness to other children and staff.

Please note that Public health England guidance states that a child should not return to school until 48 hours after the last episode of diarrhoea or vomiting. Please see guidance on the school website from Public health England regarding the action for different conditions. We are unable to authorise holidays in term time, unless in exceptional circumstances.

Administering Medicine in School.

If your child needs to take medicine during the school day, we may be able to make arrangements to do this, following the school's medicine protocol. You will need to download and print the 'agreement to administer medicine form' from the school website. Complete the form and bring it to School House, together with the medicine (labelled with your child's name and in the original container). If you are unable to download a form, we can complete one with you in school.

Medical Needs

We make detailed individual plans to support children with medical needs in school. If your child develops a condition about which you have not yet advised us (for example, the need for an asthma inhaler), please speak to either your child's class teacher in the first instance, or Mrs Paterson.

Hospital, Doctor, Dentist and Optician Appointments.

We understand that it is not always possible to arrange appointments outside school hours. If your child does have an appointment within the school day, we require proof of the appointment and we ask that you let the class teacher and office staff know as soon as possible, so you can collect your child from reception at the appropriate time. We are able to use hospital appointment letters or texts confirming appointments (e.g. dental appointments) as proof.

Behaviour

Our school believes that good behaviour is essential to achieve success as individuals and as a community.

We endeavour to establish a school community that cares; we aim to explain school rules to children by relating them to safety and to mutual respect. The children played a key part in determining our school rules.

We believe that developing an ethos of self-discipline and self-respect is central to helping children to take responsibility for their own behaviour as appropriate for their age and needs.

Children are expected to behave in a sensible and responsible way in lessons and around the school. They are expected to show due consideration, courtesy and respect for all members of the school community, as well as for personal and public property.

Children are encouraged to regard the feelings of other people when they make 'choices' about their actions. If they have chosen an action which interferes with the learning of others, upsets or hurts someone, then they will be asked to talk it through with an adult who will help them make a better choice next time.

Choices have consequences throughout our lives and sometimes an adult will give a consequence to an action a child has taken. Once a child has accepted a consequence to their actions, they consider what they would do differently in the situation next time.

Our school behaviour policy can be found on the school website.



Access and Security

We are keen to encourage all our children and their families to choose healthy, environmentally friendly travel choices but we understand this is not always possible.

We have no parking on the school site. The access road between Launton Parish Hall and school leading to Launton Sports and Social Club does have some space for cars to be parked when dropping off and collecting children.

At times this access road can be very busy. The car park at the top is for the users of Launton Sports and Social Club but it can be used for parking for school if not in use.

We ask that all parents/guardians/carers -

- DO NOT inconvenience our local neighbours by parking in residential areas close to school, block driveways or make access to people's properties difficult.
- DO NOT park along the school fence as this makes the access road very narrow and reduces drivers' visibility of the area and puts the children and parents/carers accessing school at risk.
- Take care where you park, if parking on the main road, as we have a large number of children who walk to school and need to be able to see to cross the road outside school.
- Be considerate to other drivers who are using the access road and Launton Sports and Social Club car park.
- Dogs are not allowed on the school grounds: this includes the front garden playground and the school field (except guide dogs and hearing dogs).
- It is against the law to smoke on school premises. We ask parents and visitors to refrain from smoking on and around the school grounds. (This includes the use of e-cigarettes and vapes.)
- To be considerate of their surroundings and avoid using language that is not appropriate.

All school gates are locked during the day and access is only available via the front gate at School House. In the interest of the security and safety of the children, all parents and visitors to the school MUST sign in and out at reception and wear a visitor or volunteer's badge when on site.

We ask all parents/guardians/carers to support us in ensuring that the children are kept safe and ask that if you see anything or feel there is a problem with this please bring it to the attention of one of the teaching staff as soon as possible.



Keeping in touch

All parents will be issued details to have login access to our school website to enable them to receive secure email communication from school, to be able to book parents' evening appointments and to receive the weekly newsletters that keep everyone up to date with what is happening in school. This can also be accessed through the website's mobile app (see page 28 for more information). Much of this information is also visible on the school website.

There are no authorised school or class pages on Facebook.

Parents' evenings are held annually to review your child's progress, however if at any time you have concerns and would like to discuss them the class teacher will be happy to do that. Teachers' routinely talk to parents and carers about their child's progress and well-being.

We appreciate the important role that parents play in their child's development and welcome all parents into our school community.

We also have a very active and successful PTA (Friends of Launton School) who organise a lot of fundraising events for us and help us buy lots of lovely new equipment for the children. The PTA have a fund-raising Facebook page.



School Council

The School Council is made up of elected representatives from all classes in school and meets regularly to discuss a wide range of matters.

The School Council would like you to know:

“Launton C.E. Primary School has been educating children since Victorian times so when you take a step into the school you are stepping into history.”

“It is a great place to be and your children will like the school from start to finish.” “The school is a healthy and active school.”

“Trips are fun. We go on a residential trip which is a great opportunity to be independent.”



Curriculum

At Launton C.E. Primary school we have high aspirations for our pupils, underpinned by our commitment to the school's Christian values.

We are determined to ensure that every child can realise their full potential, that no child is left behind and that all aspire to be the very best that they can be; our children are capable of achieving what they wish to achieve.

Our teaching acknowledges that every child is an individual by including whole class work, small group work, and individual and independent work.

Children are asked to use their imagination to generate ideas but with an objective in mind. In this way the work which they produce is original and valuable and is a celebration of the differences of every child, including their learning style.

We find that when children are interested and excited by their learning, they are open to new ideas and are keen to work with others to explore these. Often children will follow personalised projects by voluntarily working beyond lesson time to build on the learning they have done in class.

Our curriculum is stimulating and engaging, providing opportunities to develop the skills, dispositions and knowledge that will equip them for life well beyond school. We aim to provide all children with an education which enables them to be an active, confident part of the community, while developing personal and social skills through learning and enjoying a wide range of subjects.

We try to enhance the curriculum with a wide variety of visits and visitors as well as utilising all the resources available.

We assess carefully the impact of our teaching through the children's responses to activities, careful questioning and discussion, and the use of standardised tests. We work with this information to implement changes to improve the teaching for the children.

Our children learn from the earliest stages how to take responsibility for their learning. They are involved in planning and decision making in order that they are fully engaged, know how to move their learning forward so that they are resilient, reflective, resourceful learners now and in the future.

Nursery and Reception

Is delivered through a thematic approach and this is carefully planned so that each child achieves their potential in all areas. Each week the children will follow a different theme so that their learning is purposeful and linked. The areas covered are:

- Personal, social and emotional development
- Communication, language and literacy
- Communication and language through religious studies
- Understanding of the world
- Expressive art and design
- Physical development
- Mathematics.



On moving from Nursery and Reception the children follow the National Curriculum which is divided into 'key stages'

Key stage 1 is 5-7 year olds—school year 1 and 2.

Key stage 2 is 7-11 year olds—school years 3, 4, 5 and 6.

The core subjects of the national curriculum are—

- English
- Mathematics
- Science



The foundation subjects are—

- History
- Geography
- Music
- Computing
- Art and Design
- Design and Technology
- Physical Education (PE)
- Sex and Relationship Education (SRE)
- Religious Education (RE)
- Languages (Key Stage 2)

For more information please visit the school website to view the Key Stage 1 and Key Stage 2 Curriculum Maps.

Homework

At Launton C.E. Primary school we recognise the importance of establishing good learning habits from an early age and beginning to do some homework every day is part of this.

Homework is deemed to be of value because—

- It provides an opportunity for parents/carers to be involved in their child's learning
- It enables children to have daily practice and consolidate important skills.
- It provides an opportunity to extend classroom work
- It establishes a pattern of responsible working habits and provides preparation for secondary school and lifelong learning.

Throughout the school there is a clear progression relating to the amount and type of homework set for each year group.

Early Years (Reception) –

- Reading— an appropriate reading book (matched to your child's phonic level) will be sent home to share with your child. This will be changed weekly. Some key words may also be sent home to practice.
- Children begin the phonics programme at different stages and an appropriate activity will be sent home for your child to provide extra practice.
- They will also have a shared reader that will need support from an adult to be read. This can be changed as often as you wish.

Key Stage 1—

- Reading— an appropriate reading book (matched to your child's phonic level) will be sent home to share with your child. This will be changed weekly.
- They will also have a shared reader that will need support from an adult to be read. This can be changed as often as you wish.
- Spellings—weekly spellings are sent home every Friday .
- Mathematics—on homework grids the children have specific activities, which need to be completed weekly.

Key Stage 2—

- Reading—Children are expected to read at home on a daily basis for approximately 15minutes.
- Spellings—weekly spellings are sent home every Friday and children will be tested on a Thursday.
- Mathematics—a mathematics homework sheet will be given out each Friday.

New homework grids are produced each term for the different year groups and are linked to the topic for the term. On each grid are the activities listed above and in addition other subjects that will complement and enhance the topic learning within class. Each child is given a homework folder which needs to be returned each week. It is advised that the children complete the reading, spelling and mathematics activity each week along with an additional activity from the grid.

Specific Needs

We are an inclusive school where all of our children's differences are valued and equality of opportunity is of highest priority.

Every child at some point during school life needs some extra attention, this might be extra time with the teacher to push themselves further in their work than they thought they could or possible extra help with something they are finding difficult. It is an important element of our school that we recognise and embrace this. As a school we work extremely hard to personalise learning for children.

Lessons are carefully differentiated to allow children to work at a level which challenges realistically to allow children to reach their full potential. This applies to children who are very able as well as those who are finding things more difficult.

There is no expectation that children will progress at the same rate, however where progress is not in line with national expectations then there may be additional actions and greater support to enable the child to learn more effectively. The school liaises with many other outside agencies offering a variety of skills and experience for example—advisory teachers, educational psychologists, speech therapists and health visitors.

More information about how we do this can be found on the website in the school's SEND information report.



Fresh Start Catering

Since September 2016 our school meals have been provided by Fresh Start Catering.

Fresh Start Catering provide school meals designed to offer the children something tasty and exciting as well as being nutritious, fresh and healthy. Fresh Start Catering use fresh produce, daily. Therefore, need to know in advance the numbers for each meal so they can order the lovely locally sourced, fresh ingredients and make sure they cook what has been ordered to perfection for each child.

Ordering

Fresh Start have a bespoke ordering system called Meal Manager which lets you order and pay securely for meals online.

You can order for the whole term, a few weeks or just a week at a time and they offer the flexibility of ordering any day of the week. Just choose between 1 and 5 meals per week on any day and click confirm. If you pay for your child's meals, they use a secure system with Sagepay to do this.

The first time you go to order meals you will need your child's unique pupil ID and pupil password which have been sent out by school to each child.

Deadlines

You will need to ensure that meals are ordered by the deadline which is the Tuesday the week before. At the start of term, the deadline for the first week may be different and information regarding this deadline will be sent home.

Menus

Menus change every full term with Autumn, Spring and Summer Menus.

Theme Days

Fresh start do different fun, theme days every half term! A letter or email will be sent out to advise you of the different theme days each half term.



School Website and App

So that we may be able to communicate effectively with our parents and carers we have subscribed to 'School Life' the leading schools' communication platform.

School Life has been built specifically to provide a simple one stop solution that caters for many forms of communication.

Our school website is updated regularly and contains a vast amount of information which parents and carers may find useful including the weekly newsletter, term dates and key information including school policies.

In addition to the information on the website itself, it allows the school to send out information directly to parents who are registered via a secure email system. This is the method we use to communicate with our parents and to send the weekly newsletter. We also have the ability to send text messages to parents who register a mobile phone number if needed to announce an unexpected school closure or important news.

The School Life platform also allows parents to book their parents evening slots online, view class pages and access homework grids.

The School Life App is a mobile version of the school website making the information accessible for everyone. The app can be set up with notifications, so you receive alerts when new information is added.

All families who attend our school will be issued with a letter with the instructions to sign into the school website and school life app.



Tucasi – Scopay.com

We use the online cashless system Tucasi. Tucasi uses the secure Scopay.com system.

The system allows you to book spaces in clubs, give consent, view balances and pay for the following items online (we are a cashless school so cannot accept cash or cheques):

- Trips and events
- Breakfast club and after school care
- After school clubs
- Nursery fees including lunch club

When a pupil starts with us, you will receive a letter with the information needed to set up your online Scopay account.

Scopay is available online and as a mobile app.



Tax Free Childcare Scheme and Childcare Vouchers

As a school we are set up to receive payment using the Tax-Free Childcare Scheme and Childcare Vouchers from a number of suppliers. We offer a range of childcare options including breakfast club, afterschool care, after school clubs and nursery and these can be paid for using these methods if you are eligible and set up through your employer.

If you would like to use these as a method of payment, please notify the school office for the appropriate arrangements to be made.



Our Staff and Governors 2020/2021

Headteacher—Mrs Jane Paterson

Special Education Needs Co-ordinators—Miss Alice Needle and Mrs Mandy Terry

Teachers—

- Ms Annie Coleman (Assistant Headteacher)
- Miss Harriette Cooke
- Mrs Mandy Terry
- Miss Emma Nightingale
- Miss Natalie Robb
- Miss Alice Needle
- Miss Katherine Moreton
- Miss Louise Kapp

Teaching Assistants—

- Mrs Nicki Gambrell
- Mr Adam Ford
- Mrs Lorraine Loosley
- Mrs Deborah Beasley
- Miss Hayley Jefferies

Receptionist and Administrator—Mrs Elaine Armitage

Receptionist/Clerical Assistant—Mrs Kirsty Staker

School Caretaker—Mr Brandon Walsh

Governors—

Chair of Governors— Sue Wakelin

Headteacher- Jane Paterson

Governors— Angela Robinson
Helen Pattinson
Kathy Gilbert
Alice Needle

Parent Governors— Sarah Walker
Julia West