

# **St Luke's Church of England Voluntary Aided Primary School (September 2021)**



**St Luke's**  
Primary School

**Information for  
Parents/Carers**





## Contact Information

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(Aided) Primary School  
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### Website

[www.stlukesprimary.co.uk](http://www.stlukesprimary.co.uk)

### Social Media

Please join, follow and like our school Facebook page



StLukesCEAidedPrimarySchool 

**Headteacher: Mrs A Grennan**

# **Welcome to St Luke's Church of England Aided Primary School.**

**We hope that you will find this pack very helpful.  
It aims to provide you with information about our school. If you wish to make any further enquiries, please do not hesitate to contact the school. Thank you**

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St Luke's Day School was founded by the Church of England in 1861 in order to give a sound education in the secular curriculum and instruction to the Christian faith.

## **Our Vision, Motto, Values and Mission**

### **Our Vision**

Through our Christian values we will **aspire** to be more like Jesus; **believe** all as having equal worth and dignity in God's eyes and help all our children to **achieve** their God-given potential knowing that,

**'we can do all things through Christ who strengthens us'**

Philippians 4:13.

### **Our Motto**

**Aspire, Believe, Achieve**

**'We can do all things through Christ who strengthens us.'**

Philippians 4:13

### **Our Core Values**

**Love** and **Compassion**  
**Friendship** and **Forgiveness**  
**Endurance** and **Hope**

### **Our Mission**

Our mission will be driven by our vision, motto and values so that together, **we can do all things through Christ who strengthens us.** We will:

- Foster a secure, happy, and nurturing Christian environment where all can **aspire, believe and achieve.**
- Offer a well-disciplined school in which high expectations encourages **friendship** and **forgiveness.**
- Have at our heart collective worship that will provide all with opportunities for spiritual awareness and development.
- Provide high quality RE that develops religious literacy and a deeper understanding of the rich diversity of our world, recognising that all have been created in the image of God.
- Give our children the confidence to develop **endurance** in times of difficulty and have **hope** for their future.
- Establish effective links between home and school that enables parents and teachers to work together for the benefit of their child so that they can **achieve** their God-given potential.
- Develop a PSHE and RSE curriculum that prepares our children for the challenges of modern Britain.
- Encourage **love** and **compassion** in our children **believing** all have equal worth and dignity in God's eyes

# SCHOOL ORGANISATION & CURRICULUM

St Luke's school is a two form entry Primary School.

## Early Years

Nursery—morning and afternoon sessions (**R**ain**b**ow Class)

Reception Unit - **R**ed and **B**lue Classes

The Early Years Unit is staffed by Qualified Teachers and Teaching Assistants, trained and experienced in the care and education of young children.

## Our Nursery

Children will be offered either a morning or afternoon place and will be expected to attend five sessions a week during term time.

**Morning Session: 8:45 - 11:45 a.m.**

**Afternoon Session: 12:30 - 3:30 p.m.**

It is very important that Nursery children attend regularly and on time. Nursery children enter nursery via a separate entrance. It is very important that we are informed if anyone else is going to collect your child.

Nursery Class and Reception Class follow the same Early Years Curriculum as set by the Government. The activities are carefully planned to meet the needs and abilities of your child.

Each child will bring to the Nursery Class a range of individual skills and experiences, which we hope to develop in order to prepare them for school. The Nursery Class will have access to a wide range of facilities offered by the Education Authority and will maintain close links with experts such as speech therapists and health visitors.



The Early Years Foundation Stage curriculum is divided into seven areas of learning and development.

**Communication and Language** focuses on enabling the children to develop their confidence and skills to be able to talk and listen in a range of situations.

**Personal, Social and Emotional Development** focuses on children learning to regulate their feelings and behaviour and their ability to work, play and co-operate with others beyond the family. It also covers aspects of Personal, Social, Moral and Spiritual Development.

**Physical Development** focuses on developing fine and gross motor skills, independent self-care and positive attitudes towards a healthy lifestyle through outdoor activities, physical activities and games, using a wide range of large and small equipment.

**Literacy** (including Phonics teaching) focuses on introducing the children to letters and sounds to enable them to begin to read and write. The children are also introduced to a range of different stories and books.

**Mathematics** focuses on practical activities to develop their subitising, counting and problem solving skills and on using and understanding number and other mathematical language.

**Understanding of the World** focuses on providing the children with opportunities to learn about and share their experience of the world around them through history, science, geography and religious education topics.

**Expressive Arts and Design** focuses on developing children's Imagination and creative skills through Art, Music, Dance, Stories and Role Play.

Emphasis is placed on establishing good standards of behaviour and social skills.

Relationships between adults and children are excellent and the curriculum is organised to ensure equal opportunity for all children.

## **The School Day**

**Children are able to access their classrooms from 8:45 a.m. and registration is at 8:55 a.m.**

The gates to the playground are locked at 8:55 a.m. and late children then have to go to the main office to register.

**School finishes at 3:30 p.m.**

and parents/carers are able to collect children directly from their classes. All children from Nursery to Year 4 are to be collected by an adult.

### **Early Years**

Nursery: **Rainbow** class

Reception: **Red** and **Blue** classes

### **Key Stage 1**

Year 1: **Green** and **Yellow** classes

Year 2: **Orange** and **Purple** classes

### **Key Stage 2**

Year 3: **Ruby** and **Sapphire** classes

Year 4: **Emerald** and **Topaz** classes

Year 5: **Amber** and **Amethyst** classes

Year 6: **Diamond** and **Pearl** classes

The Key Stage 1 and 2 curriculum consists of Core and Foundation Subjects.

**Core subjects:** English, Mathematics, Science, Information and Communication Technology (ICT) and Religious Education.

**Foundation subjects:** History, Geography, Design Technology, Music, Art & Craft, Physical Education, Personal, Social and Health Education and Foreign Languages (Years 3 to 6).

In order to support learning impacted by Covid-19 and to raise standards in the core subjects of English, Mathematics and Science, where possible, children are taught in small teaching groups.

Foundation subjects are taught in class groups, often with support, in an interesting and stimulating way.

## Sex and Relationships Education—SRE

As part of our school's Personal, Social, Health and Economic education (PSHE), children in years 1 to 6 cover topics including a 'Growing Up and Relationships' education programme. The programme has been written by education and health professionals in Wolverhampton and is based on current good practice and national guidance. The children learn how to stay safe in person and on-line (e-safety).

The programme covers a range of topics in an age-appropriate manner, helping children, to make sense of the physical and emotional changes that are happening to them, to keep themselves safe and healthy and to recognise and respect the many differences in individuals, families and communities.

At Foundation Stage and Key Stage 1, areas of focus are keeping safe, similarities and differences, recognising special people and relationships, feelings and using correct words for naming external parts of the body.

At Key Stage 2, areas of focus are self-esteem, similarities and differences, hygiene, personal safety, safe touch and consent. From Y4 children discuss preparation for the onset of puberty, safe communication, safe relationships; *From Y6 the focus includes Reproduction, conception and birth.*

We feel that the teaching should be for ALL pupils, but parents have the right to withdraw their children from the additional, non-statutory Y6 content, indicated in italics, if they so wish. **Such requests must be made in writing to the Headteacher at the beginning of the academic year.** A Sex and Relationships education (SRE) policy is available on the website.

## Personal, Social, Health Education and Citizenship

We encourage relationships that are open and consistent where pupils are confident and treat each other with mutual respect. Clear principles and values are given helping those to foster values such as honesty and fairness with children being encouraged to explore ideas and feelings. Children learn to respect different cultures and customs as well as being proud and confident to share their own cultural background.

Personal, social and health education (PSHE) and citizenship help to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active, responsible citizens. The fundamental British Values of mutual respect and tolerance, democracy, the rule of law and individual liberty are embedded throughout our curriculum.

PSHE is embedded throughout the curriculum but is also covered through specific focus days and during Health & Sports Week. Examples include 'Keeping ourselves safe', 'Aspirations and Money Matters' and 'Healthy, Happy & Safe relationships'. E-safety is an ongoing key area of focus



## Teaching within School

Maximum use is made of each day by both teaching and non-teaching staff and advantage is taken of each learning situation to ensure all the children's needs are met. Within each class the pupils are taught by a variety of methods, sometimes individually, in groups or as a whole class, ensuring a balanced varied approach which will meet the needs of all pupils.

### Assessment and Age Related Expectations

Children are assessed using Age Related Expectations.

For Reading, Writing, Maths and Science, data is collected on a termly basis and analysed through Pupil Progress meetings. If and when appropriate, when children are secure in the age related expectations, opportunities will be provided to enable children to gain mastery of the curriculum appropriate to their age related expectation.

Learner Profiles are in place for all of the other subject areas which focus on progression of skills and knowledge related to Programmes of Study for the relevant year groups/ phases. The profiles ensures that children are taught a variety of skills and knowledge in all the different subjects, ensuring that our children have access to a broad and balanced curriculum during their time at St Luke's. Assessments are completed at the end of each topic which are then shared with Parents/Carers via the End of Year report.

Children in Nursery and Reception are still to be assessed against the Early Years Profile through observation, dialogue and evidence gathered in child directed and adult led activities.

### Intervention groups

For any children who are identified as requiring additional support or challenge, these children will be withdrawn from their group/class to receive intervention activities.

### Standard Attainment Task/Tests (SATs)

When directed by the DfE, these tasks given to Year 2 and Year 6 pupils in the Summer term. We are proud of our results and every child reaches their potential and above. Our results, from 2019, are available if parents wish to see them.

### Homework

All children throughout the school will have some form of homework, the majority of this being in the format of online. We have subscribed to a wide variety of programs which children have access to; staff set activities and work appropriate for each child and this is monitored.



## Religious Education and Collective Worship

St Luke's is a Church of England Voluntary Aided Primary School. Religious Education is taught throughout the school and clear instruction is given from the Bible, from which we take the teachings of the Christian faith and on which the practice of the Anglican church is based. As a Church of England (Aided) School, the children learn about the beliefs, teachings, practices and lifestyles of Christianity. In addition, the children are taught about aspects of Sikhism and Islam which are reflective of the religions represented in the local community. Across all learning, children are encouraged to ask questions and to respectfully reflect on spirituality, lifestyle choices and behaviour of themselves and others.



Collective worship aims to provide the opportunity for pupils to worship God. The aim is not solely to educate, but also to evoke a sense of worship – worship being the gathering together of the school community to express feelings of respect and worth for ourselves, our local community and awe and wonder of our world, in response to God's gifts to us.

Collective Worship is organised as follows:



Whole School Collective  
Worship  
Class Worship  
Year group Worship  
Sing & Praise  
Celebrate & Praise



Parents/Carers are very welcome to join us at monthly Family Worship and special festival celebrations throughout the year which are held in conjunction with St Luke's Church.

## Enriching the curriculum - Visits and Visitors

Many of the Foundation subjects are taught through a topic / cross - curricular theme, i.e. **Best of British; Yabba Dabba Do!; Come on over to Maya Place; Rivers Deep, Mountain High; Here, there and Everywhere!**

In order to achieve this, wherever possible, we either organise for our children to go on Educational visits to places such as the seaside, The Molineux, The Black Country Living Museum, Cadbury World, Safeside, Tamworth Castle or we have visitors into school, i.e. History workshops, Animal workshops, Art & Crafts people.

In addition, Year 2, Year 4 and Year 6 children have the opportunity to experience an overnight residential.



We wish every child to have the opportunity of visiting several places of interest some time during the year. Some would be within walking distance, others requiring coach travel. The children would be carefully supervised at all times. We will ask you to sign a general letter to cover short visits in the local area when first joining the school, other visits will involve a separate consent letter being sent home.

**School heavily subsidises these visits as much as possible, using Pupil Premium and School Fund, however, we do ask parents/carers to give a voluntary contribution to enable these visits to take place.**





## **RESPONSIBILITIES, REWARDS AND DISCIPLINE**

Our aim is to provide your child with an orderly happy, peaceful, safe and secure school and to maintain a high standard of discipline. Courtesy, good behaviour and obedience both in school and anywhere children represent the school is of paramount importance. We encourage tolerance and respect for other people, their views, feelings and property. All staff have a responsibility for the behaviour of children and our expectations of them are developed and promoted through class discussions, worship, teacher example and individual discussions.

The School has a Reward and Discipline policy and an Anti-bullying policy, which are available for all parents/guardians on request. All families, on entry to our school, complete a Home-School Agreement which outlines what is expected at our school.

### **Pupil responsibilities**

#### **(Monitors, School Council Representatives, Prefects, Playleaders)**

Across the school children are encouraged to take on responsibilities in the form of monitors, i.e. taking the registers, giving out equipment, tidying up, dinner duty, playground leaders, Peer mentors. Some of these activities are only applicable to certain year groups. We feel that assigning specific tasks to the children encourages the development of skills such as responsibility, maturity and teamwork.

St Luke's has a School Council which is made up of representatives from each year group. These children are voted for by their peers. The school council meets regularly to discuss the school, any issues that may exist and how our school can be improved. This gives the children a sense of ownership which we feel is important.

In addition, a Prefect system is in operation and Year 6 pupils are elected. This role involves leading and encouraging the children in our school, helping staff before school and taking on additional responsibilities.





## Special Educational Needs and Disabilities

Every child is an individual with particular educational needs and abilities. Every child is entitled to have access to the curriculum. For various reasons some children need extra help to achieve in line with their level of ability.

We strive to meet the child's needs through individual action plans which are constantly reviewed and changed as progression takes place. Levels of need are finalised through the Authority Audit, which takes place annually, with the involvement of Parents and External Agencies.

We have a range of staff who utilise research based learning programmes under the guide of our named members of staff for Special Educational Needs (SENCOs). Parents/Carers are invited to take an active part in target setting and reviews.

We are also keenly aware of the needs of all children in the school and this is reflected in the variety of group work, differentiated tasks and use of support staff. A Special Educational Needs policy is available, on request, for inspection from the School.



Cool Kids Program



Using Numicon



## Home-School-Community Liaison Work & Safeguarding

At St Luke's we have a designated Home/School/Community Liaison Officer (Mrs R Samuels) who coordinates and facilitates a variety of programmes and activities for children and parents/carers, and offers support and guidance to families in need of support. These include:



**Little Rainbows:** A range of sessions for parents/carers and their young children, including a variety of structured activities, and an opportunity for parents/carers to meet with others. There are a wide range of sessions organised throughout the week for different ages from babies to pre-school children.

**Support for families:** Advice, support and guidance for families and parents. Mrs Samuels can support with a variety of issues and can also signpost to other family agencies, i.e. Graiseley Strengthening Families Team and Social Services.



Safeguarding Our Children

### **Safeguarding and promoting the welfare of children is an integral part of our school.**

At St Luke's, we strive to safeguard and promote the welfare of all of our children. We will do everything that we can to ensure our children are safeguarded and protected from harm as every child has the right to be safe.

Our school has a Designated Safeguarding Lead (DSL), Mrs Grennan and Deputy Designated Safeguarding Leads (DDSL), Mrs Smith and Mrs Samuels. The team provide support to staff members in carrying out their safeguarding duties and liaise closely with other services such as Wolverhampton Council's Children's Services and the Graiseley Strengthening Families Hub.

All staff at St Luke's have a responsibility to provide a safe environment in which children can learn. If someone at our school sees an unusual or unexplained injury or mark, or if your child has said something worrying to us, we are required by law to make a referral. Please note it is not our job to investigate; Wolverhampton Council's Children's Services and the Graiseley Strengthening Families Hub will make the decision as to what happens next.



## Home-School Partnership

We welcome all parent/carers into school to answer any questions you may have or to discuss any problems, which are causing concern. Staff are always willing to discuss matters relating to your child's welfare, but it is necessary to make an appointment beforehand.

### Communication with Parents/Carers

- We have a weekly e-newsletter which aims to keep parents/carers up to date with what is happening at St Luke's. A direct link to the newsletter is sent to parents each Friday via our Text Messaging Service. It is also uploaded onto the school website and our School Facebook page
- Key Events for Parents/Carers are distributed at the beginning of the academic year.
- We have a text messaging service which is really useful but does rely on parents/carers keeping school informed of any mobile numbers changing.
- During the year there will be organised occasions for you to come into school to see performances, talk about teaching methods and discuss your child's progress with his or her teacher.

**Autumn Term:** Consultation Evening to discuss how your child has settled into their new class and year group.

**Spring Term:** Consultation Evening to discuss the interim (mid-year) report with regards to your child's progress and any concerns.

**Summer Term:** Consultation Evening and an opportunity to discuss your child's progress over the year.

**Learning Together Sessions:** These are an opportunity for you to come in school and see what your child is learning. Parents/Carers are able to spend the morning / afternoon with your child in their lessons. Feedback from parents is extremely positive!

**Workshops:** Throughout the year there will be a variety of workshops offered to parents/carers. Workshops include Phonics, Reading, Maths, SPaG, EAL. Feedback from parents is extremely positive!

### Home-School Agreement

Our "Home – School Agreement" was introduced in September 1999 and is reviewed on a regular basis. Parents/Carers and children are asked to sign this document as children first join our school.



## School Matters!



At St Luke's, we value good attendance. It is celebrated in many ways and our children are very proud of attendance rates.

### Absences

In the event of your child being absent from school, school should be informed by verbal or written notification, i.e. a telephone call from the parent or guardian, telling your child's teacher or a note into school. When a pupil is expected to be away for some time, an early telephone call explaining the circumstances is important.

Any Absences **not** supported by a letter, telephone call or personal visit will be followed up with a telephone call on the day of absence. Every effort will be made to contact families to ensure pupils are safe. In the event that absences are not explained these will be recorded as an "Unauthorised Absence" and this could result in communication from the Education Welfare Officer.

Attendance is vital and research has shown that it is linked to good progress. If school becomes concerned about your child's Attendance, you will receive a letter. If your child's attendance falls below a certain percentage, you will be contacted by the Local Authority Education Welfare Officer.

### Taking your child out of school in term-time

New legislation introduced by the Government in September 2013 stated that Headteachers could **no longer authorise** 10 days holiday during time.

Leave of absence during term time, can now only be authorised by the Headteacher if they are satisfied, that there are **exceptional circumstances** that warrants the granting of leave.

If your request is not authorised and the child is absent during the requested time, parents may receive a penalty notice (fine).

**Please note that your child is not automatically entitled to holiday during term time.** Taking holidays during term-time can have a negative effect on your child's education, the time they are away from school and the time it takes to settle on their return.

**Children have 14 weeks holiday from school during the year and all holidays (including family visits abroad) should be taken during this time.**





## Pastoral Care

Pastoral Care of our pupils is at the very heart of all that we do here at St Luke's. We treat each and every child as a unique and special individual and do all in our power to bring each one to their fullest potential. In order to do this, we have many policies in place that help us to be consistent in our care of each child. For example;

- Safeguarding and Child Protection
- Anti-Bullying
- Behaviour & Discipline
- SEND
- Health & Safety

These policies and many more are available on our website. We also have specialist staff (Leading Pastoral Worker) who are trained in this area who work with identified children.



All staff at the school are committed to the care of your child. We have a great number of staff who have been trained in First Aid. In the event of an accident, your child, if required, will receive First Aid. This will be recorded in our First Aid Record Folder and a 'bump note' will be sent home, explaining the accident and treatment given. In the case of a more serious upset or accident, or where there has been an injury to the face or head, a member of staff contact parents/carers. Therefore, it is imperative that parents/carers keep school informed of any change of telephone numbers or other relevant information.

## School Health Assessments

The Wolverhampton School Nursing Service will monitor your child's development, measuring their height and weight during Reception and Year 6.

Your child's vision will be tested by an Orthoptist during Reception and a hearing test will be carried out by a visiting Audiological Technician when your child is in Year 1.

Children from Reception to Year 6 are also able to have Fluenz Immunisations.

As a parent or guardian, you will be contacted by the relevant agencies asking for consent and also to discuss results of the above checks if any problems are found.



# What should your child wear?

## SCHOOL UNIFORM

<b><u>Boys</u></b>	<b><u>Girls</u></b>
Grey trousers	Navy blue skirt/pinafore or Grey trousers
Pale blue shirt and school tie, with navy blue V-necked jumper	Pale blue shirt and school tie, with navy blue V-necked jumper or cardigan
Pale blue polo shirt, with navy blue sweatshirt with school logo	Pale blue polo shirt, with navy blue sweatshirt with school logo
Black shoes and dark socks	Black shoes and white socks or navy tights
Short grey trousers ( <i>Summer</i> )	Pale blue & white checked dresses ( <i>Summer</i> )

### **P.E Kit**

Pale blue round neck t-shirt and navy shorts / navy jogging or tracksuit bottoms for outdoor games and activities

New for September 2021: Families are able to purchase St Luke's sports kit (see separate information sheet in your pack)

Black slip-on pumps (inside) trainers (outside)

***Children should attend school in their PE kit on their designated day.***

**PLEASE ENSURE THAT YOUR CHILD'S CLOTHING IS CLEARLY NAMED.**

You may purchase School Sweatshirts, School polo shirts, Ties, Book bags, P.E bags and P.E kit from school. Prices available on request.

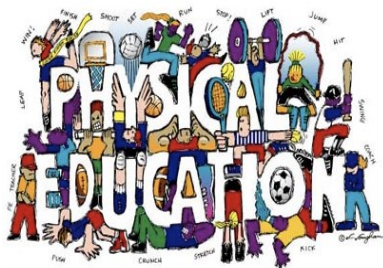
### **Safety**

In the interests of safety, children are advised not to wear jewellery at school. If a child has pierced ears then studs only should be worn.

***Please no hooped or dangly earrings. Any items must be removable by the child for PE lessons.***

Wristwatches may only be worn on the understanding that the School is not responsible for loss or damage.

## Physical Education & Sports



At St Luke's, we value PE, Sports & Swimming and ask you as parents/carers to do so too. How? Please ensure that your child has a correct PE kit to wear to school and attends swimming lessons, when it is their year group's turn.

Physical activity not only improves health, reduces stress and improves concentration, but also promotes correct physical growth and development. Exercise has a positive influence on academic achievement, emotional stability and interaction with others. Therefore teachers, children and parents/carers should be aware of its importance.

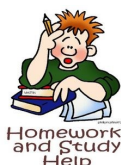
"Swimming is an important skill and a compulsory part of the PE curriculum for primary pupils," Department for Education. Our children are very fortunate as we ensure that all children have swimming sessions for a term when they are in Year 2 through to Year 6. Again, school subsidises the cost of swimming sessions and transport to and from the swimming pool, however, we do ask parents/carers to give a small weekly contribution.



## Extra-Curricular Activities

We are very proud to offer a wide variety of extra-curricular clubs across the school, many are run and organised by school staff. These may include Football, Gymnastics, Athletics, Netball, Choir, Homework plus many more. We also have a range of activities which are led by external providers, there is usually a small block charge for these clubs but they are of excellent value!

In addition, there are many opportunities for children to take part in inter-school and intra-school sporting competitions and activities.





## School Meals & Snack time

School meals are prepared and cooked on the school premises. **We offer an online payment system.** Alternatively, we ask that payment for meals is made on Mondays and money is brought in clearly marked envelopes as any loss causes much distress to the child and yourself.

All children in Reception, year 1 and year 2 are entitled to Free School Meals. **However if you are eligible, we still need you to register for Free School Meals.**

For children in year 3 to 6, if you are at present unemployed or receiving a low income, you may either call the Civic Centre or school and enquire whether you are entitled to help with school meals. **School benefit from additional funding if you are entitled to free school meals – so please claim if eligible!**

Children are also able to bring a healthy packed lunch; In the interest of safety, GLASS BOTTLES containing drinks are NOT ALLOWED on the school premises and drinks must be of the still variety, no fizzy pop allowed.



We ask that you choose either school lunch or packed lunch at the beginning of each half term as frequent changes make the advance ordering of food extremely difficult.

All children have access to milk at lunch time or during the nursery sessions and all children are provided with water bottles.

At the beginning of each day, children are able to have snack. As St Luke's is a Healthy School, we prefer children to purchase food from school for snack time. We sell toast/individually wrapped breakfast bars, yoghurts or raisins for £1 per week.

In addition, all children have access to a free piece of fruit every day.





This is a service offered by the school, run by our own staff; Higher Level Teaching Assistants, Teaching Assistants and Support Staff.

**Breakfast Club is run by qualified staff from 7:45 – 8.45 a.m.**

**After School Club is run every afternoon at from 3.30 to 5.30p.m.**

**Holiday schemes are also on offer during specific holidays.**

All sessions provide a wide range of activities for the children and cost is kept as low as possible.

**More information and registration forms can be obtained from the school.**

## **POLICIES & PROCEDURES**

### **COMPLAINTS PROCEDURE**

It is hoped that any concerns that you have will be of a minor nature and can be resolved informally with the Headteacher. If this is not the case, it may be appropriate to seek further advice from the Governing Body of the School. Our complaints policy is available on the school website.

### **CHARGES POLICY**

The Governors have agreed to adopt the DES circular 2/89 over School Charging Policy. They wish to re-affirm that there will be: -

- No charge for admission to this school.
- No compulsory charge for activities offered wholly or mainly during normal teaching time and they shall be available to all pupils regardless of their ability or willingness to meet the cost.
- The right of discretion to charge for optional activities provided wholly or mainly out of such hours
- The right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or out-side school hours.
- No requirement made on the parents or pupils to pay for, or to supply the materials, books, instruments or other equipment for the use in education provided during school hours.

The policy for residential visits requires that some financial contribution will be requested, but consideration must be given in cases of financial hardship.

Parents can be asked to pay for the cost of replacing broken windows or damaged/lost books etc. where this is a result of pupil's behaviour.

### **OTHER POLICIES**

These are a range of policies that have been agreed by the Governing Body of the School and many of these are available on the school website.

Policies are constantly under review and revision, and are available, on request, from the school.

## Who should I speak to regarding .....?

My Child's progress	Class teacher
Any issues involving my child	Class teacher (in the first instance)
Absence from school / Holiday forms	Mrs Garcha, Attendance Officer
Finance	Mrs Ferguson, Finance Officer
Lunchtime (Issues)	Mrs Ferguson, Senior Supervisor
Skoolz Out (Child Care)	Mrs Kumar
After-school clubs	School Office
Child Protection & Safeguarding	Mrs Grennan
Complaints	Mrs Grennan / Mrs Smith
General information	School Office Staff
SENCo	Mrs Bannister & Mrs Bryan
Family programmes / support	Mrs Samuels
Changes in address / contact details	School Office Staff
Any other queries	Mrs Grennan





**If you have any further questions about our school, please do not hesitate to contact a member of staff.**

**We hope that you have found this information useful and informative, and look forward to your child becoming a member of St Luke's Church of England (Aided) Primary School.**