

St Luke's Church of England Voluntary Aided Primary School (2023 - 2024)



St Luke's Primary School

Information for Parents/Carers




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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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



*'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

**St Luke's is a two-form entry Primary School.
Each class has 30 children; each group has 60 children.
Our nursery is a 30-30 place Nursery; children either attend a morning or
afternoon session.**

Early Years		Notes
Nursery	Rainbow Class	Morning: 8:45-11:45 a.m. Afternoon: 12:30—3:30 p.m.
Reception	Red Class	<p>Children are able to access their classrooms from 8:45 a.m.</p> <p>Registration is at 8:55 a.m.</p> <p>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.</p> <p>School finishes at 3:30 p.m.</p> <p>Parents/Carers are able to drop and collect children directly from their classes from Nursery to Year 4.</p> <p>Children in Year 5 and 6 access school via the Year 5 entrance (rear of school) and Year 6 entrance (side of school)</p> <p>All children from Nursery to Year 5 are to be collected by an adult.</p>
	Blue Class	
Key Stage 1		
Year 1	Green Class	
	Topaz Class	
Year 2	Orange Class	
	Purple Class	
Key Stage 2a		
Year 3	Ruby Class	
	Sapphire Class	
Year 4	Emerald Class	
	Topaz Class	
Key Stage 2b		
Year 5	Amber Class	
	Amethyst Class	
Year 6	Diamond Class	
	Pearl Class	

Our Early Years Foundation Stage Curriculum

★ What Will My Child Be Learning?

The EYFS framework outlines seven areas of learning and development and educational programmes. There are three **prime** areas of learning, which are particularly important for your child's development and future learning:

communication and language

personal, social and emotional development

physical development

There are four **specific** areas of learning, through which the prime areas are strengthened and applied:

literacy

mathematics

understanding the world

expressive arts and design

Early years practitioners also use your child's needs and interests to plan challenging and enjoyable activities and experiences.

★ How Will My Child Be Learning?

The EYFS framework identifies the essential role of play in your child's development. It is through both child-led play and play guided by an adult that your child will develop confidence and relationships with others. Through play, EYFS practitioners will help your child to extend their vocabulary and develop their communication skills.

The EYFS framework identifies three characteristics of effective teaching and learning:

playing and exploring

active learning

creating and thinking critically

Our Key Stage 1 and Key Stage 2 Curriculum

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 raise standards in the core subjects of English and Mathematics, 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 is supported 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 (including Online Safety)

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'.

On-line safety is an ongoing key area of focus across the curriculum. As a school we adopt three approaches to achieving this:

- Dealing with the "here and now": informing and making children, young people and their families aware of the benefits and also the potential dangers of working on-line.
- Building learning opportunities to develop children and young people as safe and e-confident learners, enabling their families to understand and support them in this area of their lives.
- Technical safeguards such as appropriate web filtering and levels of access.

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 and Maths, 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 knowledge and skills related to Programmes of Study for the relevant year groups/ phases. Children are taught a variety of knowledge and skills in all the different subject areas, 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, in consultation with parents/carers.

National Testing

- Reception children complete a Baseline Check in September/October
- Year 1 complete the Phonics Screening Check in June.
- Year 4 children participate in the Multiplication Table Check in the Summer term.
- Year 6 pupils complete Standard Attainment Task/Tests (SATs) in the Summer term.

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. Examples of weekly homework can be found here: [Homework | St Luke's \(stlukesprimary.co.uk\)](#)



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, Junior Leadership Team (JLT) Representatives, Prefects, Playleaders, Peer Supporters)

Across the school children are encouraged to take on responsibilities in the form of monitors, i.e. 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 JLT 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.

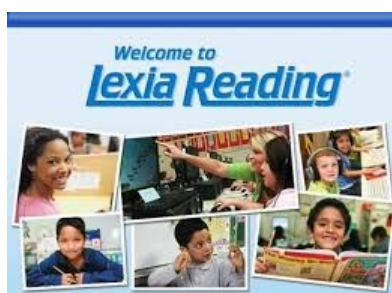
We strive to meet the child's needs through individual action plans which are constantly reviewed and changed as progression takes place. Levels of need are finalised through the Authority Audit, which takes place annually, with the involvement of Parents and External Agencies.

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





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 Safeguarding Team



Mrs Grennan
(Headteacher)
Designated
Safeguarding Lead



Mrs Smith
(Deputy Headteacher)
Deputy Designated
Safeguarding Lead



Mrs Samuels
(Home School Liaison Officer)
Deputy Designated
Safeguarding Lead



Mr Skywalker
(E-Learning Lead)
Digital Safeguarding
Lead



Mr Espin-Bradley
(Vice Chair of Governors)
Safeguarding Governor

The team provide support to staff members in carrying out their safeguarding duties. 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 to MASH (Wolverhampton's Multi-Agency Safeguarding Hub). Please note it is not our job to investigate; Wolverhampton Safeguarding Team will make the decision as to what happens next.

Operation Encompass

Operation Encompass is a nationwide initiative that promotes a timely referral of Domestic Abuse cases to schools to ensure that children and young people exposed to or involved in domestic abuse within the home are offered support in a timely manner.



The aim of the Operation is to provide early support and intervention for children and young people who are vulnerable in these households. Wolverhampton Police have adopted this approach, supported by Wolverhampton Safeguarding Board.

A Safeguarding notification is sent to the Designated Safeguarding Lead

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:

- Meet the Staff meeting (beginning of school year)
- Consultation - Virtual or in person (2nd half-term) to discuss how your child has settled into their new class and year group.

Spring Term:

- Consultations - Virtual or in-person (2nd half-term) to discuss the interim (mid-year) report with regards to your child's progress and any concerns.

Summer Term:

- Consultation Evening - in-person appointments only (July) to discuss your child's progress over the year and their end of year report.

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!

Please read our Communication Policy for more information:
[School Policies | St Luke's \(stlukesprimary.co.uk\)](http://stlukesprimary.co.uk)



School Matters!



Attend Today, Achieve Tomorrow

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 13 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 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

As a school, we are allocated a School Nurse. They are available for parents/carers & staff to make referrals regarding health concerns of our children.

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

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

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

P.E & Sports Kit

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

Tops	<ul style="list-style-type: none"> Pale blue round neck t-shirt or St Luke's sports T-Shirt Navy Blue tracksuit top or Hoodie (no logos) or St Luke's Mid-layer 	
Bottoms	<ul style="list-style-type: none"> Navy shorts / Navy jogging or tracksuit bottoms Navy/Black tracksuit top or Hoodie (no logos) or St Luke's Tracksuit bottoms 	
Foot - wear	<ul style="list-style-type: none"> Black pumps Trainers 	

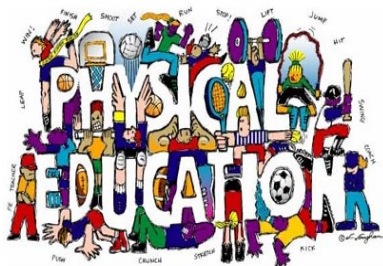
Items highlighted in blue can be purchased from school or Ron Flowers Sports & School Wear. We also sell book bags and P.E bags.

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 (no hooped or dangly earrings) and studs need to be removed for swimming.
- All Bangles (metal or tied) should be removeable
- No necklaces or chains should be worn.

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.

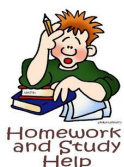
“Swimming is an important skill and a compulsory part of the PE curriculum for primary pupils,” Department for Education. Our children are very fortunate as we ensure that all children have swimming sessions for a term when they are in Year 3 through to Year 6. Again, school subsidises the cost of swimming 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. These may include Football, Dance, 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 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. As we are part of the National Breakfast programme, all children are entitled to a daily 'free' bagel. We also sell individually wrapped breakfast bars, yoghurts or raisins for £1.00 per week.



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

Home-School-Community inks

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.



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.

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



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.

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

Contact Information

St Luke's Church of England
(Aided) Primary School
Park Street South,
Wolverhampton,
West Midlands
WV2 3AE

Telephone: 01902 556434

Email

stlukesprimaryschool@wolverhampton.gov.uk

Website

www.stlukesprimary.co.uk

Social Media

Please join, follow and like our school Facebook page



StLukesCEAidedPrimarySchool 

Headteacher: Mrs A Grennan