

St Luke's Church of England Voluntary Aided Primary School (2026 - 2027)



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
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	Children are able to access their classrooms from 8:45 a.m. 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. Parents/Carers are able to drop and collect children directly from their classes from Nursery to Year 4. Children in Year 5 and 6 access school via the Year 5 entrance (rear of school) and Year 6 entrance (side of school) All children from Nursery to Year 5 are to be collected by an adult.
	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

The Early Years Foundation Stage (EYFS) statutory framework sets standards for the learning, development and care of your child from birth to 5 years old. 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

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

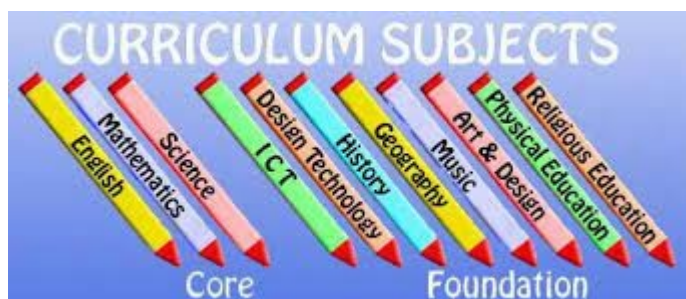
playing and exploring

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.

Teaching within School

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.
- For all other subject areas, Learner Profiles are in place 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. 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 is inspirational and invitational. It aims to provide the opportunity for pupils to worship God alongside c on their own lives. 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.

Relationships and Sex Education—RSE

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. The scheme and advice for parents is available on the school website.

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 should be made in writing to the Headteacher at the beginning of the academic year.** A Relationships and Sex education (RSE) 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 taught weekly but is also embedded throughout the curriculum 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.

Enriching the curriculum - Visits and Visitors

As a school, we aim to:

- Consistently promote the extensive personal development of our pupils.
- Ensure that our children have access to a wide, rich set of experiences.
- Provide opportunities for our children to develop their talents and interests
- Provide our children with rich experiences in the curriculum and through extra-curricular activities

During their time at St Luke's, we aim for our children to experience the following:



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. **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.

At St Luke's we have a Rewards and Discipline Policy, which is based around our three school rules.



Rewards

At our school we expect all children to be well behaved and have a good attitude, following our three rules of 'Be Ready, Be Respectful and Be Safe!'

Children are awarded 'Learning Me' Dojos. There are 5 Learning Me's which reflect the different characteristics of an effective learner:
Social Me Thinking Me Spiritual Me Creative Me Physical Me

Children are given Dojos which are recorded in their individual online Profile, on Class Dojos, and receive different awards for numbers achieved.

Star of the Week & Good Citizen Award
 Each week, one child in each class is chosen for this award.

These are given to children for persistent, excellent attitude and behaviour. Golden Tickets recognise those children who are persistently well-behaved and a credit to our school.

Headteacher's Award
 Each week, the Head Teacher will ask for nominations for class or year group of the week based on their positive attitude, exemplary behaviour, care for the school environment etc. The winners will be awarded a reward chosen by their teacher.

Other Awards (Half-termly / Termly)

Discipline Procedures

At our school we expect all children to be well behaved and have a good attitude. If you choose not to follow our three rules of 'Be Ready, Be Respectful and Be Safe' then the following actions will take place:

Steps	Action
	1: Reminder Remind children of the expectations of 'Ready, Respectful, Safe'
	2: Caution Verbal warning given, making them aware of their behaviour & clearly outlining the consequences if they continue. Offer time in the Reflection Zone to regulate emotions if necessary.
	3: Consequence This will be appropriate and related to the behaviour. Record on the 'Class Consequence Chart'.
	4: Escalation Involve Phase leader and behaviour is recorded in the 'Phase Behaviour Log' and parents/carers informed. Anyone entered misses part of half-termly 'Golden time'.

Restorative meeting
 Takes place after either Step 3 or Step 4 to discuss the behaviour, the impact and the next steps (taking responsibility and putting things right!!)

As a Restorative Practice school, we are committed to nurturing a community built on respect, kindness and strong relationships.

We encourage our pupils to take ownership of their actions, understand the impact on others and work collaboratively to resolve conflicts. By focusing on dialogue and reflection, we create a safe and supportive environment where every child feels heard, valued and able to succeed.

Pupil responsibilities (Monitors, Junior Leadership Team (JLT) Representatives, Prefects, Reading Ambassadors, Playleaders, Peer Supporters and Planet Protectors!)

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 group meets regularly to discuss the school, any issues that may exist and how our school can be improved. They also act as courageous advocates, leading our charity focus for the year. This gives the children a sense of ownership which we feel is important.

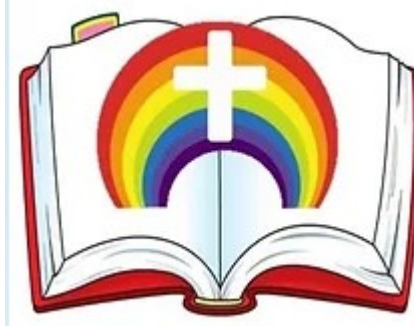
In addition, a Prefect system is in operation and Year 6 pupils are elected. This role involves leading and encouraging the children in our school, helping staff before school and taking on additional responsibilities.

We love to Read at St Luke's!

At St. Luke's we understand and foster the importance of early language acquisition. English unites the important core skills of reading, writing, speaking and listening and enhances the ability to use and understand both oral and written language to communicate. We aim to ensure that the needs of every child are identified and the sequence of phonics and reading lessons are pitched correctly to promote excellent progress in reading for all pupils. All staff, children and governors promote a love of reading throughout the curriculum and children are encouraged to read frequently and widely using the vast amount of books the school has to offer in the many reading areas across the school.

Reading and the enjoyment of books is an integral part of each day at St. Luke's and our overall aim is that all children leave St. Luke's confident and successful readers with a lifelong passion for reading. All our staff at St. Luke's have a strong desire to nurture a love of reading and this can be seen throughout all elements of the curriculum at St. Luke's.

Reading ambassadors in KS2 support special celebrations, support the running of the library and strive to support passion for reading across the school. As well as all this, Reading Champions are celebrated half-termly during whole school celebrate and praise and are awarded book prizes. All children are encouraged to share and talk about books in their classes and groups. How else can children discover new and exciting books!



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.

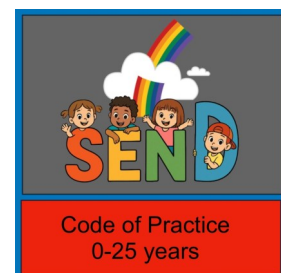
We have a range of staff who utilise research based learning programmes under the guide of our named members of staff for Special Educational Needs (SENCOs). Parents/Carers are invited to take an active part in target setting and reviews.

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.

We have also developed an 'Informal Resource Provision (IRP) 'The Ark' which is a specialised space for pupils with SEND and complex needs who may find the mainstream classroom overwhelming. 'The Ark' provides a calm, structured and supportive environment where children can regulate their emotions, access personalised support and build the confidence and skills needed to engage successfully into the mainstream learning environment.

A Special Educational Needs policy is available, on request, for inspection from the School.

[Send Information for Parents | St Luke's](#)





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



Mr Skywalker
(Computing 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 following the report of a domestic incident.

Home-School-Community Links

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.



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 Teachers 2 Parents App / Text Messaging Service.

The newsletter is also uploaded onto the school website and our School Facebook page

Key Events for Parents/Carers

At the beginning of the academic year, an overview of all key events and dates are published and shared with parents/carers.

This includes school term dates, holidays, Family Worship, Learning Together Sessions, Parent/Carer consultations and lots more.

A calendar titled '2024 - 2025 School Year Key Events for Parents/Carers'. It displays a grid of dates with various events marked in different colors. The events include 'Family Worship', 'Learning Together Sessions', 'Parent/Carer consultations', and 'School Term Dates'. The calendar is organized by month, showing the entire school year from September to August.

Autumn Term:

1. Meet the Staff meeting (September)
2. Consultation - Virtual or in person (November) to discuss your child's progress.

Spring Term:

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

Summer Term:

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

Workshops: Throughout the year there will be a variety of workshops offered to parents/carers. Workshops include Phonics, Reading, Maths, Online Safety.





Sessions for Parents/Carers to come into school and see how and what your child is learning!

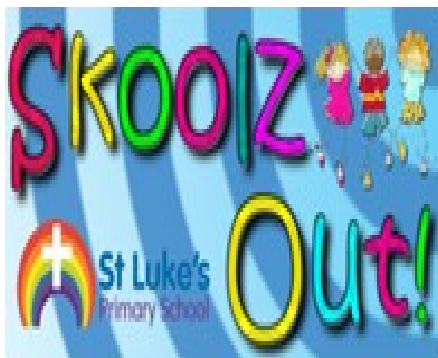


- Take place every term for every year group in school.
- Parents/Carers are able to spend the morning / afternoon with your child in their lessons.
- Feedback from parents is extremely positive!

School Comms is our current method of communicating with parents/carers via the App, SMS or Email.



Advice & Support for families and parents. Staff can support with a variety of issues and can also signpost to other family agencies, i.e. Graiseley Strengthening Families Hub.



Skoolz Out is a childcare service offered by the school, run by our own staff.

**Breakfast Club (7:45 – 8.45 a.m.)
After School Club (3.30 to 5.30p.m.)**

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

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

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

Please note that your child is not automatically entitled to holiday during term time.

Leave of absence during term time can only be given for exceptional circumstances. We do not permit holidays during term time. Children have 13 weeks' holiday from school each year, including a long summer break. This allows time for family holidays, including family related trips abroad.

Absence during school time means your child loses out on teaching, which disadvantages their learning. We publish term dates well in advance to support parents and carers in planning trips. All time in school is important.

Requests for absence should be made at least four weeks before the start of the holiday and school then has seven school working days to confirm/decline the request. Where possible all holidays/absences from school should be taken within the fourteen weeks that school is closed to pupils and **travel arrangements should not be made before authorisation has been granted.** A fixed penalty fine can be served for unauthorised absences of 5 or more days. These fines are processed by the local authority.



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 'First Aid slip' 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 supported by the School Nursing Team.

- We are able to make referrals to the team regarding health concerns for any 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.



What should your child wear?

SCHOOL UNIFORM Reception—Year 6

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 (Summer)	Pale blue & white checked dresses (Summer)

P.E & Sports Kit

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

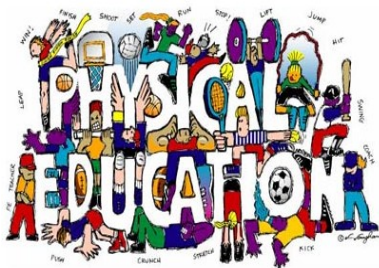
Tops	- Pale blue round neck t-shirt or St Luke's sports T-Shirt - Navy Blue tracksuit top or Hoodie (no logos) or St Luke's Mid-layer	 
Bottoms	- Navy shorts / Navy jogging or tracksuit bottoms - Navy/Black tracksuit top or Hoodie (no logos) or St Luke's Tracksuit bottoms	
Footwear	- Black pumps - Trainers	

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 however, we do ask parents/carers to give a small weekly contribution towards covering the cost of transport to and from the swimming pool.



Extra-Curricular Activities

We are very proud to offer a wide variety of extra-curricular clubs across the school. These may include Football, Dance, Arts & Crafts, Games, Choir plus many more. We also have a range of activities which are led by external providers, there is usually a small 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, and they are very popular with many children and staff!

- 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!**
- For those families not entitled to Free School Meals, there is a charge. For this, our preference is that parents/carers pay using our **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.

If you do not wish to take up the offer of a school meal, then children are able to bring a packed lunch.

- This must be a healthy packed lunch. (Nut free)
- In the interest of safety, GLASS BOTTLES containing drinks are NOT ALLOWED on the school premises.
- Drinks must be of the still variety, no fizzy pop allowed.



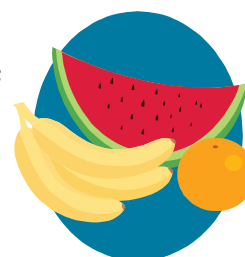
All children have access to milk at lunch time or during the nursery sessions and all children are provided with water bottles—if required.

We also offer a breakfast/snack service at St Luke's at the beginning of each day.

Or alternatively, we also sell items such as yoghurts or raisins for either:

- £1.60 per week
- Discounted rate per half-term, for example: £12.00 for 8 week half-term, £9.50 for 6 week half-term.

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



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 [School Policies | St Luke's \(stlukesprimary.co.uk\)](http://stlukesprimary.co.uk)

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 / Mrs Lewis (Attendance Officers), Mrs Smith (Deputy Headteacher)
Finance	Mrs Ferguson (Finance Officer)
Lunchtime (Issues)	Mrs Ferguson (Senior Supervisor)
Skoolz Out (Child Care)	Mrs Kumar (Skoolz Out lead)
After-school clubs	School Office
Child Protection & Safeguarding	Mrs Grennan (Headteacher / DSL) Mrs Smith (Deputy Head / DDSL)
Complaints	Mrs Grennan (Headteacher) Mrs Smith (Deputy Head)
General information	School Office Staff
SEND issues	Mrs Bannister (SENCO) Mrs Bryan (Asst SENCO)
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