



Lawn  
Primary  
School

# Lawn Primary School Brochure

*Dream, Believe, Achieve*

**2018-2019**



# Welcome to:-

# Lawn

# Primary School



Lawn  
Primary  
School

The staff, children and governors welcome you most warmly to our school. We are dedicated to providing a safe, secure and stimulating learning environment. We pride ourselves on treating each child as an individual and we work in close partnership with parents to ensure that all children make the most of their time with us.

We believe that education is for life and is therefore about the development of the whole child. Our children are encouraged to respect and value each other whilst gaining independence and autonomy. Part of the value of school is experiencing and learning to cope with a wider social environment; learning to relate well to other people and beginning to see things from another's point of view; learning to share, to be tolerant and to care for others; to be honest, reliable and show concern for each other and their property; to value other cultures and people's rights to their beliefs.

We want all our children to enjoy school, to develop enthusiasm, perseverance and a questioning approach to life that will prepare them for the future stages in their education. Our aim is to extend and support all children and help them to achieve their full potential. We have high but realistic expectations. All children know they are valued and are encouraged to develop their skills and talents in a variety of ways in achieving their personal best. We work to give children a thorough grounding in basic skills and to develop a lively interest and curiosity about the world in which they live. Children experience a wide curriculum that includes the creative arts and physical activities and we want all to develop a love of learning that will stay with them throughout their life.

We hope that this brochure will provide you with general information about Lawn Primary School, but if you would like to find out more about us then we would be pleased for you to come and talk to us.

**Sarah Allison**  
Headteacher

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Allestree,  
Derby.  
DE22 2QR.  
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# Our School

Every child is special....

We place great emphasis on the development of each child as an individual. The ethos of our school is based on ensuring that every child is provided with a personalised education and an experience that is broad based and comprehensive. Our concern is with the whole child, their emotional and physical well-being and their cultural, moral and social development.

From Reception aged onwards, children are encouraged to have self-respect and to respect the rights of others. They are encouraged to be confident, independent self-motivated and to co-operate with others in all aspects of their school life. Through the Class and School Councils they learn to voice their opinions, be good citizens and to care both for their own school community and the wider environment.

## Vision and aims

### **DREAM, BELIEVE, ACHIEVE.**

Our mission statement "***Dream, Believe, Achieve,***" reflects our understanding and beliefs. We aim to ensure that the children at our school are provided with high quality learning experiences based on a broad and balanced curriculum. It promotes the spiritual, moral, cultural, mental and physical development of pupils at the school. This leads to a consistently high level of pupil achievement, preparing pupils for the challenges, opportunities, responsibilities and experiences of adult life.

### **Vision statement**

At Lawn Primary School we believe that a happy child is a successful one. We are committed to providing a positive, safe and stimulating environment for children to learn, where all are valued. We intend that all children should enjoy their learning, achieve their potential and become independent life-long learners.

We believe that education should take place in a fully inclusive environment with equal opportunities for all and that all children should learn to value religious and cultural differences. Our school strives to be at the centre of the local community with positive and effective links to the wider and global communities.

### **Aims**

- To ensure all children achieve their potential, leaving the school with high standards of skills across the whole range of the curriculum, as a result of consistently high-quality teaching and guidance.

- To respect and value ourselves and other people. We aim to achieve this by displaying good teamwork, positive attitudes, appreciation of each other and by challenging negative influences and behaviour.
- For all members of the school and its stakeholders to work well together and contribute positively to the wider community.
- To create and maintain a physical environment that is fit for purpose with a full range of facilities to ensure high quality learning for the 21<sup>st</sup> century.

# The Governors

The Governing Board is a group of people who aim to provide the Headteacher and staff with support, advice and information drawn from their knowledge and experience. By doing this it acts as a 'critical friend' to the school. The Governing Board is 'critical' in the sense that it has the responsibility for regularly 'checking out' the effectiveness of the school. It does this by asking challenging questions and by considering and discussing the information it is given about the school. It is a 'friend' because it is there to promote the interests of the school and its' children. Parent Governors are elected by yourselves and are then able to be present at each meeting. The Chair of Governors can be contacted via the school office.

## **Co-Chairs of Governors**

David Phillips and Ruth Larson

## **Vice Chair of Governors**

Susan Bejar

## **Parent Governors**

Louise Rhodes  
Amanda Clarke  
Matt Stevens  
Jess Hall  
Sally-Anne Bonnett

## **LA Governors**

Margita Madjarova

## **Clerk**

Laura Storey

## **Staff Governors**

Sarah Allison  
Amanda Burton  
Yasmin Ayub

## **Co-Opted Governors**

Ruth Lawson  
Jon Blanchenot  
David Phillips  
Susan Bejar  
Simon Blood

## **Associate Governor**

Lee Archer

# The Staff

## Headteacher

Mrs S Allison

## Deputy Headteacher

Mrs D Hallam

## Assistant Headteachers

Mr A Walters

Mr L Archer

## School Business Manager

Mrs H Dobson

## Teaching Staff

Miss M Alexander

Mr A Walters

Mr G Molineux

Mrs R Richards

Mrs S Cousins

Mrs Adamson

Miss C Seddon

Mrs S Levesley

Mr L Archer

Miss K Golding

Mrs V Shepherd

Mrs D Hallam

Miss Y Ayub

Mrs C Harland

Miss C Hendy

Mrs J Clarke

Mr L Wilkins

Miss V Harrison

## Learning Mentor

Mrs J O'Hare

## Teaching Assistants

Mrs W Cordwell (HLTA)

Mrs J Sowerby

Mrs S Millington

Mrs L Brown (HLTA)

Mrs M Hathaway

Mrs K Wyke

Mr N Fox

Mrs J Hutchinson

Mrs A Burton

Mrs V Hill

Mrs A Hodgetts

Mrs A Boyce

## Administrative Staff

Mrs C Parker

Mrs D Flint

Mrs J Sladen

## Site Staff

### Site Manager

Mr A Foulds

### Caretaker

Mr G Barber

## Playworkers

Mrs Y Woods

Mrs T Copeland

Ms J Davey

Mrs L Billings

Mrs Dyer

Mrs D Oliver

Mrs J Smith

Mrs L Stott

Ms C Shipley

Mrs N Severn

Mrs A Burton

Ms C Hame

## Cleaners

Mrs L Wilde

Mrs M Plant

Mrs J Maunder

## Catering Staff

Mr A Kakore (Chef)

Mrs P Evans

Mrs D Gurney

Mrs B Hardy

# Safeguarding

Parents should be aware that the school will take any reasonable action to ensure the safety of its' pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow Derby City Safeguarding Procedures and inform the Children and Young People's Department of their concern.

## The School Day

PLEASE NOTE: For security reasons parents should only access the building via the school office.

### At the start...

Both the school entrances are unlocked at 8.45 am. Children are expected to enter their classrooms at 8.45 am. School registers are taken at 8.55am. When entering the school site, it is essential that all pedestrians use the pedestrian entrance, and not the car park gates to walk onto our school grounds. In addition, we respectfully ask that parents do not try to access the school site by vehicle during the school day for safety reasons.

Please ensure your child is at school punctually each day. This ensures a smooth and happy start each day for your child. School registers are checked regularly by the Educational Welfare Officer and they may contact you if your child is consistently late for school. The school gates will close each day at 8:55am.

Staff are available at the beginning and end of the day if you would like to speak to them.

### In the middle... lunchtime arrangements

Morning playtime 10:30 – 10:45  
Lunchtime 12:00 – 1:15 (KS1) 12:15 – 1:15 (KS2)  
Afternoon playtime 2:20 – 2:30 (KS1 only)

- Children may have a school dinner cooked by our kitchen staff
- Children may bring a packed lunch.
- Children may go home for lunch

### Food in school

We promote healthy eating in school, especially when it comes to snacks. Therefore, if children wish to have a snack at morning break, they may bring a piece of fruit, children in Key Stage 1 and FS2 will have a free piece of fruit or veg. Children are encouraged to bring a translucent bottle of water to school each day. Please label the

bottle with your child's name and **ONLY FILL WITH WATER – juices and fizzy drinks are not permitted in school.**

We do ask that if your child wants to change from dinners to sandwiches or from sandwiches to dinners, that one weeks' notice is provided in writing via a school form from the office or the website.

Payment for school meals can be made each half term by either cheque, cash or via the online dinner money system. Should you prefer to pay weekly please send the money to the child's class teacher each Monday morning. Cheques should be made payable to Derby City Council. All monies should be placed in a sealed envelope with your child's name and class clearly written on the front.

## **Appointments, collections, absence**

If your child is absent from school due to illness please contact the school office by 9:15am on the morning of absence, this will then need to be followed up by confirmation in writing to the child's class teacher. If no message has been received by 9:30am a text message will be sent asking you to call and authorise the absence. Legislation requires that absences unexplained by a note have to be counted as an unauthorised absence.

Although we do not encourage your child to be late or absent from school we are aware that sometimes this is unavoidable. However, where possible please arrange for dentist and doctors' appointments outside the school day. If your child is going to be late to school or needs to be collected early please send a note to the child's class teacher informing them.

If your child arrives late at school, i.e. after the school gates have closed, then parents should accompany them into reception and sign them in. They will then be accompanied to their classroom by a member of staff.

There is no automatic right to holidays during term time. However, if you require time off for any exceptional circumstances, this must be applied for in advance using a Leave of Absence form from the school office. All requests must be supported by an additional letter giving further details. Recent legislation has meant that absences unexplained by a letter have to count as unauthorised.

## **At the end...**

We would ask, as with the beginning of the day that you are punctual in collecting your child from school. Once again, the Educational Welfare Officer in their school visits will ask questions regarding child collections and would contact families who are persistently late in collecting their children. Of course we will always support you in the case of an emergency, so please contact the school office if something arises to make you unusually late.

Children attending after school clubs must also be collected promptly at the end of the activity.

The school day at a glance...

8:55 – 9:00	Registration
9:00 – 10:30	Lesson time
10:30 – 10:45	Playtime
10:45 – 12:00/12:15	Lesson time
12:00/12:15 – 1:15	Lunchtime (12:00 for KS1, 12:15 for KS2)
1:15 – 3:30	Lesson time
3:30	School day ends

Excluding the act of Collective Worship, lunchtimes and playtimes all Foundation 2 and Key Stage 1 children receive 21 hours of teaching time each week. Key Stage 2 children receive 23½ hours teaching time. These are both in line with Government recommendations.

## From the children on the School Council

Lawn is a friendly school. There is a wide range of things that children can participate in. Some of the children work in groups with TAs. Lots of the children at Lawn participate in clubs such as choir, singing, football, chess, cookery, tennis. We have a School Council that is made up from two children in each year group and two from each class in Year 5 & 6. The School Councillors will ask people in their class how they would like to develop the school into a better place and put the ideas to the Headteacher or Governing Board.

## The School Curriculum

The School curriculum comprises all learning and other experiences that we plan for our pupils. The central aims of our curriculum are to work in collaboration with families and the local community to provide opportunities for all pupils to learn and to achieve; and to promote pupils' spiritual, moral, social and cultural development and prepare all pupils for the opportunities, responsibilities and experiences of life. The curriculum of the school is organised so that children are stimulated, encouraged and challenged to develop their individual potential and personality to the full. Through a well planned and learning challenge organised curriculum, effectively taught by qualified and enthusiastic teachers, pupils develop a range of skills to prepare them for the challenges that lie ahead.

### Art and Design

Children develop their visual and creative skills by taking part in a range of activities within Art, Craft and Design. Children are encouraged to explore and develop their ideas. They are taught to use a variety of techniques and media and to evaluate and develop their work and the work of others including that of famous artists and craft workers. Children are encouraged to respond to works of various kinds.

## **Religious Education and Collective Worship**

Religious Education (RE) is provided in accordance with the Local Authority Agreed Syllabus, a copy of which is available for reference in school. Through RE we aim to enable children to understand the nature of religion, its beliefs and practices.

A daily assembly is held either as a school, Key Stages or year groups. It is an important part of our school day. A representative from the local churches and schools leads our collective worship once a week. Thursday assemblies are special because we celebrate children's achievement both in and outside school. Parents are regularly invited to join us in assemblies.

Our aims for collective worship are:

- To create experiences that encourages a time of reflection that will be very personal for the child.
- To comply with the legal requirements for the act of worship; thus being reliably Christian, reflecting the traditions of Christian belief (love, integrity, kindness, compassion, justice, peace and joy).
- To develop a sense of fellowship and community through assembly and the act of worship.
- To provide opportunities for the children to acquire and develop knowledge and understanding of Christianity and to use stories from other faiths.
- To develop a positive attitude to other people, respecting their right to hold different beliefs from their own and towards living in a society of diverse religions.
- To respond to festivals, celebrations and special events within Christianity and other religions.

Parents have the right to withdraw their child from RE lessons and collective worship if they wish. You need to talk to the Headteacher before doing this.

## **Design and Technology (D&T)**

D&T at Lawn is all about learning through doing. Children are involved in the process of investigating, designing, making and evaluating a variety of products. Children learn how to fulfil a brief, use tools, problem solve and evaluate. The DT topics are linked to our creative curriculum and cover a wide range of areas that engage and inspire our learners.

## **Enrichment**

As a school we aim to provide enrichment activities to develop the gifts and talents of all our pupils. This includes extra curricular activities, visitors in school and celebrating talents outside of school, e.g. football coaching and music examinations.

## **Modern Foreign Language**

Our aim is to familiarise the children with the language, culture and traditions of Spain to enable them to develop skills that can later be applied to the learning of other languages. There is a strong emphasis on speaking and listening, and pupils listen to the teacher and media sources featuring native speakers, recognising sounds. They reproduce these sounds and create phrases and sentences and engage in simple conversations. Reading and writing help reinforce the development of speaking and listening. As they progress, children write simple sentences and short texts to develop a basic knowledge of the structure of the Spanish language.

## **Geography**

Geography is taught through the study of places and different environments, encouraging children to question the world around them and to answer the questions they raise through enquiry. An important element is the use of fieldwork and this is planned into each unit of work where appropriate.

## **History**

History is taught through a creative, cross-curricular themed approach ensuring coverage of the National Curriculum. During their time at Lawn, children will take part in a local History study, three British History studies, a European History study and a world History study. We aim to develop a sense of citizenship by encouraging pupils to discuss the nature and diversity of society in Britain and the wider world. Pupils will be taught to place events, people and changes into correct periods of time and use dates and vocabulary relating to the passing of time. They will be taught how to ask and answer historical questions, select and record relevant information and learn to communicate their knowledge and understanding in a variety of ways.

## **Computing (IT)**

Computing is seen as a core element of the curriculum at Lawn, providing children with the skills required for life in the 21<sup>st</sup> century. Computing is used widely across the curriculum to enhance the learning that is taking place. Every classroom has an interactive whiteboard, computers, banks of laptops and iPads, which are used to support learning; the children have access to a range of computing equipment which helps them understand the digital world in which we live. Children participate in a weekly lesson where specific skills are taught including word processing, multimedia, elements of safe Internet use, email and data handling.

## **English**

The school embraces and delivers a full and enriching curriculum, which incorporates the curriculum in a creative manner. Throughout the school literacy skills are developed with changing emphasis as children grow in competence and maturity. Children are provided with opportunities to develop the spoken word and increase their listening skills. Good provision is made to support those children who display temporary or longer-term learning needs. Individual learning needs are celebrated and developed by using teaching techniques which are suited to all learning styles, such as, drama, outdoor learning, hot seating, computing and multi-media learning. Outside visitors are used to enhance all areas of the curriculum. We actively encourage children to take pride in their work; assessment is carried out regularly using success criteria that gives pupils the opportunity to self-assess, pair-assess and receive formal assessment feedback through different systems. Reading is promoted as enjoyable and as a gateway to life-long learning made accessible to all through a creative cross-curricular approach with an emphasis on comprehension, understanding and the ability to infer hidden meaning in a wide range of texts.

## **Mathematics**

Mathematics teaches children how to make sense of the world around them through developing their ability to calculate, to reason and to solve problems. We aim to achieve this by promoting enjoyment and enthusiasm for learning through creative and practical activity, exploration and discussion. Children therefore take part in a daily mathematics lesson.

The areas of work covered are:

- Numbers and the number system
- Solving numerical problems
- Fractions, decimals, percentages, ratio and proportion
- Properties of shape
- Measures
- Interpreting data
- Using and applying maths in everyday situations

Lessons usually consist of whole-class and group-direct teaching with a specific focus. During these lessons we encourage children to ask as well as answer mathematical questions. Thinking and communication skills are developed through partner/group work. They have the opportunity to use a wide range of resources such as number lines, number squares, digit cards and small apparatus to support their work. All lessons are taught using an interactive whiteboard and children use computing in mathematics lessons where it will enhance their learning. Children are taught in mixed ability classes and lessons are adapted to meet the needs of all pupils.

## **Music**

At Lawn children have the opportunity to develop their musical knowledge, understanding and skills in a range of settings. In class, children receive regular music lessons which develop progression throughout the school in listening, performing and appraising music. These lessons are supported by access to a large range of both tuned and untuned percussion instruments and other musical resources. We encourage children to listen to a wide variety of musical genres and invite professional musicians into the school to demonstrate these in live performances. We aim to encourage children to develop and share their own musical talents. We offer extra-curricular musical activities such as singing choir, guitar lessons, woodwind and string lessons and the newly formation of a school band. Children are also given the chance to showcase their talents. The choir performs in the local and wider community, and children can also have individual opportunities in the school Talent Show and our Christmas performances. Y4 children have the opportunity to learn an instrument as a whole class for an hour each week via the Wider Opportunities for music.

## **Personal, Social, and Health Education (PSHE)**

PSHE plays a key role in developing confidence and responsibility, making the most of pupils' abilities. It prepares children to play an active role as citizens and encourages a healthy, safer lifestyle. Developing good relationships and respect for the differences between people, citizenship focuses on social and moral responsibility, community involvement and political literacy. PSHE and citizenship is approached through SEAL (Social, Emotional aspects of learning), circle time activities, PSHE lessons, as well as linked to other curriculum areas where lives, values and customs of other people are studied.

## **Physical Education (PE)**

PE consists of 6 elements; gymnastics, dance and games, with the added skills of athletics, swimming and outdoor and adventurous activities being studied at Key Stage 2. Children are taught to develop their co-ordination and body control skills in all aspects of PE and are increasingly involved in decision making and competitive games as they move through the school. The importance of keeping active as part of a healthy lifestyle and the effect of exercise upon their bodies is also taught through PE.

## **Sex and Relationships Education (SRE)**

The SRE programme is delivered as part of the school's approach to PSHE and citizenship. Certain biological aspects are taught in science lessons, while some aspects arise in literacy, R.E., and topic work.

The SRE programme is delivered in a developmental manner so that issues are explored in greater depth as pupils mature. At Lawn we use the scheme of work from Cambridge PSHE scheme, which is covered in all year groups. The focus builds on previous knowledge from the science curriculum by looking at how we grow and change, parts of our body and how a baby is made and born. This remains set firmly in the context of looking at relationships such as friendships, special people and families. All through the school we will answer children's questions appropriately for their age, honestly and factually. Parents or carers wishing to withdraw their child from elements of sex education that are not part of the science curriculum may do so on application to the Headteacher. A letter will be sent home to say when SRE will be taught in your child's class.

## **Science**

Science is a core part of the curriculum at Lawn. Our aim in Science is to set our children off on a voyage of discovery. Through the weekly Science lessons, we encourage the children to develop their knowledge and understanding of the world around them through scientific enquiry, by asking questions and by testing their ideas. The children plan investigations regularly, enabling them to test their hypothesis in a fair way and interpret results to form conclusions. These skills are taught through the three main Science strands. The Science curriculum is further enhanced through visits out of school, visitors and local companies working with the children in school and also offering after school clubs (Mad Science).

## **Special Educational Needs & Inclusion (SEND)**

We follow the SEND code of practice so that all children with SEND are offered full access to broad, balanced and relevant education. We work in partnership with professionals and parents or carers so that any child's SEND are identified early. The culture, practice management and deployment of resources within the school are designed to ensure all children's needs are met. All staff are involved in providing an inclusive curriculum and through our cycle of assessment, planning and review, all children's needs are monitored effectively and appropriately recorded. Teaching Assistants are involved in all areas of meeting children's special needs.

The school's Special Educational Needs Policy is reviewed annually by the Governing Board, and the Governor responsible for SEND meets termly with the school SENCo.

# **Results**

This table shows the percentage number of pupils at the end of Key Stage 2 Teacher Assessments achieving each level in the school in May 2017. The number of pupils at the end of Key Stage 2 was 64. Figures may not total 100 per cent because of rounding.

## **SCHOOL RESULTS**

Every year the school receives a document from Ofsted called ASP which is an

analysis of the school's performance in the SATs tests. The tables below show some of the main messages coming out of ASP this year.

## **KEY STAGE 2 ASSESSMENT DATA (Y6)**

The data represents the percentage of pupils making the expected standard in that subject at the end of Y6. As you can see from the results that we outperform Derby City and National percentages in all areas.

This shows that the overwhelming majority of children at our school go on to secondary school with the reading, writing and maths skills essential for success in their next stage of learning and this has been the case for the last few years, too.

	LAWN	DERBY CITY	NATIONAL
<b>EXPECTED STANDARD</b>			
Grammar, punctuation and spelling	98.4% (93% 2016)	68.4% (2016)	72% (2016)
Reading	85.7% (96% 2016)	60.2% (2016)	66% (2016)
Writing (Teacher Assess)	88.8% (96% 2016)	71% (2016)	74% (2016)
Maths	96.8% (100% 2016)	63.8% (2016)	70% 92016)
<b>GREATER DEPTH</b>			
Reading	25.3% (48.2% 2016)	14.1% (2016)	19% (2016)
Writing	27% (29% 2016)	13.8% (2016)	15% (2016)
Maths	40% (46.4% 2016)	13.3% (2016)	17% (2016)
Grammar, punctuation and spelling	40% (39.3% 2016)	19.6% (2016)	23% (2016)
<b>Combined Results</b>			
Reading, writing and maths combined EXS	81% (91% 2016)	47.9% (2016)	53% (2016)
Reading, writing and maths combined GDS	14.2% (25% 2016)	4.2% (2016)	5% (2016)

## **KEY STAGE 1 ASSESSMENT DATA (Y2)**

The table below shows the percentage of children making the expected standard for the end of Y2.

		LAWN	DERBY CITY	NATIONAL
EXS (working at the expected standard)	Reading	80.3% (70.9%)	65.3% (2016)	74% (2016)
	Writing	82% (69.1%)	54.4% (2016)	65.5% (2016)
	Maths	86.2% (80%)	64.2% (2016)	72.6% (2016)
	Science	92.1% (89.1%)	75.1% (2016)	81.8% (2016)
GDS (working at a greater depth)	Reading	23.5% (10.9%)	20.5% (2016)	23.6% (2016)
	Writing	25.4% (20%)	10.8% (2016)	13.3% (2016)
	Maths	29.4% (12.7%)	14% (2016)	17.8% (2016)
Combined reading, writing, maths at EXS	EXS	74.5% (56.4%)	49.4% (2016)	60.3% (2016)
Combined reading, writing, maths at GDS	GDS	17.6% (7.3%)	6.8% (2016)	8.9% (2016)

## Y1 PHONIC SCREENING TEST

	LAWN	DERBY CITY	NATIONAL
Percentage of children achieving the pass mark	92%	78% (2016)	81% (2016)

## EYFS DATA

This data represents the percentage of children at the end of FS2 achieving a good level of development. We are above Derby City Schools in all the prime and specific learning goals.

	LAWN	DERBY CITY	NATIONAL
Percentage of children achieving a good level of development at the end of FS2.	83%	66% (2016)	69% (2016)

# Uniform and equipment

The Governors prefer that all children attending Lawn Primary wear school uniform. The Governors believe the children of Lawn present the school community with a corporate image and by their appearance contribute to the pride in their school. The Governors further believe that clothing identified with our school enhances the ease of recognition, avoids discrimination and avoids arguments at home.

**Please name ALL items of clothing.**

Children's uniform should be selected from the following;

- Plain white shirt or blouse NOT polo shirt.
- Green and Silver tie (clip on or proper tie for Y5&6)
- Black shorts, trousers, skirts, pinafore or culottes (skirts should be knee length)
- Green v-neck jumper or cardigan with the School logo
- Green fleece for **outdoor** wear only
- Black or white socks or tights only (no coloured socks, tights, footless tights or leggings)
- Plain black shoes or boots or plain black sandals (no heels or no 'Ugg' style boots)
- Trainers are not permitted as school footwear.

**Uniform with the school logo can only be purchased online from Tesco or by visiting our suppliers:**

**Uniformity**, 24 Alfreton Road, Derby DE21 4AS; or **Uniform Direct**, 54 Babington Lane, Derby DE1 1SX

Second hand uniform can also be found via the school office.

Physical Education needs a special kit and must be worn for all indoor and outdoor sessions:

For all PE lessons, long hair must be tied up and all jewellery taken off, for health and safety reasons, whilst using equipment.

For Gymnastics and Dance (indoor PE) all children will need:

T-shirt in house colour, plain black shorts, black slip-on plimsolls

For outside Games sessions:

Tracksuit or sweatshirt and joggers, house T-shirt, trainers

For Swimming (Year 3 only):

Swimming trunks or costume, towel, swimming hat, goggles (optional)

Children will also need:

- Draw string bag to keep PE / games kit in

All our children are allocated house teams when they begin school life at Lawn. Our house teams are as follows:

**Chatsworth – Green; Hardwick – Yellow; Elvaston – Red; Kedleston – Blue**

### **Jewellery / accessories:**

The ONLY items of jewellery allowed in school are watches and small stud ear rings, or items of a religious significance. All other items of jewellery are considered unsuitable for school on the ground of health and safety. All jewellery must be removed for PE and swimming lessons.

If you are considering having your child's ears pierced, please arrange for this to be undertaken at the beginning of the 6 weeks holidays.

Make-up, including nail varnish and adhesive tattoos should not be worn to school. Hair styles should also be appropriate for school, e.g. hair should not be dyed a bright colour or be shaved in a style that incorporates patterns.

## **Medicines**

Due to guidance given by the Local Authority we are only able to administer medicine to a child that has been prescribed by a doctor for administration 4 times or more a day. Should your child need to have medicine administered please collect a form from the school office.

Can we please ask that children DO NOT carry any medicine in their school bags or on themselves as this is potentially a serious health risk to other children.

If your child requires an inhaler, these can be kept in your child's classroom.

## **Safeguarding**

We make strenuous efforts to ensure that all the children in our care prosper in a safe and protected environment.

All our staff are trained in Safeguarding procedures, and all employees, every volunteer helper and each of our Governors are subject to DBS checks before they are allowed to have access to our pupils. Staff and Governors are trained in Safer Recruitment procedures to ensure that our interview and appointment process is rigorous, thorough and safe.

Our grounds are secure. Access to the site during the school day is only possible through the main reception area which is manned at all times.

We have well established systems for Health and Safety in all aspects of the life of the school. There are detailed risk assessments for all activities. Each year we are subject to an independent Health and Safety audit carried out by the Local Authority and the Governors monitor our procedures very closely throughout the school year. Please see our safeguarding policy for more information, which is on the school website.

## How does my child join?

All applications for places at our school are dealt with centrally by Derby City Council.

Please contact:

Primary School Admissions  
The Council House  
Corporation Street  
Derby  
DE1 2FS (01332) 642729

## **LSA** (Lawn School Association)

Parents, Teachers and Friends have joined together as the LSA and endeavour to work hard each year to raise funds for areas within the school that need improving, updating, refreshing or enhancing. They are the supportive fundraising arm of our school.

New members are welcomed at any time of the year and their input is crucial. New suggestions are always very welcome and very well received. Joining is a great way to meet people, to be involved in your child's schooling and to raise money that will benefit your child.

## Behaviour Management

### Philosophy and Aims

At Lawn Primary School we promote desirable behaviour through a positive approach of behaviour management. This is based upon the philosophy of assertive discipline where the basic structure is rules and consequences. Adults make their expectations clear and act as reinforcers. This requires a clear supportive framework and a set of skills on the part of the adult. Assertive discipline helps to create and support a positive ethos in school.

## Aims

- To boost the self esteem and reduce the stress on students and staff.
- To promote a positive ethos throughout the school.
- To strengthen relationships between staff and students.
- To provide a framework for managing and reviewing behaviour policy.

## Provision – Planning and Delivery

Each class has a clear set of rules, which are displayed and reinforced regularly.

1. Each child will have an individual merit chart, which reinforces positive and good work.
2. Each class will take part in weekly 'Golden Time' on a Friday afternoon. This includes a range of creative and fun activities. Time can be lost from this if negative behaviours are shown.

The underpinning structure:

- Each class has a clear set of consequences, which are displayed next to the rules and reinforced regularly.

### Lawn Primary School School Rules.

1. Respect Others
2. Always try your best
3. Always walk in school
4. Keep hands, feet and objects to yourself
5. Take care of our school

### Lawn Primary School Consequences:

1. Yellow card given.
2. Red card given.
3. Missed playtime / lunchtime.
4. Go to the Headteacher.
5. School will contact our parents.

Children are given stickers and merits for good work/behaviour.

# School Policies

Copies of all school policies can be obtained from the school website or the school office.

## Charging and Remissions policy

The Governing Board have adopted a policy on charging and remissions, a full copy of which is available for inspection in school. Under sections 106-111 and 116-118 of the Education Reform Act the school is allowed to make certain charges. However for those activities where charging has now become illegal, the Governors have authorised the Headteacher to ask for appropriate voluntary contributions. No child will

be excluded from an activity because his or her parents cannot make a contribution. However it must be appreciated that if insufficient contributions are received the activity cannot go ahead.

### **Complaints Procedure**

We hope that on going dialogue between parents and their child's teacher should be sufficient to resolve the majority of concerns and worries. However, occasionally appointments will need to be made to discuss issues more formally with the Headteacher.

It is expected that the majority of questions and anxieties can be dealt with in these ways. However, if complaints cannot be resolved, then a formal procedure involving Governors can be invoked, a copy of which can be obtained from the school office.

# **Fair Processing Notice for Parents/Carers**

Lawn Primary School processes data about its pupils and is a "data controller" in respect for this for the purposes of the Data Protection Act 1998. It processes this data to:-

- support its pupils' teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess how well the school as a whole is doing

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities – LA's, the Department for Education – DFE, and to agencies that are prescribed in law, such as the Qualifications and Curriculum Authority – QCA, Ofsted, the Learning and Skills Council – LSC, the Department of Health – DH, Primary Care Trusts – PCT. All these are data controllers in respect of the data they receive and are subject to the same legal constraints by law in how they deal with the data.

Pupils as data subjects, have certain rights under the Data Protection Act, including general right to be given access to personal data held about them by the data controller. The presumption is that by the age of 12, a child has sufficient maturity to understand their rights to make an access request themselves, if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website

[http://www.derby.gov.uk/CouncilGovernmentDemocracy/DataProtectionFreedomInformation/PrivacyAndDataProtection/Information\\_sharing\\_schools\\_fair\\_processing.htm](http://www.derby.gov.uk/CouncilGovernmentDemocracy/DataProtectionFreedomInformation/PrivacyAndDataProtection/Information_sharing_schools_fair_processing.htm)

or by contacting your school, or for those pupils where this is not practical, a hard copy can be obtained from your school.

Your attention is drawn to Layer Two of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and gives greater details of how pupil data is processed and the rights of parents and pupils. You can get a copy by going to the Council's website [http://www.derby.gov.uk/CouncilGovernmentDemocracy/DataProtectionFreedomInformation/PrivacyAndDataProtection/Information\\_sharing\\_schools\\_fair\\_processing.htm](http://www.derby.gov.uk/CouncilGovernmentDemocracy/DataProtectionFreedomInformation/PrivacyAndDataProtection/Information_sharing_schools_fair_processing.htm) or by contacting your school.

## Parent Communication

We value the contribution that parents make to the life and work of our school. We believe that school and parents need to work closely together to secure the happiness and development of each child. We have a Home School Agreement, which sets out what we as a school will do for each child and how we would like home to support us, plus what we expect from each child. All parents are invited to sign this agreement as part of our home/school partnership.

Parents are regularly invited into school to share in such events as Special and Class Assemblies, Christmas Concerts, Sports Day and visits out of school. Parents are also welcome to come into school and support their child through practical help e.g. hearing readers, working with groups, cooking, help with art work. Please let your child's teacher know if you can help in any way.

All volunteers must complete a DBS application form before helping in school. Please ask at the school office.

During the school year parents are invited to an individual meeting with their child's class teacher to discuss their progress and attainment. These meetings take place in the Autumn and Spring Terms. In the Summer Term parents receive a detailed written report of their child's progress with an optional teacher/parent meeting. We also hold an Open Evening which gives parents the opportunity to visit each of the classrooms and see the work that the children have been doing. We also send home termly reports, which will state how well your child is doing.

In addition to this, parents receive a termly information sheet from their child's class teacher providing information on the curriculum that will be covered that term. Staff will always endeavour to make themselves available or arrange a mutually convenient time to talk to parents about their child's progress or any difficulties.

In both Foundation Stage and Y1 weekly newsletters are produced to help keep you up to date with school events, tell you what the children will be learning about and how you can help at home.

We have a texting service which we use to remind parents and carers about key dates or events. We also use this if we need to get in touch with parents quickly, such as in the event of a school closure due to bad weather. Please ensure that your contact details are kept up to date. We also like to cut down on the amount of paper we use so

most letters are emailed to you. Again please provide us with an up to date email address.

Our school website is an excellent source of information. As well as keeping it updated with all the latest school news, you can find details of term dates and INSET days, school dinner menus, holiday request forms etc.

# Learning Mentor Support

## What is a Learning Mentor?

A learning mentor works with both children and parents to overcome any problems or issues which prevent children learning as well as they can. We will contact you if we think that your child will benefit from any help, so that we can all work together.

Here are just a few of the situations we can help with.

- Children who would like to discuss problems that are worrying them.
- Children who are having difficulty getting along with their friends.
- Children who find it difficult to settle in class.
- Children who feel they are constantly getting into trouble.
- Children who are returning to school after a long absence.
- You as parents/carers can talk to us about your concerns.
- We can provide information on the day to day aspects of school life for parents and carers.

How do the children get help?

- Teachers might ask for the Learning Mentor's help.
- Children can ask themselves.
- Parents can contact the Learning Mentor confidentially.

How can the Learning Mentor be contacted?

My name is Jo O'Hare, I am the Learning Mentor in school and you can contact me by calling into the office and asking for me. Alternatively contact the school to make an appointment to come in and see me. I can be contacted on the main school telephone number 01332 550178 or you can email me on [j.ohare@lawn.derby.sch.uk](mailto:j.ohare@lawn.derby.sch.uk)

And finally....

We hope that your child enjoys their time with us over the next few years and we establish an effective home/school relationship.