

# Welcome to Stondon Lower School



**Stondon Lower School**

*Everyone, Every chance, Every day*

Hillside Road

Lower Stondon

Bedfordshire. SG16 6LQ

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[Stondonlower.co.uk](http://Stondonlower.co.uk)

# Prospectus

## 2021-2022



## Welcome to our School

Dear Parent/Carer

I welcome you to Stondon Lower School on behalf of the staff, the children, the parents and the governors.

It is our belief that **every one** deserves the best life chances and that our school, in partnership with parents and carers, plays a vital role in that. We aim to promote a child's curiosity about the world around them, foster an irresistible love of learning, develop their independence and social awareness and promote lifelong positive learning behaviours. Our school motto "Value every one, value every chance, Value every day" captures this belief and sits alongside our Vision and Aims for the school.

From the moment the children first arrive, we aim to help them to settle quickly, build excellent relationships with other children and with adults, feel happy, safe and secure and quickly take those first steps on the next phase of their learning journey.

Stondon Lower school is federated with Shillington Lower school in a Hard Federation. This means that they have 1 head teacher and 1 governing body.

Stondon Lower School has a developing, committed and passionate staff team and Governing Body who work closely together to provide a positive environment and experience that meets the needs of all pupils. We are actively supported by a dedicated parent and teacher association (PTA).

We also work closely with Stondon Stompers, our community preschool providers and other community members including All Saints' church in Upper Stondon.

Stondon Lower is a Values school. We hold the values kite mark of which we are all very proud. It marks our school as a place where developing good values is at the foundations of all learning.



Looking forward to welcoming you very soon,

**Miss Sarah Woodham- Headteacher**

## Our School

Stondon Lower School is a Central Bedfordshire Local Authority School. Responsibility for its management is delegated to governors, all of whom have a direct interest in education and links with the local community.

Our school is situated in the village of Lower Stondon. Whilst the school was extended in the 1950s, 1960s and 2011, the original school, complete with school house and bell was built in 1861. Most of the school's children live in the village of Stondon, however, children also attend from neighbouring villages.

A large number of our children transfer from Stondon Stompers Pre-school. They progress to Robert Bloomfield Academy or Henlow Church of England Academy school and, from there, Samuel Whitbread Upper School.

We are a VALUES school which means we teach and model the values we believe we all need in life. Please support our values programme by always modelling the values to your child.

You will be made aware which value of the month the children are learning about, through the newsletter and displays in school.



## Our Vision

- We will provide a broad and balanced curriculum rich in key skills and experiences which develops each child as an independent learner
- We will create a happy, safe and stimulating learning environment where the children feel safe, nurtured and are inspired to achieve their potential
- We will be an outward facing school drawing from the valuable knowledge, experience and life skills from our stakeholders, local community and from our environment
- We will teach children the importance of using and showing values and applying these in all aspects of their life
- We are welcoming without exception, we take pride in similarities and differences, whatever they are

We will empower our children to be curious, adventurous, innovative, independent learners who are ambitious for themselves and each other. We want them to maximise every opportunity, overcome challenges and fulfill their potential as responsible citizens.

We will provide a balanced framework of academic and holistic support to create and nurture the physical and emotional wellbeing of everyone.

## Curriculum

We aim to provide an inclusive curriculum where children receive quality in their education regardless of race, gender or religion. Our teaching follows the National Curriculum and the Bedfordshire Agreed Syllabus for Religious Education.

Our teaching methods are designed to encourage the development of confidence, independence and responsibility. A variety of strategies are used to enable children to learn effectively. These include individual, group and whole class teaching. We provide a broad and balanced education. Pixies pre-school and Rainbows Foundation follow their Foundation Stage Curriculum.

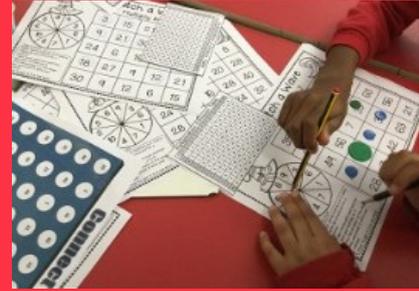
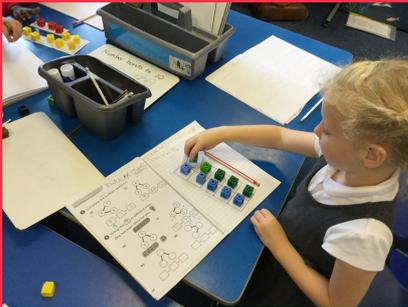
### **The National Curriculum**

This comprises of eleven subjects, together with Religious Education and also Personal, Social, Health Education (PSHE).

**Core subjects:** English, Mathematics, Science and Computing.

**Foundation subjects:** Art & Design, Design Technology, History, Geography, Modern Foreign Language (eg French), Music, Physical Education, PSHCE.

English and Mathematics are taught as discrete subjects and lessons. Science is also generally taught discretely. Other subjects may be taught within an overarching topic – as a major theme which looks to investigate and learn about the different subjects in a bigger context



### **English**

This is very evidently fundamental to all learning and given high priority. The majority of our skills taught include speaking and listening, reading, writing, punctuation, spelling and grammar and handwriting. Parents are provided with information sessions to help understand support their children's Phonics work. We also ensure that parents are enabled to understand the carefully stepped programmes for developing reading skills followed at Stondon. The children take home reading books and are expected to read at home daily. Often this will be to or with an adult. There is so much you as a parent can give to your child by giving them a lifelong love of reading. It is a life skill and therefore needs to be developed, practiced and embedded both at home and at school.

Writing is also taught in a carefully programmed way – from the correct way to hold a pencil through to well-presented cursive writing. Children will develop their skills in story telling and other forms of writing.

### **MATHEMATICS**

At Stondon Lower School we follow a mastery based curriculum for Mathematics.

At Stondon Lower we strive to demonstrate a set of pedagogic practices that keep the class working together on the same topic, whilst at the same time addressing the need for all pupils to master the curriculum and for some to gain greater depth of proficiency and understanding. Challenge is provided by going deeper rather than accelerating into new mathematical content. Teaching is focused, rigorous and thorough, to ensure that learning is sufficiently embedded and sustainable over time. Long term gaps in learning are prevented through speedy teacher intervention. More time is spent on teaching topics to allow for the development of depth and sufficient practice to embed learning. Carefully crafted lesson design provides a scaffolded, conceptual journey through the mathematics, engaging pupils in reasoning and the development of mathematical thinking.

## Organisation of classes

Our overriding aim is to maintain provision of single age-group classes. These are mixed ability. The teaching or organisation of each class will vary according to the activity. Children are often taught as a class, sometimes in a group and sometimes individually. Sometimes they will be grouped within the class by ability and at other times the organisation will be to mix abilities.

In our school we have the following classes, all single year age groups:

	<b>Class Name</b>	<b>Year Group</b>	<b>Age Range</b>	<b>Teacher</b>
<b>Foundation</b>	<b>Robins</b>	<b>Reception</b>	<b>Age 4-5</b>	<b>Ms Chung</b>
<b>Key Stage 1</b>	<b>Puffins</b>	<b>Year 1</b>	<b>Age 5-6</b>	<b>Mrs Read and Mrs Foxall</b>
	<b>Kestrels</b>	<b>Year 2</b>	<b>Age 6-7</b>	<b>Mme Riberaud</b>
<b>Key Stage 2</b>	<b>Toucans</b>	<b>Year 3</b>	<b>Age 7-8</b>	<b>Miss Ralevic</b>
	<b>Hummingbirds</b>	<b>Year 4</b>	<b>Age 8-9</b>	<b>Miss Comerford</b>

## Staying in touch

A successful school like ours is built on a great working partnership with our children's families and carers. We have a range of ways to keep in touch regularly with you.

We greet the children at the school gate every morning and in the afternoon either the class teacher or teaching assistant will see the children out and hand over in person to parent/family.

Every child has a home school diary in which both parents and teachers can write positive comments and messages. This diary is the most important way we have of communication between school and home.

We use ParentMail regularly to communicate with our families. Every fortnight we email our newsletter to report what has been happening in school and advise of events and issues for the coming weeks.

Twice a year two different days for the parent consultation evenings are offered and a range of times across a four hour slot on those days in order to maximise the options for parents.

## SEND

At Stondon Lower School we believe in giving everyone, every chance, every day to achieve his or her full potential in all aspects of school life, through a topic based curriculum that is rich, varied and challenging.

We aim to raise the aspirations, and expectations for all pupils regardless of gender, race or ability.

Our Special Educational Needs and Disability Policy follows the National Code of Practice for Special Educational Needs.

We work closely with parents to ensure that every child makes good progress.



Children with Special needs will have an Individual Education Plan (IEP) which will be reviewed every term.

A copy of our SEND policy is available on request or on the school website.

The member of staff in school who is responsible for children on the SEN register and to support staff and parents is Mrs Nicky Foxall, the school SEND co-ordinator.

## Life at Stondon Lower

By the time children come to school, it helps if they can:

Use the toilet on their own

Use a tissue

Wash and dry their own hands

Put on and button/zip up their coat

Put on and fasten their shoes

Dress and undress for physical education

Use a knife and fork



### The school day– Years 1,2,3 and 4

The front door and back gate which is accessed via the recreation field is opened at 8.45am and remain open until 9.00am. All children are expected to be in school by 9.00am for morning registration.

#### ***Morning***

9.00 am Morning session 1

10.30 am Morning break KS1

10:45 am Morning break KS2

10:45 am Morning session 2 KS1

11.00 am Morning session 2 KS2

12.00 pm Lunch

#### ***Afternoon***

1.15 pm Afternoon session

3.30 pm Home time



### School meals

Hot meals are provided by Luton Catering and are cooked at Shillington Lower School who then deliver meals to us each day. Whilst certain allergies and special diets can be catered for, we would recommend that parents discuss their child's specific requirements with Mrs Parsons via the school office.

All children in reception, year 1 and 2 are entitled to a "universal free school meal". Some families throughout the school may also be eligible **free school meals** and this brings in additional funding to the school (known as Pupil Premium) – you may be eligible if you are in receipt of government benefits. The school office can advise on this.

Dinner money for children in years 3 and 4 must be paid **in advance** weekly or half-termly. Dinners can be paid on Parent mail or cheques should be made payable to "Stondon Lower School". Details regarding dinner money fees will be forwarded to parents via ParentMail.

Parents may also choose to provide a packed lunch. All containers must be unbreakable and clearly marked with child's name. At Stondon Lower school we provide all children with a drink, therefore, you do not need to include a drink in your child's packed lunch.

Stondon Lower school is a 'Nut Free Zone.' Please do not include nuts of any kind in your child's lunchbox

## Healthy Schools

We are proud of our Healthy Schools accreditation. The whole school worked together to achieve this award. All children are encouraged to drink water throughout the day and keep a personal water bottle in their classroom. These can be purchased from the school office.



If your child is in **Reception, year 1 or year 2** he/she will be given a free piece of fruit or vegetable every day. This is usually provided before the morning break. Children in other classes are allowed to bring fruit or vegetables for mid-morning break.

## Collecting Children

Parents have the option of collecting their children from the front or back door. Parents are requested to wait for their child in the allocated area.

Children will be led out by a teacher who will wait until all children have been collected by an authorised adult.

In the event of a child not being collected, they will remain in the school foyer under the supervision of a staff member until an adult collects them, the school will endeavour to contact the parent in this event. We urge parents to inform us if they are going to be late picking their child up. After 3:45pm the child may be placed in the After School Club and this will be chargeable at the After School Club rates.

It is the parent's responsibility to ensure that contingency arrangements are made for collecting children. Parents must inform their child's teacher by writing in their diary if the child is being collected by adults other than themselves or the usual carer. Please ensure the class teacher knows which door you wish your child to be dismissed from.

## Parking

If you are unable to walk to school please park in the Recreation field car park.

**Please do not park on Hillside Road or outside the village hall (parking for village hall users only). Parking without due care causes frustration to our neighbours and can be dangerous to our children. Parents are asked to drive with extreme caution in Hillside Road.**

## Breakfast and After School Club

The school runs an excellent in-house Breakfast Club and After School House. It is staffed by school staff.

Our breakfast club runs every day from 7.50-8.50am and after school club runs Monday- Thursday 3.30-5.30pm and until 4.30pm on Friday.

Breakfast club costs £4.50 per session and includes a choice of cereal, toast, yogurts and fruit for breakfast. After school club costs £4.50 for the first hour or £7.50 for the two hour session which includes a snack.

Sessions can be booked by completing the monthly booking form and sessions can be paid for via parent mail, cash cheque or childcare vouchers.

If you have any questions regarding the out of hours club then please speak to Mrs Davies or the school office.

## Absence

Please make sure that, unless your child is ill, he/she attends school sessions regularly and punctually.

By law, we have to keep detailed attendance records and it is essential that we receive an explanation of all absences.

Please would all parents advise the school by 9.25 am on the day of your child's absence (e.g. sickness, appointments) unless you have already notified us in advance. Please call the school office and select option 1 leaving a voicemail with your child's name, class and a short reason explaining their absence. If your child is absent from school for more than one day you do not need to call in every day, we will contact you on day 3 of absence to check in on you and your child.

It is important to be given advance notification in writing of planned absences, e.g., a stay in hospital, late arrival, a dental appointment etc.

In keeping with LA guidelines, following a period of unexplained sickness or diarrhoea (e.g. a bug) children should not return to school until 48 hours has passed since the last bout of illness.

It is helpful to be told immediately about contagious diseases such as German Measles. Please let us know of cases of head lice or worms so that other parents can be reminded to check their children.

Holidays in school time disrupt your child's education and should be avoided whenever possible but, we do appreciate that there may be special circumstances when families with relatives abroad, for instance, need to request time off but I am afraid that the government dictates that we cannot allow holidays. If you intend to take your child out anyway, please note that you may well find yourself fined by the Local Authority.



## PTA (parent and Teachers Association)

Stondon Lower School has a thriving PTA. Each year, due to PTAs' fundraising activities, we are able to purchase extra equipment for the school. In addition the PTA also funds children's activities such as theatre visits and school discos etc.

Regular activities are held including discos, fayres and celebration evenings. This not only provides an excellent opportunity for fundraising but also enables parents and children to meet and chat in a social environment. These events are very well attended and enjoyed by all. Do consider becoming a committee member or offering to actively take part in activities.

Check out the PTA facebook page– Stondon Lower PTA.

## Our School Uniform

Stondon Lower operates a Gender-Neutral uniform policy.

### School Uniform

Plain white polo shirt or red school polo shirt with logo

Red school cardigan or sweatshirt

Grey skirt, trousers, pinafore dress or shorts

A red and white checked summer dress is optional in the summer term

Black sensible school shoes

### PE Kit

- Plain black shorts
- Red school PE T-shirt
- Trainers (not plimsolls)

When possible we will try to take PE lessons outside so in cooler weather please also provide

- Black sweatshirt or hoodie
- Black joggers or leggings

All uniform can be purchased from Brigade School Uniform at <http://www.brigade.uk.com/direct/>

Uniform can be ordered at any time and delivered to school free of charge– please check the website for details.

Please ensure that all uniform, coats, bags, water bottles and lunch boxes are named; this way we can return it back to your child.

Please provide a book bag and a PE bag.

We have school branded book bags in stock at school for £7.50.



### Admissions Policy

Our current admission number is 30. Central Bedfordshire operates a catchment area policy although parents have the right to express a preference for another school. Stondon Lower School welcomes applications from outside our catchment area and is often the choice of parents who wish to access our 'wrap around care'.

Our admissions policy is available on the school website.



### Safeguarding Children

The safety of your child is taken very seriously by all staff and governors at Stondon Lower School.

On rare occasions our concern about your child may mean that we have to consult other agencies. The procedures we follow have been laid down by the local authority.

Children tell us they feel safe in school and know who to speak to if they have a concern.

We have a SMILE mentor and a behaviour support worker who can support with children experiencing social and emotional difficulties.



Miss Woodham

In school our Designated Safeguarding Leads (DSL) are Miss Woodham and Mrs Dumpleton. Mrs Katie Brettell is our safeguarding governor.



Mrs Dumpleton

### Pupil Premium

What is the Pupil Premium? The Pupil Premium was introduced in April 2011 and is additional funding that the government gives to schools for each pupil on roll where their parent(s) are in receipt of any of the following:

- Income support
- Income-based Jobseeker's Allowance
- Income-related Employment & Support Allowance
- Support under Part VI of the Immigration & Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and your annual gross income does not exceed £16190)
- Working Tax Credit run on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (during the initial roll out of this benefit)

The money must be spent on that pupil to support their education, but it is for the school to determine how it is spent.

If you think that you meet the free school meals eligibility criteria, please call Central Bedfordshire Council on 0300 300 8306. When you call please have the following information available:

- National Insurance Number
- Date of birth for your child/ren

If you need any further assistance or have any questions then please do not hesitate to contact Mrs Greenman in the school office

## Health and Safety

### Medicines

*Parents should endeavour to ensure that, where possible, medicines prescribed by the GP/hospital can be administered before and after school, thus, making it unnecessary for school staff to administer medicines during the school day. We will only be able to administer medicine at school if it has been prescribed to be taken 4 times per day.*

If this is the case then we will ask you to complete an “administering of medicines” form, available from the school office. This must be completed by a parent on the first day the medicine is required.

Non-prescription drugs/medication cannot be administered and should not be sent into school.

### Accidents and First Aid

Parents are contacted when children are ill or have anything other than a minor injury. Parents are also informed if children receive an injury which gives cause for concern. If parents are unobtainable, further medical advice will be sought, if it is felt appropriate.

The local authority’s recommended procedure for first aid is to simply wash and, if necessary, cover cuts and grazes. *It is vital for parents to keep the school informed of any changes in medical conditions and emergency contact telephone numbers.*

### Sun Tan Lotions/Sun Hats

Staff are unable to apply sun tan lotion. There are now several products available which last all day. Where possible, please apply before your child attends school. However, should you wish your child to apply his/her own lotion, please ensure it is kept in your child’s bag and clearly marked with your child’s name.

*We would strongly recommend that all children wear sun hats during hot weather spells. The playground has little shade protection and can get very hot.*

*School hats can be purchased from the office. However, you can provide your own hat, providing it is named.*

### School Closure

Parents are strongly encouraged to join the Local Authority SOS system which will email them as soon as a school is closed.

If it is necessary to close the school in an emergency or at short notice, the procedure will be as follows:

1. The decision will be taken as early as possible by the Head Teacher, based on all the available information. ***The safety of the children and staff will be paramount.***
2. All closures will be put onto the school’s website and will be sent out to parents via ParentMail.
3. Should it be necessary to close the school during the school day, parents will be contacted before children are allowed to leave

In the event of having to evacuate the building at short notice, the children would be taken to Mount Pleasant golf club whilst contact is made with parents.

## **The Governing Board**

Governors are appointed, elected or co-opted for a fixed term. The Governing Board is made up of representatives from the staff, parents, community and members nominated by the local authority. The Headteacher is also a Governor.

The Governing Board supports, guides and works in partnership with the Headteacher to focus on the school's strategy for excellence and continuous improvement. Our Governing Board is comprised of a diverse group of local people with a range of experiences and expertise. The full Governing Board meets at least four times a year with much of the work being carried out in termly sub-committee meetings. These include:

Resources and Planning Committee which oversees finance, staffing issues and the overall development and forward planning of the school

Standards, Teaching and Learning Committee which meets to discuss aspects of what is taught in school and results

We have an active governing board who work closely with the Headteacher and staff and their responsibilities include:

- the general conduct of the school;
- the appointment of staff;
- the school environment;
- the welfare of the children and staff;
- the curriculum;
- setting and monitoring the school's budget;
- contributing to the School Development Plan; and
- monitoring the overall effectiveness of the school.

Our Chair of Governors is Dr Jeanette Mills who can be contacted via the school office.

### **Complaints Procedure**

The school aims to work closely with parents and we hope that parents who have any concerns or anxieties will, in the first instance, raise these with the class teacher.

The governors of the school do have arrangements and a complaints policy for considering complaints formally. For general complaints and matters concerning special needs they have adopted a procedure which follows guidelines recommend by Central Bedfordshire Council.

### **Community Links**

We are extremely fortunate to have a large number of volunteers who come into school to help with such things as reading and school trips.

We have good links with the local community, with All Saints Church, Stondon Stompers, The Need Project and Shillington Lower School.

### **Acts of Collective Worship**

As required by the Education Reform Act 1988, we offer a daily act of collective worship, which is of "broadly Christian character". We try to be flexible to include the needs of every child.

### **Charging and Remission Policy**

The school operates a Charging and Remissions Policy which can be viewed on our website.

### **School parliament**

This is a group of children from each year group, nominated and elected by the children across the school.

The children regularly hold meetings with Mrs Harrison to discuss issues relevant to the school. The children take charge of the meeting and raise items on the agenda.

### **Our Charity of the Year**

Each year the school council vote on a charity that the whole school will support

### **Home School Agreement**

This is written in your child's school diary.

We ask you to read, sign and discuss the home/school agreement with your child and return a copy to school.



If you would like to find out any further information about our school then please contact the office on 01462 850288 or email [office@stondonlower.co.uk](mailto:office@stondonlower.co.uk)