



St. Andrew's
Church of England (Voluntary Controlled)
Lower School
School Prospectus

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Aspire, Believe, Celebrate

St. Andrews is a happy and caring school where we share values, are excited to learn and grow in self esteem. We take responsibility for ourselves and others, develop spiritual awareness and have high aspirations.

We aim to:

- Ensure that Every Child Matters
- Provide an imaginative and creative curriculum appropriate to the world outside the classroom
- Value ourselves, others and our school
- Live together in an inclusive community where diversity is valued and equality promoted
- Care for our environment
- Celebrate who we are and what we do
- Aim high and do our best
- Develop an understanding of our Christian foundation
- Develop a sense of moral responsibility and self discipline in order to make the correct choices
- See possibilities not barriers
- Know that we can make a difference

GOVERNORS OF ST ANDREW'S C of E VC LOWER SCHOOL

St Andrew's is a Church of England Voluntary Controlled School. The Governing Body represents the Church, Local Authority and Local Community, parents, teachers and staff.

Chairman:	Mrs Sally Wells
Vice-Chairman	Mrs Jenny Beach
Foundation Governors:	Mrs S Wells Mrs Carolyn Tebbutt Revd. Guy Scott Mrs Claire Leeks
Staff Governors:	Mrs S Rolfe Vacancy
Parent Governors:	Mr S Fung Mr S Willis Mr D Short Mrs Kerry Knights Mr Matthew Hindley
Co-opted Governor	Mrs J Beach Mr J Price Mrs H Tranter Dr. R Butcher
LA Governor	Mr R Courtney
Clerk to the Governors:	Mrs S Greene

Governors normally serve for a period of four years and the Governing Body meets six times per year. Teachers, staff and parent governors are elected by ballot after nominations have been received. Ballots take place every four years or when a vacancy needs to be filled.

STAFF MEMBERS – Sept 2017-July 2018

Teaching Staff		
Mrs. Sue Rolfe	Head Teacher	Both Sites
Mrs. Caroline Lanning	Head of Site	West
Mrs Susannah Hunt	Head of Site	East
Mrs. Leanne Klopper	SENDCO	Both Sites
Miss Vicky Peat	Reception Co-Leader	West
Mrs. Tracey Seagroatt	Reception	West
Miss Kim Lee	Reception	West
Mrs. Emma Rowe	Reception Co-Leader	East
Mrs. Debbie Chhibber	Reception	East
Mrs. Emma Collett	Reception	East
Mrs Karen Deacon	Reception	East
Mrs. Leigh Iddon	Year One	West
Mrs. Lynsey Cooper	Year One	West
Miss Cari Panton	Year One	West
Miss Candy Vincent	Year One	West
Mrs. Justine Anderson	Year One	East
Mrs. Cal Churms	Year One	East
Miss Emily Ratty	Year One	East
Mrs. Karen Willis	Key Stage One Co-Leader	West
Mr James Groombridge	Year Two	West
Mrs. Hannah Mooring	Year Two	West
Mrs. Sarah Jakes	Key Stage One Co-Leader	East
Miss Abigail Copping	Year Two	East
Miss. Ali Driscoll	Year Three	West
Mrs. Becky Gale	Year Three	West
Mrs. Caroline Watson	Year Three	West
Mrs. Abigail Cockle	Year Three	West
Mrs. Helen Haugh	Year Three	East
Mrs. Gill Thomas	Key Stage Two Leader	West
Mrs. Sarah Jones	Year Four	West
Mrs Maureen Rogers	Year Four	West
Mrs. Rachel Porter	Year Four	East
Mrs. Linda Watson	Year Four	East
Mrs. Christine Greenwood	Support Teacher	Both Sites
Support Staff		
Mrs. Michelle Hegarty	HLTA	Both Sites
Mrs. Hannah Williams	HLTA	Both Sites
Mrs. Gail Reardon	HLTA	Both Sites
Mrs. Tracey Canfield	HLTA	Both Sites
Mrs. Beverley Lattimer	Family Support Worker	
Mrs. Ali Armstrong	L3 TA Reception	West
Mrs. Caroline Shadbolt	L3 TA Reception	West
Mrs. Judy Markwell	L3 TA Reception	West
Mrs. Jane Sams	L3 TA Reception	East
Mrs. Leanne Holt	L3 TA Reception	East

Mrs. Laraine Minister	L3 TA Reception	East
Mrs. Emma Roberts	L2 TA KS1	West
Mrs. Nikki Legate	L2 TA KS1	West
Mrs. Paula Saunders	L2 TA KS1	West
Mrs. Marijana Evans	L2 TA KS1	West
Mrs. Karen Etienne	L2 TA KS1	West
Mrs. Lilly Emmerson	L2 TA KS1	West
Mrs. Keeley Appleby	L2 TA	East
Mrs. Becky Winfield	L2 TA	East
Mrs. Liz Murray	L2 TA	East
Mrs. Esther baumber	L2 TA	East
Mrs. Aparna Nigam-Saxena	L2 TA	East
Mrs. Mandy Dilley	L2 TA KS2	West
Mrs. Pippa Linneker	L2 TA KS2	West
Mrs. Lynne Summers	L2 TA KS2	West
Mrs. Sue Waghorn	L2 TA KS2	West
Mrs. Liz Birch	L2 TA KS2	West
Mrs. Becky Winfield	L2 TA KS2	East
Mrs. Andrea Olley	L3 TA SEN	Both Sites
Mrs. Jacqueline Turner	L2 TA SEN	West
Mrs. Michelina Lauria	L2 TA SEN	West
Mrs. Tina Whitaker	L2 TA SEN	Both Sites
Mrs. Karen Jackson	L2 TA SEN	West
Mrs. Lisa Willamson	L2 TA SEN	West
Mrs. Becky Marriott	Keyworker	West
Mrs. Caron White	Keyworker	West
Mrs Jacky Wells	Keyworker	West
Mrs. Lesley Buck	Keyworker	West
Mrs. Jacqui Roberts	Keyworker	West
Miss Lucy Johnson	Keyworker	West
Mrs Iman Heflin-Scott	Keyworker	West
Mrs Georgina Watson-Street	Keyworker	East
Miss Michelle Walker	Keyworker	East
Administrative Staff		
Mrs. Donna Lincoln	Office Manager	West
Mrs. Jane Howard	Finance Manager	West
Mrs. Jill Barker	Admin Assistant	West
Mrs. Tracey Kitching	School Secretary	East
Mrs Sara Smith	Admin Assistant	East

THE SCHOOL DAY

The school day begins at 8.55 am and finishes at 3.30 pm.

In the morning there are members of staff on duty from 8.45 am and this is when the children may begin to arrive. Children should not play on the outside equipment before or after school. Dogs are not allowed on the premises and the whole school is a no smoking site, inside and out, including electronic cigarettes. The children wait in the playground until the whistle is blown and then line up at their classrooms. Parents are asked to say goodbye to their children outside and to wait on the playground at the end of the school day until they are dismissed.

The children have a morning playtime and there are separate morning breaks for KS1 and KS2 on the West Site to give the children more room to play.

At the West Site the lunchtime is from 11.45 - 12.45 for Reception, 12.00 noon - 1.00 pm for KS1 and 12.30 - 1.30 pm for KS2.

Currently at the East Site the lunchtime is from 12.00 noon to 1.00 p.m. From Sept 2019 there may also be staggered lunchtimes at the East site. The younger children also have an afternoon break.

Bicycles and Scooters -We have bicycle and scooter storage facilities at both sites. Bikes and scooters should be securely locked as sadly we have had thefts in the past. Please do not allow children to ride bikes and scooters on the playground.



The timetable for each class is drawn up by the class teacher together with any other members of staff working with the children. Work across a year band, or with combined year groups will be carefully planned by all those involved. Traditionally the basic subjects are covered in the morning whilst the afternoon provides the opportunity for creative work, games and practical activities. However this arrangement will vary from class to class depending upon the particular focus of work at the time. There is an assembly every day and this may be for the whole school, keystage, year band or class. You have a statutory right to withdraw your child from collective worship and/or RE. Alternative arrangements will be made for your child during this time. Please let us know if you wish to exercise this right.

The national curriculum is planned for and taught in a creative and thematic way, including the incorporation of visits, visitors and special events. This enhances enjoyment and a sense of relevance, whilst still maintaining subject integrity

ACCOMMODATION



St. Andrew's VC Lower School covers two sites:

St. Andrew's Lower School West is our original Brunts Lane site and is for years R to 4 with accommodation for three classes per year band.

St. Andrew's Lower School East is our new site in the Kings Reach new estate and is for years R to 4 and will eventually accommodate three classes per year band. (We will have 11 classes from Sept 2019.)

At both sites there is a large hall, a kitchen, library, ICT facilities and a large playing field.

Access to St. Andrew's West - from Rose Lane car park footpath and the Chapel Fields footpath, up to 9.15am and from 3.15pm. Between these times access is from the larger green gate in Chapel Fields near Brunts Lane.

Access to St. Andrew's East - Through the right hand gate opposite the Community Centre up to 9.15 p.m. and from 3 15 p.m. Between these times access is from the left hand gate opposite the community centre.

PLEASE NOTE Parking space at both sites is very limited. Access to the front car park is for staff, official visitors, taxis, emergencies and deliveries only. At the start and finish of the school day the car park is busy and therefore potentially very dangerous. Please do not use it to access the playgrounds or the main entrance.

At our West site the school houses one of the Local Authority's two Language Provision centres.

At both sites Rainbow Pre-school work in close partnership with us offering quality before and after school care for all our children from 7.30 am - 6.00 pm and holiday care.

ADMINISTRATION AND ORGANISATION

At both sites children will be admitted to the school from the September following their fourth birthday. Children are taught in single year band classes or combined age classes, depending on the numbers each year. Whatever type of organisation is in place, teachers plan together and assess children and set targets to ensure each child achieves their potential.

If the standard number of 90 at each site is not sufficient to meet the requests of all parents, then the following criteria will be applied (in the rank order shown) to determine how places will be allocated:

1. To all 'looked after' children or children who were previously 'looked after'.
2. To pupils living in the catchment area with siblings at the school.
3. Other pupils living in the catchment area
4. 'Very Exceptional medical grounds.
5. Other siblings.
6. Children, one or more of whose parents or carers, at the time of application, have shown commitment to the Church of England, or another Christian church by attending a service at least once a month for the year prior to the application being made. (A Christian Church is defined as one which is a member, or is eligible for membership, of Churches Together in England or the Evangelical Alliance. If applying under that criterion the priest/vicar/minister must complete the religions declaration on the application form.)
7. All other children.

(Distance measured in a straight line, between the central point of the main school site and where the pupil lives with those living closer to the school being accorded higher priority.)

CURRICULUM

After the Reception year, where the children follow the Early Years Foundation Stage Curriculum, the children follow the National Primary Curriculum. Literacy, Numeracy, Science and Computing are the main core subjects. Great emphasis is placed on these areas and they form the foundation and the framework for the wider curriculum, which embraces History, Geography, Religious Education, Personal Social and Health Education, Physical Education, Dance, Art and Design, Design Technology, Music, Drama and French. There are many opportunities for your child to explore these areas in different ways and at different levels as they progress through the school. Often the objectives for different subjects are grouped into a topic based approach. Topic work is supplemented by appropriate additional activities, such as educational visits, guest speakers, practical experiences and workshops, etc. We have received an award for our Healthy Schools work, an ActiveMark for our PE curriculum, an ArtsMark silver award for our Music, Dance, Drama and Art and the Primary Science Quality Mark.

RE follows the Bedfordshire Agreed Syllabus supplemented with the Diocesan understanding Christianity materials. The school also has special links with St. Andrew's parish church.



As well as the academic curriculum the children also experience a programme of Christian Values Education. In assemblies and in class we focus on one value every half-term. We believe it is important to encourage children to consider their values as they will underpin their actions and conduct throughout their lives. Our twelve values are: Honesty, Co-operation, Happiness, Unity, Simplicity, Freedom, Tolerance, Peace, Respect, Love, Humility, Responsibility.

EXTRA-CURRICULAR ACTIVITIES

Each year we provide a variety of after school activities, often in the Spring and Summer Terms. These can include Football, Multi Skills, Games, History, Cookery, Violins, Recorders, Piano, Brass, Maypole/Country Dancing, Drama, Choir, Computer, French, Spanish, Chess and Art Clubs.



When children stay after school for clubs parents are asked to make satisfactory arrangements for them to be collected promptly when the activity ends. The children will be given advanced warning if for any reason the activity is cancelled.

CLASS ORGANISATION

The children are placed in mixed ability classes and these are organised into one-age year bands or combined classes of two year bands. Classes may also occasionally spend time working together. This happens for example when they are sharing a common theme or project. From time to time children will also enjoy activities in groups across 4 year bands and 2 key stages during Buddy Class activities.

Children will normally change teachers each year, although sometimes they will have the same teacher in consecutive years. Classes will usually be re-shuffled each September to ensure that classes are as balanced as possible but friendship groups are considered carefully. Every effort is made not to change a child's class during the year, but exceptional staffing adjustments beyond our control may make this unavoidable.

SPECIAL NEEDS

St Andrew's caters for all mainstream school children whatever their level of ability. Systems are in place to identify and assess the needs of all pupils including those with learning disabilities, whose needs are met by working as individuals or in a small group in addition to their classroom activities.



We received the Every Child Matters Award and the Inclusion Quality Mark in recognition of the way we meet the needs of every child.

LANGUAGE PROVISION

The aim of St Andrew's Language Provision, based at our West site, is to ensure that children for whom language is a barrier to their learning, experience the fullest education available for their needs, speeds and learning wellbeing. These children will have an EHCP detailing their learning needs. St Andrew's works with pupils from the Biggleswade area and also with pupils who are transported to the school from outside the regular catchment area.

St Andrew's offers a flexible provision, meeting a range of language needs, such as receptive language disorders, expressive language disorders, verbal dyspraxia, disordered phonology, word finding difficulties and many more.

Children are supported by a Speech and Language Therapist, who they meet with regularly, and who advises the Special Needs Staff and teachers. Work is carried out in a range of ways to best suit each individual child. They may have sessions in a group or by themselves, have support within the classroom, support when joining in play times and they may participate in supported booster groups.

For all of the children who have a EHCP for Language Provision, their curriculum entitlement is planned by the Special Needs team in liaison with the teaching staff. Individual plans for their education are devised with the involvement of parents, the SENDCO, the teachers and the support staff. Weekly tracking sheets are kept to monitor the plans that are in place and targets are modified regularly to ensure they are adjusted to reflect a child's changing needs.

The Language Provision is very much part of the whole school, and children, whilst they can be taken out of their classes, are withdrawn as little as possible to ensure that their self-esteem, learning ethic and relationships are maintained on as high a level as possible. Staff from the Language Provision go into classrooms also, to aid the development of the learning environment to suit individual children.

HOME AND SCHOOL

We believe that positive communication between home and school is essential for each child's well being. During the school year there will be opportunities for parents to visit the school informally and there are four formal evenings when parents can meet the class teacher and discuss your child's progress. The first evening is held early in the autumn term to allow us to exchange information at the beginning of the academic

year. The second is in the middle of Autumn Term, the third is in the Spring Term and the fourth event takes place in the second half of the Summer Term to celebrate the year's achievements. In the Summer Term parents can also make appointments to discuss the written report parents will have received. If you have any questions or concerns about their child, socially or academically, however small, we encourage you to come and see the teacher. Don't wait for a formal appointment as children's worries can build up if they are not dealt with quickly.

We communicate with parents through regular newsletters, via parentmail and through our website. We ask for your views at termly Parent Forum meetings and in an annual questionnaire. We use the views of parents, along with other evaluative data, to help us set our priorities in the School Development Plan.

Parent helpers are also welcome in school following necessary checks. Those working with us at the moment help in a wide variety of ways, from cooking to computers and from reading to recorders. If you have some spare time and/or some special interest or skill to offer us, please do!

BEHAVIOUR

Our policy is to use Positive Behaviour Management with clear rules and expectations and clear rewards and consequences. Strong emphasis is laid on sensible and courteous behaviour at all times. The children are encouraged to behave with care and thought for others in line with our Christian Values. A quiet orderly working atmosphere is fostered, as we believe this promotes a positive attitude to work. Behaviour Agreements are made in class at the start of each academic year.

The class teacher deals with minor problems of discipline; more serious problems will be referred to the Key Stage Leader, Head of Site or Head Teacher. If we are seriously concerned about your child's behaviour at any time you will be invited to discuss it with us. Parental co-operation in this area is especially helpful and experience has shown that our combined efforts can usually produce a swift and significant improvement in the situation.

As teachers we are committed to:

- developing each child fully
- teaching effectively and aiming for the highest standards in both work and conduct
- the pastoral care of each child
- providing regular contact with parents

We would anticipate the following commitments from parents:

- to show by your example that you support the school and its aims
- to ensure your child arrives in school on time and fully rested ready to tackle the day's work
- to take a positive interest in your child's work and progress

Our aim is for a good working partnership with co-operation and flexibility on both sides.



ILLNESS AT SCHOOL

Should a child be taken ill or have an accident at school we will contact you. Please make sure we have up-to-date telephone numbers for emergencies. In the event of a minor fall or accident, first aid will be carried out in school. Please do not send your child to school if he/she is at all unwell. A sick child is unable to cope with the rigours of the school day and we do not have the staff or facilities to give them the care and attention they need. Please note that children are not to return to school until there is a clear **48** hours since the last episode of sickness or diarrhoea.

ABSENCE



If a child is absent at any time the school should be notified by telephone or parentmail on the first day of absence. Early warning of infectious diseases is especially helpful. The law states that children may be granted leave of absence for family holidays only in certain very exceptional circumstances. However, the reasons for holiday absence must be exceptional and are therefore very rarely authorised. Our

attendance target is 96% and parents will be invited to attend a meeting if absence falls below 90% as this is considered as persistent absence. Unauthorised absences and poor attendance will be reported to the Local Authority's Educational Welfare Officer.

Regular school attendance has a huge impact on children's achievement. Children can lose confidence and become apprehensive if they miss work and the pattern of the school routine is interrupted. Help us to form good habits in attendance and punctuality early.

MID-MORNING SNACK

Children in reception and years 1 & 2 are provided with a healthy mid-morning snack, a piece of fruit or vegetable. Children in years 3 & 4 are allowed to bring in a snack from home, provided it is still a piece of fruit or vegetable. 

SCHOOL MILK



When children first start reception parents will be required to fill in a Cool Milk form. This is a government free school milk scheme for all children under the age of 5. Once your child turns 5 you have the option to pay for school milk to continue.

SCHOOL MEALS

Children in Reception and Years 1 and 2 are entitled to a universal free school meal under the government scheme. School meals for children in years 3 and 4 cost £2.25 from Sept 2018 per day and may be paid for by cheque (payable to abm Ltd. please) or cash, at the beginning of each school week, term or half term. Money should be sent in a sealed envelope with the child's name, class and the amount clearly marked on the front.

Please send the correct amount in advance, as change will not be given. Missed meals are credited and refunds are given at the end of the year only.

Please call 0300 300 8306 if you think your child may qualify for free meals even if you don't wish your child to have the meal and even if they are in Reception and years 1 and 2, as this provides extra funding for your child's education.

Packed lunches may be brought and must contain a sandwich or equivalent item. A packed lunch that is made up of only chocolate and crisps will not help a child to concentrate and work well in the afternoon. Please note that some of our children and staff have food allergies, in particular nut allergies, so we are a "nut free zone". We ask that you consider this when making up your child's packed lunch. Please avoid foods that state nuts are an ingredient i.e.: cereal bars, nuttella, peanut butter, peanuts etc. All containers should be unbreakable and waterproof. Hot liquids, soups and fizzy drinks are not to be brought to school. Milk and milkshakes are on sale for 15p. The price of a school meal includes a fruit drink and water is available for all.

SCHOOL UNIFORM

Every reasonable care is taken to ensure the safety of clothing and other articles, but the school cannot accept liability in the event of loss or damage. **Please mark your child's clothing and property clearly so that it can be readily identified if mislaid.** The lost property bins are available to parents for search and rescue after school. At the end of each half term named items will be returned to children but anything unnamed will be recycled. Bringing toys to school is discouraged unless they are specially required by staff in connection with schoolwork. Toy guns are forbidden. The wearing of jewellery is not encouraged, as it is hazardous and loss or damage of precious items can cause distress. Long hair should be tied back and earrings left at home on PE days. Children should not come into school with colour in their hair, wristbands, transfers, trainers or make up. The uniform helps children to come to school in the right frame of mind for work and promotes a sense of belonging. Our school uniform supplier is PMG Schoolwear, freephone 01895 809321, or pmgschoolwear.co.uk.

Our school uniform is as follows:-

Boys: Royal blue polo shirt
Royal blue sweatshirt
Grey trousers or shorts
(St Andrew's School sweatshirt, available from PMG Schoolwear)
(St Andrew's fleece, available from PMG Schoolwear)





Girls: Royal blue polo shirt

Royal blue sweatshirt or cardigan

Grey skirt/pinafore dress/trousers

(St Andrew's School sweatshirt/cardigan, available from PMG Schoolwear)

(St Andrew's fleece, available from PMG Schoolwear)

Blue/white checked/striped dress in the summer.

Sensible black shoes and sandals should be worn. i.e. no high heels. Trainers, boots, plimsolls and sport shoes are not suitable for daily wear in school.

P.E: White round necked T-shirt and blue shorts

Trainers for outdoor PE

Tracksuits should be worn for outdoor games in winter.

Please note that the cloakroom areas cannot accommodate large sports bags and back packs. It is recommended that children have a book bag to carry books, snacks etc. and a drawstring PE bag.

Book bags £4.00, Large P.E. bags £4.50, Small P E Bags £4.00 and Water bottles £1.00. All available from the School Office.

At no time should children bring large amounts of money to school, unless they are paying for a trip or visit. Any money brought to school should be in a sealed envelope with name, class and amount on the front. Cheques should be made payable to St Andrew's Lower School.

If children have mobile telephones with them they must be handed in at the school office at the start of the day and collected at the end of the day.

THE SCHOOL COUNCIL

Every September the children in year 1 - 4 select a representative from their class to be a member of the School Council. The school council represent the children at events, contribute to plans for the school and work on projects of their choice. They learn how committees work by running meetings, taking minutes and planning a small budget

LOOKING AHEAD ... AND IN CONCLUSION

Education is a matter for parental choice, but we do anticipate a child will be with us for their first five years. Children transfer to middle school at the beginning of the school year in the September following their ninth birthday. During the previous autumn term parents will receive a letter from the Local Authority giving full details of the transfer arrangements.

If at the point of transfer parents wish to consider the range of options open to them, consultation and advice are available. An appointment can be made at any time with the Headteacher to discuss the educational options.

We hope this prospectus gives you all the information you need, but if there is anything more you would like to know, do give us a call or pop in and see us. You are always welcome.

If you have decided our school is the right place for your child, we look forward to welcoming you soon.