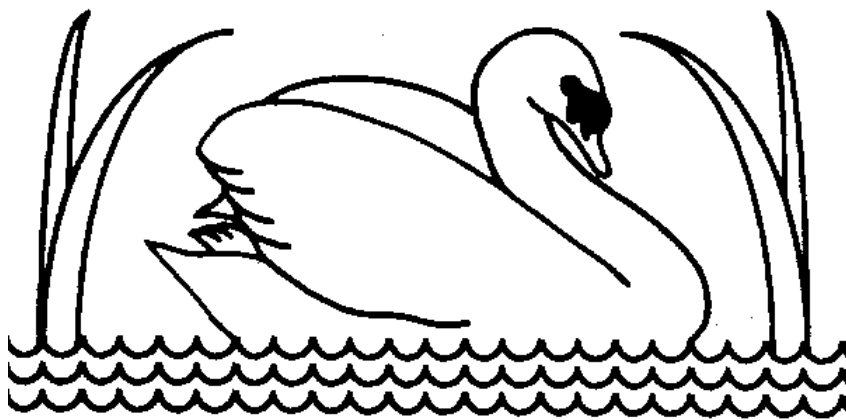


# Lakeside Primary School



## PROSPECTUS

### 2018/19

**LAKESIDE PRIMARY SCHOOL, GLASCOTE**

All information is correct at time of publishing in Summer 2018

Dear Parents/Carers

I am delighted to present to you the 2018-19 Prospectus for Lakeside Primary School part of the Merica Primary Academy Trust.

This booklet contains a summary of the education that is available for your child at Lakeside School. As parents, you will want the very best for your child. We are committed to ensuring your child receives the very best learning, care, support and guidance during their primary school years.

We value every member of our school community and our children are at the heart of all we do. We constantly work to give every child a great childhood, where learning and growing in a caring and supportive environment will enable him/her to achieve their full potential.

Our school educates the whole child. We aim for high academic standards. We also believe that the development of personal values, good behaviour, positive attitudes and fun are essential ingredients for life.

Here at Lakeside, we are very proud of the high standards of relationships that exist between pupils, staff, parents and the community. Children at Lakeside are educated by dedicated and caring staff.

I wish to extend to you a very warm welcome to our school. If you would like to see our school at work, please contact me.

I hope that your association with Lakeside School will be a happy and successful partnership, where home and school will work together to ensure your child's happiness and success.

I look forward to meeting you.

Yours sincerely

**Mr Neil Probert**  
**Headteacher**

Lakeside is a Primary School and accepts children within the 4-11 age range. The school has 8 mixed ability classes and currently has 224 pupils.

The school is administered by Staffordshire County Council.

Headteacher: Mr Neil Probert

Deputy Headteacher: Mrs Alison Dolphin

School Address: Lakeside Primary School  
Leyland Road  
Tamworth  
Staffordshire  
B77 2SA

Telephone: 01827 213990

Fax: 01827 213991

Email: [office@lakeside.staffs.sch.uk](mailto:office@lakeside.staffs.sch.uk)

## **GOVERNING BODY**

Chair	Mr S. Vale
Vice Chair	Vacant position
Clerk	Mrs A. Jones

The Governing Board is made up of representatives from parents, the local community, teaching staff, non teaching staff and the local authority. A full list of Governors is available from school.

The Chair of Governors or any Governor may be contacted via school.

## **TEACHING STAFF (Summer 2018)**

Headteacher	Mr Neil Probert
Deputy Head	Mrs Alison Dolphin
Assistant Head	Miss Vicki Smith
Senior Teachers	Miss Sarah Muggleston Miss Annmarie Jones
Teaching staff	Mr Toby Swift Mrs Lex Lomas Miss Martyne Varden Mrs Whitney Davies - Maternity leave

## **SUPPORT STAFF**

Administration	Mrs Tracey Barker Mrs Lisa Fisher
Senior Midday Supervisor	Mrs Debbie Vale
Caretaker	Mr Steve Barker
Janitor	Mrs Ann Hill
Catering Team	County Caterers
Cleaning Team	County Cleaning

## **Admissions**

Lakeside Primary School accepts pupils aged from 4 to 11 years.  
The standard number admitted in each year group is 30.

In the event of over subscription, Staffordshire guidelines will be used to decide on the offer of places.

Lakeside Primary School accepts pupils from outside the immediate area, provided places are available.

Parents are asked to register their child as soon as possible. Admission for a place in our Reception classes must be made to Staffordshire Admissions Office on 01785 278716.

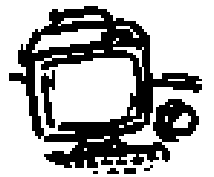
To seek a place in Years 1 to 6, parents are asked to contact our Administration team on 01827 213990.

The Headteacher (Mr Neil Probert) will be delighted to meet prospective parents and to make arrangements for visits at mutually suitable times.

## **School Organisation and Resources**

Currently, our school is organised into 8 classes.

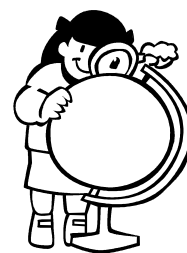
In addition to class teachers, we have support staff, including teaching assistants, clerical staff, cleaning staff, catering staff and a team of Midday Supervisors.



We have a very large campus, with playgrounds and fields. Our classrooms are spacious and are well equipped. Our hall is used for Physical Education, Assemblies, Drama and Music and during lunchtimes.

We have an excellent computer suite with internet access. All classrooms have additional networked computers, access to lap tops, digital projectors linked to PCs and interactive white boards. We have excellent learning resources.

Our library is well used and children enjoy the wide range of books available.



## Teaching and Learning

### Learning is the most important activity at Lakeside Primary School.

Children are taught all the subjects of the Early Years and National Curriculum.

Core Subjects	Foundation Subjects	Other subjects
<ul style="list-style-type: none"><li>• English</li><li>• Mathematics</li><li>• Science</li><li>• Information &amp; Communication Technology</li></ul>	<ul style="list-style-type: none"><li>• History</li><li>• Geography</li><li>• Art</li><li>• Music</li><li>• Physical Education</li><li>• Design &amp; Technology</li><li>• Modern Foreign Languages (KS2)</li></ul>	<ul style="list-style-type: none"><li>• Religious Education</li><li>• Personal, Social and Health Education</li><li>• Citizenship</li><li>• French &amp; Other Languages</li></ul>

Pupils in Reception Class will follow the Early Years Curriculum which includes:-

- Social & Emotional development
- Communication, Language & Literacy
- Mathematical development
- Knowledge and understanding of the World
- Creative development
- Physical development

Learning takes place in a variety of settings - class activities, group work, practical and quiet learning, and is matched to your child's personal needs and abilities. Children will work in different groups at times.

Some subject areas are taught through thematic skills/projects.

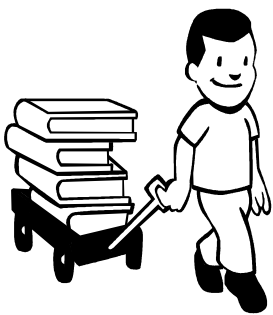
Lakeside Primary School provides a caring, well-structured learning environment and promotes high standards of personal academic attainment for all.

***We expect all pupils to work hard and to display high standards of behaviour. Lakeside School is dedicated to learning and everyone is expected to do their best at all times.***

During each year, your child will receive a broad and balanced curriculum taught by highly qualified and experienced teachers, teaching assistants and voluntary helpers. Teachers receive 10% statutory preparation, planning and assessment time (PPA) when classes will be taught by part-time teachers under the direction of class teachers. Trainee teachers from local Universities teach under the supervision of class teachers and mentors.

We want our children to learn and achieve high standards. We are constantly working to improve the curriculum and learning environment for all pupils.

## **Homework**



Home learning is an essential aspect of making good progress. Parents are expected to support their child's learning at home. Home learning tasks include Reading, Literacy, Mathematics, Research and practical tasks. It is essential that your child reads every night with an adult for pleasure. Joining your local library is a great way to help your child experience the enjoyment of reading.

## **Special Educational Needs / Learning Support**

Please let us know if your child has any problems which may affect his/her learning, e.g. speech, eyesight, hearing, medical conditions, physical needs, social concerns.

If your child is finding learning more difficult than his/her peers, we will contact you to discuss how he/she can be helped to improve.

Our Special Education Needs Co-ordinator (SENCO) is Mrs Dolphin.

If necessary, your child's name will be added to the Learning Support/Needs register. This will ensure your child receives appropriate help through School Action or through work with other support agencies. Your support in this process is essential and we will contact you regularly to let you know about your child's progress.

Lakeside Primary School caters for pupils of all abilities in mixed ability classes. We use the expertise of the Staffordshire Support Teams and other specialists to meet the needs of children with additional learning needs. We can also refer children/families to our Family Support Services and provide details of how parents can access help for home support, in full confidence.

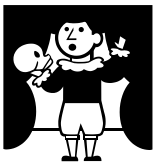
You are always welcome to discuss your child's progress with staff. An appointment helps to ensure adequate time is available for you and the teacher.

**We are committed to achieving the highest standards of  
excellence and support for all pupils.  
Every Child Matters at Lakeside**

### **Higher Achieving Pupils**

If your child finds learning easier than peers or has a particular talent, we will do all we can to use more challenging tasks in order to help him/her achieve his/her full potential. We want every child to be the very best they can in academic subjects, sports and the arts. We are working in partnership with local schools and master classes are arranged for smaller groups.

### **The Arts**



Through Music, Art, Design, and Drama, we will encourage your child to discover and enjoy using his/her talent and imagination. Through the arts we aim to develop co-operation, self-expression, self-esteem, social skills and enjoyment.

Children in Year 4 will have the opportunity to learn to play a musical instrument as part of the K2M project. It is hoped that they will continue to play instruments through individual / group lessons in Upper school, which will be charged for.

We try to ensure that all the children experience live drama and music concerts every year. We also go on Educational Visits to places of interest. Charges are made to cover the costs.

### **Sport**

We have a well-equipped hall/gymnasium, 2 large playgrounds and extensive fields. Through sport we aim to develop physical skills, in addition to co-operation, teamwork, social skills and self-esteem.



Children will be introduced to swimming and water safety in Key Stage 2. Unfortunately, we may have to make a charge to cover transport and insurance costs. Sporting activities are also available through extra curriculum clubs. Lakeside School is a member of the Belgrave Sports Partnership. Physical Education is a compulsory part of the curriculum. All children should participate in all P.E. lessons.

Extra curriculum activities are also provided and, when necessary, charges are made to cover costs of coaching staff and materials.





## **Enrichment Activities**

At Lakeside, we believe in the richness of learning. We provide activities to enrich the normal curriculum, including performances and theme days. We also invite theatre groups, artists and members of the local community into school. (We may ask for a voluntary contribution from parents to help cover costs.)

## **Healthy Schools**

We have Healthy School status and encourage pupils to be healthy through physical exercise, healthy eating and life styles. We encourage all pupils to adopt healthy lifestyles and we work with the County Caterers to ensure national food standards are achieved. Fruit is available for Lower school children.



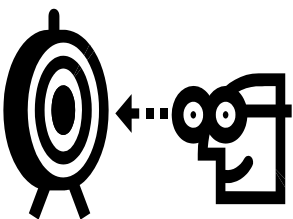
## **ECO School**

We are an ECO School and are working towards our "Green Flag" to promote recycling, energy conservation and bio diversity. We are committed to leading our children to respect and protect the environment.



Recycling facilities are available for textiles, card, paper, etc, and parents are welcome use these bins.

## **Assessment and Targets**



Assessment is a tool by which we measure how much your child has learnt. It includes marking, observations tests, tasks and Statutory Assessment. We believe that by assessing children, using a variety of measures, we can review their progress and plan the next steps of learning effectively, so that your child will achieve his/her full potential. Each term, Senior Staff hold Pupil progress meetings evaluate the effectiveness of learning with class teachers.

We set targets for the children. Short term targets show the children what they have to do to improve. This will be shared with the child in a way that is appropriate to his/her age and ability. Statutory targets are set by teachers and Governors for the end of each

Key Stage and individual targets for the end of each academic year. Whilst these targets are challenging and enable us to aim high, the overriding principle is always to enable your child to learn as effectively as possible. We share information about assessment at Parents' Evenings each term.

**It is vital that all parents attend Parents' Evenings in order to discuss their child's progress with staff.**

### **Belgrave Learning Network Cluster Partnership**

Lakeside School works very closely with Belgrave School and its feeder schools. By sharing resources, expertise and knowledge, the Headteachers and staff of all the schools work together, to ensure a very high quality of education for all pupils. We arrange projects, theme days, sporting occasions and staff training together. Each school supports the work of its neighbours and most of our key policies and practices are similar.

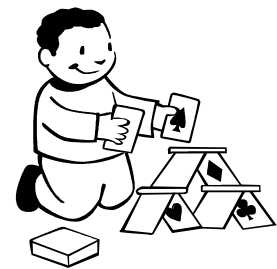
A very thorough programme of visits and meetings help Y6 pupils and their families transfer to local schools. We will do all we can to help the children to make a very confident and happy start to their Secondary School.

### **CHILD CARE**

### **BEFORE AND AFTER SCHOOL CLUBS**

### **CHILDREN'S CENTRE**

For details of local providers and facilities, including child minders, before/after school care, play groups etc please contact: The School Office.



**Everyone who works at Lakeside Primary School is committed to the care of your child.**

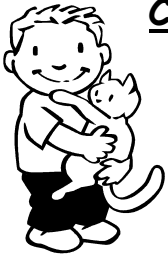
### **EVERY CHILD MATTERS AT LAKESIDE**

Children are treated with respect and valued for their uniqueness. Class teachers have a specific responsibility for pastoral care. Support staff give additional care and attention to your child by working with them in class and in small groups.

Our Caretaking and Cleaning team keep our school clean and safe.  
Our Catering team provide healthy meals and snacks for your child.

The Clerical team ensures that the administration systems necessary for the functioning of the school are achieved to a high standard. They are always available to help parents.

The Headteacher and Governors are committed to ensuring that the very highest standards of education are provided for your child.



## **Care and Safeguarding Children**

**Under the Education Act 2002 (section 175), schools must make arrangements to safeguard and promote the welfare of children.**

Parent/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will, in general, discuss any concerns with the parent/carer, and where possible, seek their consent to a referral to children's team / agencies. However, this will be done only when such discussion does not place the child at increased risk of significant harm. Schools will seek advice when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interest of all children.

All staff and volunteers are required to have DBS checks before working with our pupils.

The school will take appropriate disciplinary action when pupils/adults endanger the safety of others or breach school policies.

***Parents are asked to share any worries or concerns they have about any aspect of their child's development or education with school.***

***An appointment is not always needed.***

## **Visitors to School**

All visitors to school are required to sign in at the office and to wear a visitor's badge.

**It is essential that all visitors, including parents, come into school via the Main Door.** This will ensure that we know who is in the building.

Parents are not allowed to go to classrooms/cloakrooms without the permission of a member of staff.

## **School Car Park**

Keeping our children safe at all times is one of our main priorities, so the school's car park is for the exclusive use of school employees and other authorised staff only. Should you come to school in a vehicle, we would ask that you park safely and courteously on the roads outside the school premises. Please contact the school office if you would like to request permission to use the car park for any reason. The office staff will be able to register your vehicle details. If permission is granted, there is strictly no access to and

from the car park between 8.30am-9am and 3pm-3.30pm. Thank you for helping us to keep everyone safe at Lakeside.



Assemblies include whole school, key stage, and class/celebration gatherings. Parents have the right to withdraw their children from assemblies on religious grounds. Visitors including religious leaders, community workers and emergency services visit our assemblies periodically.

Please see the Headteacher if you wish to withdraw your child, so that we can make appropriate arrangements for his/her supervision.

Regular celebration assemblies take place and parents are warmly welcomed to these events.

### **Complaints**

If you have a complaint regarding any aspect of school, please speak to your child's teacher. If there is still a concern, please speak to the Headteacher. If you are still not satisfied, you should write to the Chair of Governors c/o school. The Staffordshire complaints procedure is used to dealing with any problems or complaints that cannot be reconciled at school level.



### **Accidents and First Aid**

All staff are required to administer basic First Aid in the event of minor accidents. Many of our staff have First Aid qualifications.

In the event of a more serious accident, parents will be contacted. If hospital treatment is required and parents cannot be contacted, a member of staff will accompany your child to hospital in order that he/she may receive the necessary treatment. Please let us know about any medical conditions/allergies which affect your child.

**PLEASE ENSURE THAT WE ALWAYS HAVE UP TO DATE TELEPHONE NUMBERS,  
CONTACT DETAILS AND ADDRESSES.**

### **Behaviour**

*We expect the highest standards of behaviour from all who work,  
learn and visit Lakeside Community Primary School.*

**EVERY CHILD MATTERS!**

Bullying in any form (verbal, fighting, acts of unkindness) is not tolerated and all members of the school work hard to ensure our school is a happy and caring community. Parents are asked to inform school immediately of bullying incidents so that appropriate action may be taken.

We also take very seriously incidents of cyber bullying and do not allow mobile phones in school without the permission of the Headteacher.

Racism, vandalism, abusive and antisocial behaviour are not acceptable at Lakeside Community Primary School and everyone works actively to stamp out any practice that may occur.

We reward pupils who behave well through praise and rewards. Good behaviour is the accepted norm at Lakeside Community Primary School and we use 'Golden Coins' to promote good behaviour and our pupils follow the '5 Golden Rules for Good Behaviour'.

In cases of unacceptable behaviour, a variety of strategies will be used. These include talking with the child, time out, referral to a senior teacher or the Headteacher, staying in at playtimes/lunchtimes.

Children who display poor behaviour may be excluded from activities, e.g. playtimes, trips, representing school teams.

Parents will be informed of persistent problems and the action taken by school. Parents will also be informed by class teachers of concerns that are affecting learning.

Where these strategies are not sufficient, parents will be asked to meet with the Headteacher. If behaviour continues to fail to meet acceptable standards or presents dangers to others, exclusion measures may be taken. On the rare occasion where a child's behaviour presents a danger to themselves or others, appropriate restraint strategies may be used, in accordance with LA guidelines.

**Our children are extremely well behaved and we are very proud of them.**

### **E-Safety**

Our ICT resources are monitored by the Staffordshire ICT filter service. Access to internet sites is restricted. We take very seriously our duty to ensure children use ICT and the internet responsibly and know how to keep safe. Any misuse of ICT resources/services could lead to disciplinary action. We do not tolerate cyber bullying in any form. All children are asked to report any concerning contents to their teachers. Mobile phones are not allowed in school except with Headteachers permission, they must be locked in the office during the school day. Parents can access the School Learning Platform and our website and log-ins are available from class teachers.

## **Parents Behaviour**

We expect parents to treat our pupils, other parents and staff with respect. Rudeness or aggressive behaviour from parents will not be accepted and, if necessary, they will be banned from School Property. Parents are not allowed to interfere in any way with other pupils. If there are problems with another child, please inform us so that we can sort things out.

## **The School Day**



School starts at 8:55am and ends at 3:15pm.

Parents are asked to ensure that the children do not arrive at school before 8.45am, as adult supervision is not available before this time. Children may go to classes at 8.45am to ensure they are ready for the start of learning at 8.55am. Parents are asked not to come into cloakrooms due to limited space and the safety of all pupils.

***Lateness is unacceptable.***

***Please ensure your child arrives at school between 8.45am and 8.50am.***

Lateness is recorded and monitored. Parents are required to sign the late register. If parents do not get their child to school on time regularly, a referral to the Educational Welfare team will be made.

Please contact the Headteacher if you require special arrangements to be made for your child at the start or end of the day. During the day your child will have morning breaks and lunchtime of one hour. During wet/cold weather, the children spend break times inside school, supervised by staff.

## **Going Home**

Please ensure your child knows who they are going home with at the end of the day. Parents are asked to let us know about any adults who are restricted by law from collecting the children from school. Please inform us by 2:00pm of any changes to going home arrangements. Late phone calls may not get to your child's teacher if the office is unmanned.

## **Attendance**

**It is essential that your child attends school every day.**

If your child is ill, please telephone (01827 213990) and let us know before 9:00am on each day of absence. If we do not receive a message, Mrs Fisher will text / call you to make sure your child is safe at home.

Attendance is monitored and failure to send your child to school may result in legal proceedings.

If possible, medical and dental appointments should be made out of school hours, but we appreciate that this is not always possible.

Absence below 90% will be referred. Attendance marks are given for being in school. Medical appointments, illness and holidays are recorded as absences.

## **Holiday Leave**

On 1<sup>st</sup> January 2018 a significant alteration in the law came into effect which changed the grounds on which a Headteacher could allow a pupil to be absent during term time.

Therefore, leave of absence can now only be granted if the Headteacher considers there are 'exceptional circumstances' relating to the application, which must be made in writing (forms are available from the School Office).

Leave of absence due to urgent and unavoidable circumstances, such as a family bereavement, would be considered exceptional.

However, days out, birthday celebrations or holidays during term time for financial or personal preference reasons, are not considered to be 'exceptional circumstances'.

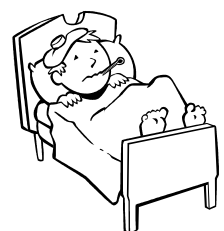
Attendance and punctuality are monitored regularly. Unauthorised leave is recorded. The school will write to parents if there are concerns.

If attendance is unsatisfactory, parents may be required to provide evidence to support absence due to illness. Unsatisfactory attendance and punctuality will be referred and absence penalty notices, fines or prosecution may occur.

## **Illness**

Children should not attend school if they are unwell.

Please allow 24 hours after a sickness infection has cleared up and 48 hours after stomach/diarrhoea as infection can spread rapidly to others.



Please let us know if your child has an infectious illness.

We have some pupils who are particularly vulnerable to infection and their parents need to know about illnesses they may come in contact with.

If your child has head lice, please let us know so that we can inform other families.

## **Medicines**



If your child needs medicine for a long-term condition during the day, please contact the school. Inhalers/Epi pens are accessible to the children under the supervision of staff. They must be named and parents should ensure they are in date and available for school use. If your child requires medicine during the day, you can come into school to administer it. Please ensure we are kept up to date with your child's condition by informing the office, staff and class teacher. If you have any concerns, please speak to your child's teacher.

Staff do not administer medicine to pupils unless parent authorisation has been given. This is only available if staff are willing to volunteer to administer medicine and school cannot be held responsible for any loss, damage, mishap to or through the administration of medicines.

## **School Medical Services**

**Our school nurse is available on 01283 504426.** She is available to advise you on any aspect of your child's Health and Development and welcomes all contact with parents. Routine Medical checks take place throughout your child's primary years.

Speech & Language therapists, physiotherapists, and other professionals also visit school in connection with your child's health and development.

## **Sight**

Please ensure your child's sight is checked periodically and let us know if he/she has to wear glasses.

## **Charges and Remissions Policy**

**Voluntary Contributions** - The school will seek contributions from parents for aspects of children's education which may take place outside the school precincts or when artists are working in school and there is a cost. There is no limit to the level of voluntary contribution, neither is there an obligation on parents to pay. We keep costs as low as possible. However, it must be understood that without such contributions, planned activities may be cancelled if costs cannot be covered.

Where parents have financial difficulties, the school may operate a confidential Remissions Policy. Please contact the office or Headteacher if you wish to discuss this in confidence.



## Swimming Tuition



A charge may be made in respect of swimming at Belgrave Pool, to cover, transport and insurance fees.

## Breakages and Fines

In circumstances where a child's behaviour results in the defacement, damage or loss of school property or the property of other children, the school reserves the right to seek compensation from the parents for the value of the item or repair costs.

## Educational Visits

We arrange visits to increase learning opportunities for your child. Some visits extend beyond the normal school day. Parents are asked to make a voluntary contribution to cover costs. If the cost of a visit cannot be covered, it will be cancelled.



## Money Difficulties

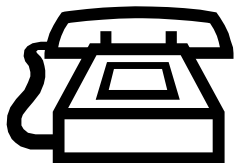
If parents have difficulty in making voluntary contributions, they are asked to speak in confidence to Mr Probert. We do not want any child to miss out on activities through financial hardship and will actively seek other sources of funding, where appropriate.

## Data Protection

Basic information that you provide at the time of admission is held on the Administration computer. You are asked to check this information annually.

**Please make sure we always have an up to date telephone number  
in case we need to contact you.**

You are invited to check school data at any time, but please telephone first, so that we can arrange a print out for you.



01827 213990

## School Meals

County Caterers serve an excellent choice of home cooked hot and cold meals daily. Children are able to choose a well-balanced menu. Children are encouraged to eat healthily.



Children in Key Stage 1 (Reception, Year 1 and Year 2) are still currently entitled to a free, school meal.

Children in other year groups can book can pay for their meals daily. Alternatively, children can bring a packed lunch if they wish.

Please let us know if your child has an allergy/food intolerance. Our cook will be delighted to meet parents to work out suitable menus.

**Children are expected to have good table manners!**

Midday Supervisors assist children in the dining halls. We aim to make lunchtime a happy and relaxing part of the day for the children.

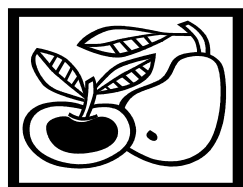
Parents are invited to join their children for family lunches each term.

## Free School Meals

If you are in receipt of certain allowances, your child may be eligible for free school meal entitlements. Please ask at the office for *confidential* advice. Our office staff will be delighted to explain the system to you.

We strongly urge all parents who are eligible for free school meals to register, even if their child has sandwiches or is in Key Stage 1 and is currently entitled to a free meal. Free school meals pupils enable school to access additional funding for resources.

## Free Fruit



Children in Reception, Years 1 and 2 receive a piece of fruit each day under the Government Healthy Eating Scheme. There is no need for additional tuck at playtime.

## Packed Lunches

As a healthy school, we encourage parents to send healthy packed lunches, fruit, salad etc. Chocolates, sweets and crisps should be limited.

## Break Time Snacks

Children may bring in a healthy snack for morning break time, such as a piece of fruit or a cereal bar. Crisps, chocolate and fizzy pop / energy drinks are not allowed.

We encourage all pupils to regularly drink water throughout the day. Children may have a bottle of water in class to drink in lesson times.

## New Parents / Prospective Parents



The Headteacher extends a warm welcome to all new parents and prospective parents. He invites them to meet him and make an appointment to visit the school.

## Starting School

For children joining our Reception classes in September, there are opportunities to visit Lakeside during the summer term. Parents are invited to meetings with staff. The children have their own programme based on 'Story Time' afternoons. We work closely with Pre School Providers to ensure a happy and successful start to your child's school days. Staff also do home visits to meet children.

Pupils joining our school in other year groups will be well supported and helped to settle in quickly and happily.

Lakeside Community Primary School aims to develop a close partnership with all parents / carers in order to work together for your child's future.

You are welcome to ring us at any time if you are concerned about your child.



There are many ways that Parents and School can work together.

<b>YOU ARE INVITED TO OUR SCHOOL FOR;</b>	<b>WE WILL CONTACT YOU BY;</b>
<ul style="list-style-type: none"> <li>• Parents Evenings - held once a term to provide an opportunity to talk with the teacher about your child's progress and targets. An appointment system is used.</li> <li>• Curriculum Meetings - these offer a chance for you to find out about the work your child does at school.</li> <li>• Open Days - come and see us at work!</li> <li>• Assemblies - join us to celebrate!</li> <li>• Concerts - celebrate your child's success in Music and Drama.</li> <li>• Sports Days- come and join in the fun of competitive and non competitive sports.</li> <li>• ME to YOU notes - please keep us informed of any information that may help us.</li> <li>• Homework diaries are also used for notes to/from parents.</li> <li>• Parent meetings and events.</li> </ul>	<ul style="list-style-type: none"> <li>• Lakeside Newsletter - regular update of news and events.</li> <li>• Letters -"pupil post" letters relating to important information.</li> <li>• Annual Report informing you of your child's progress in all aspects of the school curriculum.</li> <li>• Telephone calls when necessary (Please make sure we always have an up to date contact number).</li> <li>• At the end of the day - staff are available most evenings.</li> <li>• Text - emergency messages, including school closure.</li> <li>• Twitter @Lakeside_Sch</li> </ul> <p>You can help us by</p> <ul style="list-style-type: none"> <li>➤ Being positive and supportive about our school.</li> <li>➤ Letting us know if you or your child have any worries or concerns.</li> <li>➤ Responding to all letters and surveys.</li> <li>➤ Becoming a volunteer in school.</li> </ul>

**Please share any concerns or worries you have with our staff. We will listen and ensure problems are sorted out quickly.**

### **Secondary Transfer**

Pupils transferring to local secondary schools participate in a wide range of activities during their final years at Lakeside. Parents are responsible for ensuring applications are made for a secondary place at the school of their choice.

## **Parents Welcome!**

Whether it is for a formal occasion or an informal chat to a member of staff, we warmly welcome parents, families and friends. Parents and carers are encouraged to collect the children from the playgrounds, away from the gate and busy road. Staff are usually available before and after school, but please note that during the school day our priority is always the children. Mr Probert is often available without making an appointment. Please ask at the office if you wish to see him.

## **Parent Helpers**

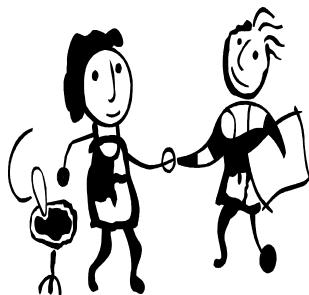
Parents are invited to help with practical tasks - running the library, practising reading with children, helping to prepare and maintain resources, etc. We encourage all parents and grandparents to help with gardening, decorating etc. Please let us know what talents and skills you have. In order to keep our children safe, a Police Check will be necessary before you work with children.

## **Come and see us!**

If you wish to see a member of staff or the Headteacher, please ask at the office. Whenever possible, we will see you immediately. However, if we can't see you immediately, we will telephone to make an appointment at a time that suits.

## **Governors**

Our school has a strong Governing Board. They are welcome visitors to our school and represent all members of the school and local community. If you want to become a governor or want to know more about this work, contact the school or see our information board.



## **SCHOOL UNIFORM**

*It is the policy of Lakeside School that all pupils wear school uniform:*

- Grey / Black trousers (Not denim)
- White polo shirt (With school badge or plain)
- Red round neck sweat shirt (With school badge or plain - no logos please) or V-neck cardigan.
- Grey skirt or pinafore or gingham summer dress.
- Plain black Shoes (Not trainers)

Uniform with the Lakeside Swan logo is available from **Clothing4 Schools**, 11 Lower Gungate, Tamworth; **S.K School Uniforms** 44-46 Chartwell, Riverside, Tamworth, and online at **Tesco** via [Tesco.com/ues](https://www.tesco.com/ues). Plain uniform is also available from local supermarkets and other clothes shops.

## **PE KIT**

Children do indoor PE in bare feet. If your child has a medical condition, black lightweight pumps may be worn.

- White T-shirt (round neck, short sleeved)
- Black shorts
- Trainers/pumps (for outdoor PE)
- Warm track-suit for outdoor winter use

PE kit should be brought to school on Mondays and taken home on Fridays for washing. PE Kit bags (drawstring small bags) are available to buy from local shops and should be named.

From time to time other clothing may be required, e.g. old clothes for gardening work /costumes for theme days, etc.

## **Jewellery**

Jewellery must not be worn to school. Small stud ear-rings are allowed but they must be removed for PE and swimming lessons.

Staff are not allowed to remove earrings.

Body piercings are not allowed for health & safety reasons.

<p><b>IT IS ESSENTIAL THAT ALL CLOTHES, PERSONAL ITEMS, LUNCH BOXES ARE LABELLED CLEARLY WITH YOUR CHILD'S NAME + CLASS.</b></p>
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## **Equipment Required**

Your child will be given basic equipment at the start of each year. Lost or damaged items will need to be replaced.

The basic equipment your child will need for home/school work is:

- HB pencil

- Small pencil sharpener
- A small eraser
- Handwriting pen (Y4,5,6 - not biro)
- A small pencil case
- KS2 children - 30 cm ruler

All items should be named.

Reading bags will be issued when your child starts taking books home.

**If you have any questions or wish to arrange a visit to Lakeside School,  
please contact us on 01827 213990  
or  
email: [office@lakeside.staffs.sch.uk](mailto:office@lakeside.staffs.sch.uk)**

### **IMPORTANT CONTACT INFORMATION**

Lakeside Primary School	Tel 01827 213990 Fax 01827 213991 Email: <a href="mailto:office@lakeside.staffs.sch.uk">office@lakeside.staffs.sch.uk</a>
Chair of Governors	Mr Stuart Vale C/O School
Headteacher	Mr Neil Probert 01827 213990
Deputy Head	Mrs A Dolphin 01827 213990 <a href="mailto:alison.dolphin@lakeside.staffs.sch.uk">alison.dolphin@lakeside.staffs.sch.uk</a>

## **School Terms and Holiday Dates 2018-19**

*Subject to change NB - Please see separate notifications (EG newsletters, website etc) regarding any INSET days or forced closures.*

### **Autumn Term 2018**

**Inset Day:** Monday 3 September

**Term starts:** Tuesday 4 September

**Holiday:** Monday 29 October - Friday 2 November

**Term ends:** Friday 21 December

**Holiday:** Monday 24 December - Friday 4 January

### **Spring Term 2019**

**Term starts:** Monday 7 January

**Half term:** Monday 18 February - Friday 22 February

**Term ends:** Friday 12 April

**Holiday:** Monday 15 April - Friday 26 April

**Easter Sunday:** Sunday 21 April

### **Summer Term 2019**

**Term starts:** Monday 29 April

**May Day:** Monday 6 May

**Half term:** Monday 27 May - Friday 31 May

**Term ends:** Monday 22 July

**Holiday:** Tuesday 23 July - Friday 30 August



## **Emergency School Closures**

The following information regarding school closures can also be found on [www.Staffordshire.gov.uk/home](http://www.Staffordshire.gov.uk/home) and by clicking the 'Emergency School Closure' link.

If we have to close school we will inform local radio stations as soon as possible and text parents / carers. We always try to stay open but if snow is affecting traffic, many of the staff may not be able to get to school. If we cannot provide services such as heating or water or we cannot ensure that the school is adequately staffed to provide for the safety of all pupils we will close.

## **Teachers2Parents Text Service**



We now provide a text service which allows us to keep in touch with all our parents through a text service; we will send any emergency messages through this service.

## **Radio Stations**

Your local stations include: Free Radio 96.4FM & Capital Gold 1152 AM: Heart FM 100.7 FM: Touch Radio 102.0: FM Radio WM 95.6 FM