# Welcome to Lulworth & Winfrith C of E Primary School

## Planted in Belief, Growing in Fellowship, Living in Harmony

Dear Families and Visitors,

At Lulworth & Winfrith CE Primary we strive to support and challenge pupils as they grow emotionally, academically and spiritually. Underpinning our Christian ethos is the parable of the mustard seed:

The Parable of the Mustard Seed

We nuture our children to become resilient learners, supportive friends and responsible citizens. Just as in the story of the mustard seed – to grow from something small to something mighty.

At Lulworth & Winfrith CE Primary School we believe that everyone matters. Each of us is a unique individual and, like the mustard seed, we all have the potential to grow and to flourish. Jesus said that faith as small as a mustard seed could achieve great things, even move a mountain. In faith, and with perseverance, we aspire to live as God wants us to; to love and respect God, each other, our neighbours and ourselves. Like the tree that the seed in the parable becomes, we want our school to be a place where everyone feels at home and can grow and flourish; for us all to become the people that God calls us to be.

I am proud to lead an exceptional team of staff who all act with your child's best interests at heart. I warmly invite you to come and visit us as we would love to meet you.

Mrs. E Griffiths
Headteacher



## General Description of the Schools

Lulworth and Winfrith Primary School is a **rural, split site primary school** based near the iconic locations of Lulworth Cove and Durdle Door.

We prioritise nurturing positive relationships as we believe these help children to feel safe and secure whilst encouraging them to be the best they can be. Our school policies reflect our Christian Values and our commitment to valuing every individual child in our care.



## Coastal Learning Partnership

We are one of 20 schools in the Multi Academy Trust. The trust was formed on 1st March 2020 when three like-minded Trusts decided to combine their strengths, resources, talent and expertise. The three original 'founding trusts' – Harbourside Learning Partnership, Ocean Learning Trust and Saturn Education Trust – now exist as a single, wide family of 16 schools, working in close partnership for the benefit of its 5,500 pupils.

The strapline of '*Broadening Horizons Together'* seeks to capture what we are about: through our collaborative work and the provision of an inspiring educational experience, we aim to open up a future of possibilities for every child.

Lulworth & Winfrith CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a Safeguarding policy in line with the Coastal Learning Partnership that is available to view by clicking the following link:
https://www.coastalpartnership.co.uk/safeguarding/

## Prospective Parents

Prospective parents/carers and their children are warmly invited to visit the school to see the advantages the children enjoy. If you are interested and wish to arrange a visit, please call 01929 400330 or email lwps.office@coastalpartnership.co.uk



## Our Staff

These are the people who will be caring for your children during their first years at school. All teaching staff hold specific posts of responsibility.

| | |
|---|---|
| **Headteacher:** | Mrs E Griffiths |
| **Deputy Headteacher & Senco:** | Miss N Hardy |
| **Class Teachers:** | Mrs L McHarg (Assistant Headteacher)<br>Mrs Collins<br>Miss H Stopforth<br>Mrs Williams |
| **Teaching Assistants:** | Mrs C Squibb<br>Mrs J Wall<br>Mrs J Howard-Paynter<br>Mrs T Johnson<br>Mrs M Lee<br>Miss T Williams |
| **Operations Manager:**<br>**Admin Officers** | Mrs E Robinson<br>Mrs J Woolley<br>Mrs T Temple-Webb |
| **Site Manager** | Mr T Saunders |
| **Lunchtime Supervisors:** | Mrs J Wall<br>Mrs C Squibb<br>Mrs T Best<br>Mrs J Coetzee |
| **Child Care Supervisors:**<br>(Wrap Around Care) | Miss E Power<br>Miss T Williams<br>Mrs J Coetzee<br>Mrs T Best |

## Governing Body

The Local Governing Body consists of members elected to oversee the running of the school. As terms of office expire measures are taken to recruit new members. The School Governors meet twice a term to discuss all aspects of school life.

Rev Richard Bartlett

Joy Allen

Philip Mann

Rev Lydia Rees

John Matthews

Kevin Davies

Pete Finlay

Emma Robinson

## School Times *

Winfrith Site (Infant pupils: Reception, Year 1 and Year 2)

· Start time: 8:35am

· Finish time: 3:05pm

· Lulworth Site (Junior pupils: Years, 3, Year 4, Year 5, Year 6)

· Start time: 8:45am

· Finish time: 3:15pm

## Wrap Around Care

We are proud of the Wrap Around Care we are able to offer both before and after school. Feedback from parents/carers is positive and has stated “the care is exceptional”. Sibling discount is available and we also accept National Savings payments and Sodexo payments.

## Breakfast Club

Larks breakfast club runs from 7.30am every day. The children are provided with a nutritious breakfast and fun activities. Bookings are made online using Arbor. Bookings can be made in advance or on the day (spaces permitting).

## After School Club

Owls after school club runs from 3.05pm -5.30pm Monday to Thursday and from 3.05pm – 4.15pm on a Friday, though children can attend shorter sessions. The children are provided with snacks and drinks and a range of activities, such as obstacle courses, food fun and mindfulness challenges. Bookings are made online using Arbor. Bookings can be made in advance or on the day (spaces permitting).

# Admission and Transfer

## Admissions

According to the law, children are entitled to full time schooling at the start of the school term following their fifth birthday. The Dorset Local Authority (LA) specifies that children be admitted to school at the start of autumn term (September) for children aged five between 1 September and the following 31 August. Children therefore attend full time from September.

## Foundation Stage

We strive to make the transition from pre-school to Reception Class for new Foundation Stage children and their parents/carers as smooth as possible. The summer term before is dedicated to a mix of formal and informal opportunities to meet the class teacher and experience the school site. This includes stay and play sessions and the reception teacher visiting your child at preschool.

We love using our blog on the school website to share what we are doing in school and we do all we can to ensure home and school can communicate easily and effectively.

## Every Child Matters

Our teaching is tailored to each individual child's needs. We fully recognise and understand that children all learn at different rates and mature at different times. Each child has individual targets and goals which are regularly updated as they progress through the school. We assess, monitor and record each individual child's progress. Your child's teachers are always willing to discuss your child's progress and welcome feedback from your experience at home. There are opportunities for parent/carer teacher consultations during the autumn and spring term, and we produce a written annual report at the end of each year.

## Transfer to The Purbeck School and other Local Secondary Schools

We work closely with The Purbeck School throughout the children's time at our school. Whilst at Wool Primary, children can attend academic and sporting events that are held at The Purbeck School and students and teachers from this secondary setting also visit our school to aid the pupils making this transition from primary to secondary school.



## School Uniform

We want all children to feel comfortable at school, and to know that they belong. We have a school uniform and we hope all the children will be proud to wear it.

Our uniform is supplied by AF Joy, a clothing shop in Wareham. They have a full selection of items in stock and are open 6 days a week. They now operate an online ordering system (please see leaflet attached)

Please ensure ALL uniform and book-bags are clearly named.

**Uniform:**
Burgundy cardigan or sweatshirt with logo
White blouse, shirt or polo shirt
Dark grey skirt or trousers or tailored shorts
Red and white checked dress for summer
Black shoes (no trainers)

**PE kit:**
Burgundy shorts
Plain dark grey/navy/black joggers
Yellow T Shirt with logo
Burgundy sweatshirt/hooded top or burgundy school fleece with logo
Trainers

**Other Optional items:**
Reversible coat with school logo
White polo shirt with logo
School Rucksack with logo
School Tie (Year 5&6 only)
School PE/Swim bag
School book bag with logo

**Essential items for Summer months**:
Sunhat
Sun-cream - Children will need to be able to apply this to themselves

**Essential items for Winter months and for Outdoor Learning sessions:**
Wellington Boots
Waterproof Coat

The school accepts no responsibility or liability for any lost items of jewellery or clothing

**Jewellery, Hair Ornaments, Make-up and Nail Varnish**
For health and safety reasons we do not allow children to wear jewellery. The exceptions to this rule are earring studs in pierced ears, watches and small objects of religious significance. Children are required to remove any items during PE lessons to prevent them from causing injury. Alternatively, children can use suitable tape to cover studs. Please note: Teachers are not permitted to remove earrings. Hair bands, ribbons/bows or 'scrunchies' should be plain and should not have large decorative items attached. Make up, temporary tattoos and nail varnish should not be worn to school unless for an out of school hours function, for example a school disco. Extreme hairstyles are not appropriate for school. For example, the use of styling products should be kept to a minimum and children should not have decorative patterns cut into their hair or have hair coloured or dyed.

**Footwear**
For health and safety reasons we do not allow children to wear shoes with platform soles, open toes or high heels. All children are required to wear plain black shoes (not trainers). The material of the shoes should be one which can be polished.
All school uniform should be clearly named.

Children eligible for pupil premium funding will be entitled to assistance with purchasing items of uniform with logos. Please see our Pupil Premium Strategy Statement (which can be found on the school website) for further information.

The school welcomes children from all backgrounds and faith communities.
If there are serious reasons, for example on religious grounds, why parents want their child to wear clothes that differ from the school uniform, the school will consider such requests sympathetically.

If any parent would like to request a modification to the uniform policy they should, in the first instance, contact the headteacher.

## Pupil Premium

Please note that if you are in receipt of certain benefits your child may be entitled to a free hot school meal each day no matter what their age is. Forms for this purpose are available from the office.

If your child is eligible for free school meals, you may also benefit from financial support to purchase some school uniform items and reduced costs for trips.



## Home School Relationship

You know your child best and we do all we can to ensure home and school work together effectively. If you ever have any good ideas, concerns or worries please share them with us. We always wish to know of anything which might affect your child's progress or wellbeing at school. A member of staff is always available at the start and end of the school day as well as via email. Additional appointments and phone calls can be made if needed.

## Communication

Communication is very important as schools are busy places! We use Arbor to send emails to parents/carers and also to book parent/teacher consultations.
Weekly Bulletins are emailed to keep you updated with what's happening in school and each half term we share a more detailed Newsletter.
Our website is regularly updated with events: www.lulworthwinfrith.dorset.sch.uk
We have a school app which is frequently updated with events and information. To download the app please visit the App Store or Play Store, search Ourschoolsapp and once downloaded simply search 'Lulworth & Winfrith CE Primary school' or enter your postcode.

## Voluntary Help in School

We have a strong and thriving tradition of parental involvement in the school. Our volunteers help with one-to-one reading, school trips and topic work. They also support in the classrooms or through PTFA events. If you are interested in becoming involved, please call 01929 400330 or speak to your child's teacher.

It is important to note that any adult with access to children in school will be asked to complete a Disclosure and Barring Service check.

## Parent Teacher and Friends Association (PTFA)

The role of the PTFA is to raise funds to further provide facilities and activities that would lie outside funding from the Department for Education. The school has a very active PTFA who support the life and work of the school.

The PTFA Committee organises a variety of fund raising and social activities every year. These include the Christmas and Summer Fayre, bingo, discos, raffles and film nights. The Annual General Meeting is held early in the autumn term, where the PTFA Committee is elected. Please contact 01929 400330 if you are interested in helping with the PTFA events.

### Parent Governors

The local governing body has a parent governor who is openly elected for a term of four years. The governing body meets twice a term to support the leadership, operation and organisation of the school. The Local Authority, Diocese and Coastal Learning Partnership organise training for new governors and all parents/carers are eligible to apply for this role.

### Teaching and Learning

The overarching intent of the curriculum within Lulworth & Winfrith CE Primary School is to develop engagement and purpose through learning so that pupils can flourish during their primary years and beyond.
Our curriculum drivers capture the essence of our teaching and learning at Lulworth & Winfrith.

## The National Curriculum

Our creative curriculum is the means by which we achieve the aims of the school. We endeavour to give the children knowledge of many different skills and to provide a solid foundation on which pupils can build and enjoy their future learning. Much of our curriculum is delivered through a planned series of cross-curricular themes and topics.

When the curriculum is planned, the needs of each individual child are taken into consideration and the work provided is matched to their ability. Some of this work is carried out as a whole class at the same time. For certain pieces of work children will be grouped according to their needs and level of understanding. In accordance with the National Curriculum, English, Mathematics, Science and IT form the 'core' curriculum. In addition to these core subjects the children are taught Music, Art, Design Technology, Geography, History, French (KS2), Physical, Personal, Social, Emotional and Relationships Education as well as Religious Education.

## Foundation Stage

In Reception, we follow the EYFS framework.

There is a large emphasis on learning through play both indoors and outdoors. There are opportunities for free as well as structured play in Reception. Children are encouraged to make choices, solve problems, be creative and develop socially as individuals, whilst learning more about the world. The teacher carefully plans activities which develop each child's creative, physical, social, mathematical, literacy, knowledge and understanding skills. Parents/carers are encouraged to support their child's learning at home. Workshops on various areas of the curriculum are held throughout the year.

Children will complete the DfE statutory baseline assessment upon entry with ongoing formative and summative assessments throughout the year. These are shared with parents/carers and are conducted through both observations and recorded evidence.

## Key stage 1

Children in years 1 and 2 follow the key stage 1 National Curriculum. At the end of year 1, children take the national phonics screening test. At the end of year 2, children are formally assessed in reading, writing and maths through the optional SATS process.

## Key stage 2

Children in years 3, 4, 5 and 6 follow the key stage 2 National Curriculum preparing them for their transfer to Secondary School. In year 4 the children take the national multiplications tables check. At the end of year 6, children take statutory assessment tests (SATS) in reading, maths, spelling, punctuation and grammar.

## Personal Social and Health Education (PSHE)

It is crucial that all children feel safe, secure and happy in school in order for them to grow in confidence and achieve their full potential. We are fully committed to enabling children to flourish, and this is seen in our school vision: "Rooted in the community to grow and flourish". This is only possible where the ethos of the school permeates every aspect of school life and has consistent values. Relationships are key and underpin our school vision where the emphasis is on community working together to ensure children are successful learners.

Our school's approach to Relationships, Sex and Health Education (RSHE) follows that of the Church of England Education Office in that it seeks to be faith-sensitive and inclusive.

It is underpinned by two key Biblical passages:

"So God created humankind in his image, in the image of God he created them" (Genesis 2:7) "I have come in order that you might have life - life in all its fullness" (John 10:10)

Context

All schools must provide a curriculum that is broadly based, balanced and meets the needs of all pupils. Under section 78 of the Education Act 2002 and the Academies Act 2010, a PSHE curriculum:

Promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society, and prepares pupils at the school for the opportunities, responsibilities and experiences of later life.

“All schools must have in place a written policy for Relationships Education and RSHE.”

At Wool CE Primary School, we aim to treat everyone with dignity as all people are made in the image of God and are loved equally by God. We believe that all pupils have a right to an education which enables them to flourish and which is set in a community where differences of lifestyle and opinion (within that which is permissible under UK law) are treated with dignity and respect; where bullying of all kinds is eliminated; and where they are free to be themselves and fulfil their potential without fear.

Our PSHE and RSHE policy is available on the school website.




## Special Educational Needs and Disability

Lulworth & Winfrith CE Primary School is an inclusive school. We have high expectations for all our children and provide the very best education we can for all, irrespective of their educational or medical needs.

Special Educational Needs and Disability (SEND) provision at Lulworth & Winfrith is flexible and varied in order that all our children have equal opportunities to access the full curriculum, with reasonable modification or support. This may take the form of adapting the learning environment, providing specific resources or a learning support assistant working with a child in class or for individual or small group intervention work.

We aim to work closely with parents to ensure the best provision for our children with SEND. We have an 'open door' policy so parents can share any concerns and regular meetings are held with the class teacher to review progress.

We also work with outside agencies and therapists to acquire extra support for children who have specific needs. As a staff we regularly undertake ongoing professional development to enable us to meet the needs of our children.

Miss Natasha Hardy, is responsible for coordinating SEND with support from a strong and passionate pastoral team. Our Governor with responsibility for SEND is Rev Richard Bartlett.

For more detail about how we support our children with SEND, please see the information report below.

Our policies for SEND as well as Disability and Equality are available on the policy page. Alternatively, Miss Hardy would be very pleased to answer anything you would like to know about how we support children with SEND or any medical condition.

## Home Learning

We are often asked about how best parents/carers can support children's learning at home. Sharing books at home with your child helps to develop a love of reading and has a positive impact on their academic achievement. Children will be given reading books to bring home and we do ask parents/carers to help ensure the safe care and return of school books. We advise establishing a daily routine of reading with your child and encourage this through own our Reading Challenge.

Our school subscribes to some online learning sites including Times Tables Rock Stars. These are fantastic online learning tools which can significantly improve confidence in maths.

The Parent Council are also involved in reviewing our Home Learning Policy at regular intervals.

## Educational Visits

To enhance classroom learning further, we sometimes plan educational visits to places of interest nearby. On these occasions we may ask for voluntary financial contributions in order to fulfil entry or transport costs. We are mindful to keep these as low as possible. When in Key Stage 2, children also have to opportunity to take part in a short residential trip.

## Collective Worship

Children take part in a daily act of worship which is led by a member of staff or church community. Our local vicar will lead one act of worship a week and we are also visited by the 'Open the Book' team from West Purbeck Benefice. In addition, we regularly worship in The Church of the Holy Rood.

We consider it reasonable to assume that parents/carers who send their children to this school are sympathetic to the Christian character of the school. Parents/carers do, however, retain the right to withdraw their child from Religious Education and Collective Worship for religious reasons. Please speak to the headteacher for further details.

## Personal Belongings

Children are not to bring valuable items to school as we cannot be held responsible for loss or damage. Children in years 5 and 6 who are given permission by parents/carers walk to school unaccompanied may bring their mobile phone into school with them, this must be handed to the teacher for safe keeping and should be collected at the end of the school day.

Toys should not be brought to school and the school reserves the right to confiscate inappropriate items.

Any money that children need to bring must be in an envelope clearly marked with the child's name and class and given directly to the school office. Nevertheless, we are a cashless office with the exception of fundraising or PTFA events so this is not usually required

## Lost Property

The lost property container can be found in the school office. Children and parents are welcome to look there for any mislaid items. These containers are cleared at the end of each term. We strongly advise you to label all of your child's belongings to reduce the risk of items ending up in lost property.

## Attendance

**Lulworth & Winfrith CE Primary School is committed to ensuring the best for all our learners and are working together with parents and carers to support children and families. All schools are working hard to promote good attendance and have common systems in place to work with families when attendance drops below an acceptable level.**

You will be aware of the importance of good school attendance in improving a young person's chance of success in life and establishing positive attitudes to life-long learning. There is clear evidence of the link between poor attendance at school and low levels of achievement.

Notification of a child's absence must be reported to the school office on each day of absence. A phone call or email must be received by the school office prior to 09:00 giving the reason for absence.

Where possible, medical appointments should be made outside of school hours but on those occasions when this is not possible could we please ask you to provide evidence of the appointment.

## Term Time Absence

Following amendments to the Education (Pupil Registration) (England) Regulations 2006 which came into effect 1st September 2013, Headteachers are only allowed to grant leave of absence from school in exceptional circumstances. Forms for leave are located in the school office.

The decision as to whether any request is considered as 'exceptional circumstances' rests solely with the Headteacher.

## Illness in School

In cases where we suspect illness, parents/carers are contacted by telephone. In case of emergency, two telephone contact numbers must be provided for every child. In line with Health advice children must not come back to school following sickness/diarrhoea for 48 hours.

## Hospital and Clinic Appointments

Where possible, medical appointments should be made outside of school hours but on those occasions when this is not possible, you will be asked to provide evidence of the appointment.

## First Aid at school

Most school staff have a level of first aid training and Mrs Woolley and Mrs Temple-Webb are the designated people Responsible for First Aid. The injury and treatment given are recorded digitally and an email copy of the entry is sent home to parents/carers using Arbor. Other more serious injuries are reported immediately to parents and if necessary, medical help will be sought.

It is vital that school is informed of any allergies/medical conditions your child may have and also if they take any medication. All of this information can be updated on Arbor.

## Medicines in School

If a pupil needs medication during the school day, the parent or carer must sign an online consent form giving the exact time and dosage for medication to be given.

Medication is stored safely in a locked cabinet and administration of medication is carried out by a member of staff.

In the case of asthma inhalers, children are encouraged to administer these themselves with the supervision of first aid trained staff.

## Medicals / Routine Checks

During their first year at school children's height and weight is measured. Hearing tests and sight tests are also carried out by the school nurse.

The School Nurse is also available throughout the year for drop-in sessions and can be contacted on: 01929 557558

Flu immunisations take place during the Autumn term annually. Consent forms must be obtained by the school in order for your child to receive the vaccination. If your child has a serious or recurring medical problem, please record it on the admission form.

## Lunchtime Arrangements / Mid-morning Snack

The government provides hot school meals to all pupils in reception to the end of year 2 free of charge. We also give the option to key stage 2 pupils to purchase a hot school meal. We have a kitchen on site which is run by Chartwells. Meals are produced here for our pupils and for three other schools across Purbeck. Please visit the Chartwells website to view the menu choices and for information on how to order meals: Dorset Meal Selector

We encourage healthy food choices in packed lunches. The children are supervised as they eat lunch in the hall. Children also have free access to fresh water all day. Juice or squash may only be drunk with lunch. Lunch boxes should be clearly marked with the child's name and glass bottles and cans are not allowed. Sweets, gum and nuts are forbidden in school.

A healthy snack (i.e. piece of fruit / veg) is provided for KS1 children and we encourage KS2 children to bring a healthy snack too (i.e. piece of fruit / veg).

## Road Safety

In the interests of road safety, parents/carers meeting children on foot are asked to come and wait outside the school gate on either the Winfrith or Lulworth Site.

At Lulworth & Winfrith CE Primary School we promote Active Travel. We work closely with providers to run Bikeability courses to pupils during the year.

## School Transport

We are a dual site school and are lucky enough to have our own minibus which we use to transport the children to and from each school site in order for them to attend wrap around care (breakfast and/or after school club).

It might also be that your child is eligible for free transport due to where you live. More information can be found about eligibility from Dorset Travel on the Dorset Council website. Essentially, if you have 2 children attending our school and they are at different school locations, you will only need to do one drop off or pick up.

Because we have the minibuses and we have trained members of staff to use them, we are able to use these for school trips, Forest Schools and to attend PE tournaments without parents participation.

## Emergency Closure of the School

Fortunately, it is very seldom that emergencies arise necessitating the closure of the school. However, it can happen when bad weather prevents staff reaching school or when the heating system fails. It is not possible to give detailed arrangements in this prospectus, but it should be said that children will never be sent home on their own. Guidance and information is sent out annually during the autumn term.

## Complaints

Lulworth & Winfrith CE Primary School is organised on the basis of a partnership between parents/carers, staff and governors. It is hoped that any concerns expressed by parents about school curriculum and related matters will continue to be considered and dealt with in discussion with **teachers** and the **Headteacher** in the first instance. If matters remain unresolved you can approach the Chair of Governors, via the School Office or via our website.

Should you wish to make a more formal complaint under Section 23 of the Education Reform Act, copies of the local arrangements should be requested from the **Headteacher**, or alternatively from the local libraries, or from Coastal Learning Partnership.

## Disclaimer

Although at the time of publication all information was up to date, changes do occur which may mean minor alterations to details.