

Lancaster Lane Primary and Pre-School



School Information Booklet

Everyone in our school is unique and valued.

Our nurturing and happy school community celebrates and encourages every child to become lifelong learners with high aspirations.

Welcome to Lancaster Lane Primary and Pre-School.

I would like to warmly welcome you to our school and thank you for choosing us to continue your child's primary educational journey!

I am proud and privileged to lead a wonderful team of staff and governors who care passionately about the children within our school. Each one of us is always prepared to go the 'extra mile' to help every single child reach their full potential.

Our school mission statement is: Everyone in our school is unique and valued. Our nurturing and happy school community celebrates and encourages every child to become lifelong learners with high aspirations. We aim to put that into practice every minute of every day.

We have three Golden Rules in school which permeate all we say, do and believe:

We are caring.

We are proud.

We are safe.

As a school, we very much value our open door policy. Parents are always welcome to pop in and see the school in action.

Our goal is to deliver a challenging yet exciting curriculum which enables children to achieve high standards within the core curriculum but also have the opportunity to shine in lots of other areas.

We look forward to getting to know your child and developing a long lasting relationship between the home and school, that supports your child to learn, flourish and achieve their full potential.

Mrs Hankin
Headteacher

Contents

1. Arrival and Collection
2. Illness
3. Breakfast Club and Stoppers After School Club
4. Payments to School
5. Uniform
6. Communication
7. Lunches and Snacks
8. First Aid and Medication
9. Safety and Security
10. Staff
11. Curriculum
12. Key Contacts

1. Arrival, Lateness and Collection

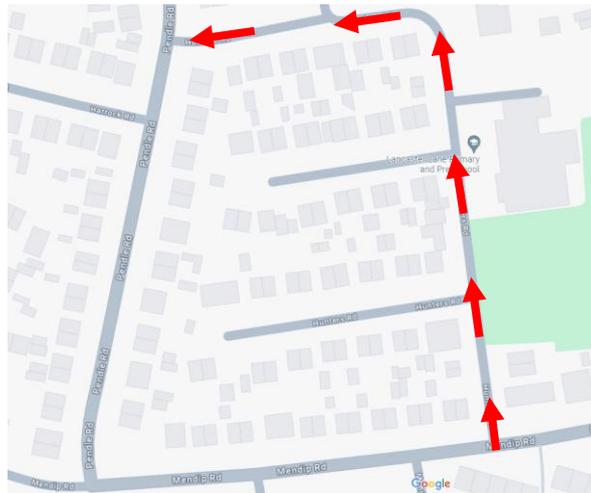
The school gates are opened by a member of our senior leadership team at 8.45am. Please make your way to the classroom door. The door will open and a member of staff will welcome the children in.

All children must be in school by 8.50am. If your child is late they must be brought to the school office and signed in by an adult.

The school day ends at 3.20pm and children can be collected from the same place as they were dropped off.

If you would like to talk to a member of staff, please wait until all the children have come in, arrange a meeting/telephone call at another time or visit the school office. There is always a member of staff on the door to welcome children into school and there will also be a member of SLT at the front entrance at the start and end of each day.

When arriving and leaving the areas around school, please be mindful of careful and considerate driving and parking. We operate a one way system, whereby we ask parents to enter Hunters Road from Mendip Road and exit Hunters Road onto Pendle Road. Please see the map below for more details. This is to ease congestion and to make the roads safer to drive on and cross over.



2. Illness

If your child is unwell, please call the school office on 01772 433641. You will need to update us daily to ensure our attendance records are up-to-date.

It can be difficult to decide whether to keep your child off if they appear unwell. The website below has information regarding how to manage different illnesses and how long children should be off school.

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

If you have any questions or concerns about illness, please contact the school office.

Please note: If your child has had a bout of sickness or diarrhoea, they must remain at home for 48 hours after the last episode. This is to ensure the infection is not spread to other children or members of staff.

3. Breakfast Club and Stoppers After School Club

Breakfast Club and Stoppers After School Club runs from our school hall and is staffed by our own school staff, who know the children well and have formed good relationships with families. Children can play games, do arts and crafts and play outside during these sessions, alongside children of a variety of different ages across school. Breakfast and snacks are provided as part of the sessions. Prices for Breakfast Club and Stoppers are listed below:

Breakfast Club 7.45am – 8.45am	£4.00
Stoppers School Club 3.30pm – 5.45pm	£8.70

Places for this wrap around care must be booked through ParentPay (please see the information below). The number of places are based on staffing ratios and sessions can fill up quickly, so places should be booked in advance. However, some places may be available on the day. If you have any questions about this, please contact the school office.

All parents of children who attend Breakfast Club or Stoppers are asked to sign a parental agreement, which outlines payments, code of conducts and late fees.

4. Payments to School

For school dinners, trip and breakfast club/stoppers payments, we use ParentPay. This is an online system that helps parents to manage their payments to school and pay in quick, easy steps. When your child starts school, you will be given details to register on ParentPay. Once registered, it is simple



5. Uniform

Generic blue school uniform can be purchased from local supermarkets or clothing stores. If you would like to purchase our school uniform with logos, please visit the website below to order.

www.stitchdesign.co.uk

Registration on the website will need to be completed the first time you order. Delivery is free and is sent to school for collection. Please use the school's postcode to ensure this is delivered accurately (PR25 5TT).

School uniform is as follows:

Boys: Black trousers/shorts
White polo shirt
Navy blue sweatshirt
Black shoes

Girls: Black skirt, pinafore or trousers
White polo shirt
Navy blue sweatshirt or cardigan
Blue and white gingham dress for summer term only
Black shoes

All children will need a warm, waterproof coat. This can be exchanged for a thinner waterproof coat when the weather has improved. Sun hats will also need to be brought into school daily when the weather is hot.

PE Kit

Indoor and Outdoor: White, round neck t-shirt
Black shorts or jogging bottoms
Trainers
Navy blue sweatshirt or cardigan

The wearing of jewellery such as earrings, rings, bracelets, necklaces etc. is not advised in school. Children with ears pierced should have small studs. They will need to be taped up or taken out for PE.

Longer hair needs to be tied back.

School book bags can be purchased from the school office for £5.00. Other bags/rucksacks can be used for school but items are stored in lockers so all bags must fit in lockers, alongside coats and lunch boxes (where applicable).

6. Communication



We use Class Dojo to communicate with families at home. It is a free app that lets teachers, families, and students stay connected, share stories, events, and learning activities, and support social-emotional learning. When your child starts school, you will receive a link to set up on Class Dojo. Here you will be able to view pictures from us of what your child has been doing in class and you can also add your pictures from activities at home, days out, achievements to celebrate. Whole school news and information is also shared through Class Dojo.



The school's weekly newsletter is also sent out every Friday via Parentmail, which updates you on what has been happening in school, key dates as well as much more. Parentmail is also used to communicate whole school events, important news and information.

To speak to a member of staff, you can email (please see key contacts at the end of this booklet), message through Class Dojo, telephone or come into the school office. A member of staff will always be at the door at arrival and collection times but please be aware that their time may be limited and if you need a longer or a more sensitive conversation, it may be better to arrange a separate time to meet with them.

You can also find us on:

- Facebook



- Instagram



7. Lunches and Snacks

All children can bring a healthy snack for morning breaktime.

All Reception, year 1 and year 2 children are entitled to a free school meal. If your child is in the juniors and would like a school dinner, these can be paid for on ParentPay at a cost. Our meals are provided by Lancashire County Council and children are offered different options each day to choose from. We ask you to choose lunch choices in advance, alongside your child, when menus are sent out via parent mail half termly. We also have a 'Friday Favourites' option, whereby children can choose to have either pizza or fish on a Friday as a

treat and a Roast Dinner Wednesday. Alternatively, children can bring a healthy packed lunch to school.

All children up to the age of 5 are entitled to free school milk. Following this, you have the option of paying for your child to receive school milk. Please see the letter included in this pack for more information. Please note: if your child is 4, you will still need to register online in order for them to receive free school milk.

We ask that every child brings a water bottle to school, that they will have access to throughout the day. Water is available to top up bottles if needed.

8. First Aid and Medication

Numerous staff across school are pediatric first aid trained. In the case of a minor accident, basic First Aid will be administered. In the case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/guardian to discuss the course of action to be taken.

If your child becomes ill, every attempt will be made to contact one of the people listed on the child's registration form to arrange collection of the sick child. Your child will be cared for until collection. Please inform school of any changes to telephone numbers so we can always contact you in the case of an emergency.

Prescribed antibiotics that need to be taken more than 3 times a day can be administered in school but a medication form must be completed in the school office. Any medication that is needed less than 3 times a day is to be administered at home, before and after school. Calpol will not be administered by school staff.

If your child has asthma, school should have an inhaler permanently in school so this can be administered if and when needed. All classes have a medical bag that inhalers and other medication can be stored in safely. If your child has an asthma plan, please let us know and ensure school has a copy of this plan.

9. Safeguarding

Lancaster Lane Primary School and Pre School is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. We have a school Safeguarding Policy and Procedures. Sometimes we need to share information in partnership with other agencies when there are concerns about a child's welfare.

All further policies and procedures are available for parents from the school website or the office on request. Please also see our home/school agreement.

10. Staff

You will be introduced to the class teacher who will support your child in their new class

when you arrive for your first morning at school. All classes have support staff, who also play a key role in children's learning journeys. We are lucky enough to have staff who support in reading, phonics, music and pastoral care, as well as volunteers who provide children with opportunities to do some extra reading. Please see the school website for more information. SLT and teaching staff contact details are included within the 'key contacts' section.

11. Curriculum

We have designed a curriculum which is especially tailored to the needs of our wonderful children. We believe it offers learning experiences and opportunities for children to develop into selfless, open-minded and well-balanced individuals in a diverse and ever-changing society. By using different teaching techniques, we aim to keep all pupils engaged and challenged in their learning and to accommodate those pupils who learn differently or at a different pace from their peers.

We have three Golden Rules in our school which are central to our educational philosophy. These are:

We are caring.

We are proud.

We are safe.

As a staff, we want our children to be caring, proud and safe young members of society.

These rules are woven into everyday school life to ensure the message becomes intrinsic.

In our school, Pre-School and Reception children are taught using the Early Years Foundation Stage Curriculum followed by the Primary National Curriculum in Years 1 to 6. We regularly review our exciting curriculum to ensure that it meets the needs and interests of all our pupils and that it is relevant for the world today.

Reading, writing, mathematics and science are the foundations for all areas of learning and are thus at the heart of all we do. Knowledge and skills from these core areas are applied throughout our curriculum. The learning and teaching of History, Geography, Art, Design & Technology, RE, PE, Computing, PSHE and Languages are well balanced across year groups to maximize progression in learning.

Keeping our staff up-to-date with the most relevant and innovative ways of delivering learning is a priority in our school. Subject leaders are knowledgeable about how their subject is delivered and regularly review and evaluate outcomes.

In order to enhance the curriculum, we arrange visitors and high quality visits which provide children with memorable experiences. Exciting events such as Book Week engage our pupils and parents by showcasing our love of reading and writing. We also provide a wide range of extra-curricular activities which allow children to find new passions in life and give them a chance to shine as individuals. Sport and music have a high profile at Lancaster Lane and a wide range of activities and competitions are made available to children of all ages.

We celebrate our children's achievements, in and out of school, through class performances and weekly celebration assemblies. This is an important part of who we are – everyone is unique and valued.

Our outdoor environments and the local community are considered an excellent resource for active and real learning for all our pupils. We believe that children across all three key stages should be exposed to opportunities in the local area to enhance learning and teaching throughout the curriculum.

More information on our curriculum can be found on our school website.

12. Key Contacts

School Office telephone number – 01772 433641

Mrs Gronow (School Business Manager)

bursar@lancasterlane.lancs.sch.uk

Mrs Hankin (Headteacher)

head@lancasterlane.lancs.sch.uk

Mrs Govier (Deputy Headteacher and EYFS Leader) c.govier@lancasterlane.lancs.sch.uk

Mr Clucas (SENCO and Nest Teacher)

t.clucas@lancasterlane.lancs.sch.uk

Year Group	Class Teacher	Email Address
Pre-School	Mrs Brown	g.brown@lancasterlane.lancs.sch.uk
Reception	Miss McKitterick	s.mckitterick@lancasterlane.lancs.sch.uk
Year 1	Mr Routledge	l.routledge@lancasterlane.lancs.sch.uk
Year 2	Mrs Ford	h.ford@lancasterlane.lancs.sch.uk
Year 3	Mrs Clements/ Mrs Parkin	c.clements@lancasterlane.lancs.sch.uk r.parkin@lancasterlane.lancs.sch.uk
Year 4	Mrs Whalley-Dolan	j.whalley-dolan@lancasterlane.lancs.sch.uk
Year 5	Mrs Pulman	k.pulman@lancasterlane.lancs.sch.uk
Year 6	Miss Inskip	m.inskip@lancasterlane.lancs.sch.uk