



Lyminster Primary School

A nurturing, community-focussed school, with sky-high ambition and a global outlook.

Welcome to Lyminster Primary School. We are a small but ambitious school, and we aim to nurture and develop our young people into active and engaged citizens of the world who live up to our core values of Confidence, Community and a Love of Learning. This booklet contains key information about the school for prospective parents. Please do get in touch if there is anything further, we can help you with. There is also much more information on our school website, such as Who's Who, The Curriculum, Parents' Information (including access to some forms) and School Policies. Please do have a look:

<https://www.lyminster.w-sussex.sch.uk>

Starting school

We understand that children are at different stages of 'readiness' to start school, whilst some may be happy to wave goodbye to their Parent/Carer on day one, many others may find the first few days difficult. At Lyminster, we try to make starting school a gradual, calm and relaxed process. Prior to your child starting at Lyminster, you will be invited with your child to stay and play, where parents/carers can come into the Early Years classroom and play with their child. This is a great icebreaker for all the children. The first week starting school for our Early Years children is a phased start. Parents will be notified which morning and afternoon sessions their child will attend. The aim is to integrate the children gradually so that by the second week back they are confident to attend all week. More information about this will be provided in our Starting in Reception School pack.

A day in the life of a child at Lyminster (how we start, how we learn, how we play)

For the first few weeks of their first year in Reception, you will take your children in the side gate directly to the classroom door, but very soon they will be joining everyone else by coming through the main gate between 8:40 and 8:50 (8:45-8:50 on Fridays, when staff have a morning briefing). A bell will ring at 8:45 when any children on the playground are expected to walk around to their classroom doors and the parents/carers can start to leave. Once the children arrive at class they will be registered, and then they are ready to start their learning!

In the youngest years, they can choose between different activities which may be available for whenever they are interested (Continuous Provision), or that might link to what they have been learning recently (Enhanced Provision). The teacher will normally start each session with an 'input', where they teach a particular skill, then the children will choose an activity where they can show their learning, from the many that will be set up for them. The teacher may want to take groups at a time to work on the new skill in a direct way. Very gradually, through Years R, 1 and even the start of Year 2, this becomes more and more formal, so that by a few weeks into Year 2 the children are accustomed to all, or mostly all, working on the same learning at the same time.

The children have a morning break and a lunch break where they all have supervised play outside – they can free-flow between the different outdoor areas and climbing frames and all children play together. We have organized sports on the playground each lunchtime, and games organized by the Year 6 Playleaders on the astroturf most days as well. There is usually some indoor provision for children who find playtimes especially difficult – this is usually invitation only but there are also some lunchtime clubs on certain days which are open to all.

We also all get together for Assemblies – which are usually just before we go out for morning play. Through the week we have a 'value', such as sharing or forgiveness, and we explore this in different ways through the week. Friday Assembly is slightly different – this is at the end of the day and is very celebratory – the children get certificates for achievements from the week and can show off any trophies or medals they have received from out of school as well. The children in Years R-2 leave through their classroom doors at 3:20; the older children leave a tiny bit later at 3:25.

School timings

The School Day

The gates open at 8:40, and parents can wait with their child on the school playground until the bell goes. For safeguarding reasons, Parent/Carers must not accompany their child beyond the playground. Unless your child is booked into our Early Dragon's Club, children are your responsibility until the bell rings at 8:50.

School Start	8:50
Break time	10:15
Lunch time	12:15-1:15 (more information about lunch is below)
Home time	Years R-2 finish at 3:20 Years 3-6 finish at 3:25

We dismiss the children from the back doors of each class.

Communication with our Parents/Carers

We use an APP called 'My Child At School' (or **MCAS**, for short) for all our communication with parents/carers. You will also need to use this APP to:

- ◆ Complete the registration details of your child
- ◆ Record and update contact information
- ◆ Provide consent, pay for and book activities, clubs and trips
- ◆ Buy anything from the school
- ◆ Check your child's records (such as attendance) and see their documents (such as their reports)

When your child is registered with Lyminster, you will be given information and login details for MCAS, and we strongly recommend that you download this APP and ensure that you allow notifications so that you can receive all notifications from the school.

We understand that not all parents and carers are comfortable or used to using technology, if you have any difficulty setting this up, please contact the school office, who will be happy to help you get logged on.

When you first install the APP, you will need to complete the details in the Admissions section on the APP, so that we have accurate records for your child. These include contact details, medical information, and details of any Special Educational Needs. You will need to provide the school with three contacts for your child and complete the Parental Consent section before your child attends the stay and play sessions/starts school in September.

What to wear to school (including information on jewellery and cosmetic enhancements)

It is our policy that all children should wear school uniform when attending school, or when participating in a school-organised event. Uniform with a logo can be purchased directly from Felix Dance & Leisure Wear or Ricara Workwear & School Wear, both in Littlehampton.

- Red sweatshirt/cardigan
- Grey trousers/shorts/skirts/pinafore dress
- White shirt/blouse/polo shirt
- White/grey socks/tights
- Red/white check dress
- Black school shoes (no trainers or open toe sandals)

PE Kit

- House colour logo tee-shirt (Parents are informed which house your child is in).
- Black shorts
- Black plimsolls / trainers

Jewellery

Jewellery should not be worn in school. If your child has newly pierced ears, we recommend that they are taped-up each morning to reduce the risk of accident. You will be required to complete a jewellery indemnity form to enable your child to attend school wearing earrings. For PE all jewellery must be removed or taped up.

Cosmetic Enhancements such as make up, false eyelashes/nails etc.

Children must not come to school with make up or ANY cosmetic enhancements.

Wraparound Child Care Clubs

Lyminster runs both an early morning and after school club to support our parents who work or those with other commitments. The Early Dragons Club runs from **7:50am – 8:50** and the **after school club runs from 3:20-6:00pm every school day** (please be aware this means it will not be open on Inset days or school holidays).

The children play games and take part in other activities. We do not provide meals, but the after school club does include a snack. Coming to Early Dragons it is a great way for your child to start school in a fun, calm and relaxed way. The cost per session for Early Dragons is £5.00, and the after school club costs £5:00 from 3:20-5:00pm and £9.50 from 3:20-6:00pm. Places need to be booked a minimum of 24 hours in advance via the MCAS App (please call the office if you suddenly find you need to book your child after this cut-off time, and we will try to accommodate you if there is space).

School Clubs

We endeavour to offer a wide range of clubs for our pupils, these are run by a variety of school staff or external providers. Most of our clubs will not operate during the first and last week of each Autumn, Spring and Summer term, but there are sometimes exceptions, so check the club letters carefully. Whilst we endeavour to be reliable and consistent in our club provision, please bear in mind that school-clubs can sometimes be cancelled at short notice as we do not have the staffing capacity to substitute staff in the event of sickness or courses, because of this, it is vital that you do not rely on these clubs as 'childcare'.

[School Clubs | Lyminster Primary School](#)

PALS

The Parents Association of Lyminster School (PALS), is an invaluable group of parents dedicated to raising funds for the School. The bulk of their fundraising is used directly to support **all** the children and parents by subsidising the cost of trips out of school, as well as funding some exciting activities provided by external groups in school. We raise money in a number of ways, mainly with a May or Summer Fayre and then a Winter Fayre complete with Father Christmas and Grotto. We also hold raffles, cake and ice-cream sales and BBQs.

We are a welcoming, friendly group of active parents and invite all new parents to join us in helping to raise vital funds for Lyminster. It is a great way to meet new parents, directly involved in supporting your child's education and make new friends.

Please come along to our first meeting to meet us and find out more, or visit our [Facebook page](#) or contact us directly by email at pals@lyminster.w-sussex.sch.uk.

Vital information about Attendance

Regular attendance is essential for your child to achieve success at school. There is a clear link between poor attendance and low achievement. Every lesson really does count! Parents should call the school office reporting the absence of their child by 9.20am. Unless we receive notification, office staff will ring parents at the close of registers from 9.20am. Failure to provide a valid reason for absence will result in an unauthorised absence mark on their attendance record.

Headteachers have been directed by the Government **not** to authorise any absence from school unless there is an 'exceptional' circumstance. You must get permission from the headteacher if you want to take your child out of school for a holiday in term time.

Fixed Penalty notices (fines) may be issued by West Sussex County Council to parents/carers when there is unauthorised absence from school. Unauthorised absence is absence without permission from the school. This includes all unexplained or unjustified absences. It also includes repeated late arrivals at school with no explanation.

[Attendance | Lyminster Primary School](#)

Important health and safety information:

Medicine

If your child requires medicine or an inhaler in school, please contact the Office for the appropriate form. We can only administer prescribed medicine in prescription bottles, clearly labelled with the child's name. Medicine must also require a minimum of 4 doses in a day for us to be able to administer a dose during the school day. Medicines requiring 3 doses, should be given to children at home; in the morning before school, straight after school and just before bed.

Injuries at school

If your child has a small injury at school, such as a cut or graze one of our First Aiders will attend to the child and apply first aid as necessary. If your child receives a significant injury (such as a big cut, mark, bruise) to the face or head we would normally call the first contact to inform them that this has happened and if we are concerned you may be asked to collect your child and take them to the Minor Injuries Unit/Accident & Emergency Department.

Drinks and snacks

Please ensure that your child brings a full water bottle to school with them every day. These can be re-filled in the classroom as required.

Please provide your child with a healthy snack for mid-morning. This will form part of their five-a-day, and should be some fruit, vegetable 'sticks' or other healthy alternative. A fruit snack is provided in Years R-2

Lunch

Children eat lunch in the main hall on a rotational basis. We aim for lunchtimes to be a sociable event, and children are encouraged to eat well and use table manners. We understand that some children require extra help learning to use cutlery, open packages etc and this is provided by our lovely Midday Meals Supervisors. We aim to be a healthy school and expect packed lunches to reflect this.

Parents can provide their child(ren) with a packed lunch each day or order a hot meal from our hot-meals provider, Chartwells. In line with West Sussex policy, we are a nut free school, please do not include any items containing nuts in lunchboxes (including peanut butter and chocolate spread containing nuts).

If parents choose to provide a packed lunch, please ensure that this is healthy, without fizzy/energy drinks or chocolate. Children are expected to leave anything they do not eat in their lunchbox, and this will give you an indication of how much they have eaten.

All children in Year Reception, Year 1 and Year 2 are entitled to a free meal under the Universal Infant Free School Meals scheme (UIFSM). Meals are also free for those children in years 3, 4, 5 and 6 if they are entitled to Free School Meals. UIFSM is not the same as Free School Meals; if you think your child may be eligible for Free School Meals, it is vital that you make a claim for this as it will benefit your child directly. Please see more information about this below or visit the page on our website, which also includes a link to the online application.

All the meals (whether UIFSM or paid meals) will need to be ordered 10 days in advance (for example, meals for the week starting Monday 12th would have an order deadline of Thursday 1st) using the online ordering system detailed below. The current cost of each meal is £3.09.

You will receive an activation letter and temporary password to set up your ParentPay account, as well as instructions on how to use the system as soon as you have created the registration details for your child, if you need help getting started with this, please ask our Office Staff to help you get set-up (you may need to make an appointment).

Chartwells will provide special meals for children with food intolerances and allergies. More information on their medical diet process can be found here: [The Chartwells Approach to Medical Diets | Chartwells](#)

Parents and Carers can contact the medical diet nutrition team directly on:
westsussexspecialdiets@compass-group.co.uk.

To find out more about Chartwells, visit their website or contact the school catering team.
Weblink: [Primary School Caterers You Can Trust | Chartwells](#)

Free School Meals and how it will benefit you and your children.

It is vitally important that you make a claim for Free School Meals (FSM) if you think your child may be entitled. The school receives extra money for each FSM-entitled child (called Pupil Premium Funding), and this money is used to support the children's learning and will bring lots of other benefits to you as a family, including:

- All school trips will be automatically paid for by the school;
- A set of school uniform and required equipment (eg Jumper/Cardigan, PE kit, Polo shirts, book bag) will be provided free of charge each year;
- School-run clubs (and some external ones where we identify a need) which your child wants to join will also be paid for by the school if there is a cost involved;
- Currently each FSM eligible child receives £10-£15 per week for each school holiday to help pay for lunches. That works out as £20-£30 over the Easter and Christmas breaks and £60-£90 during the summer break **for each child**.
- Any additional learning opportunities with an associated cost, such as workshops, will be paid for from the grant;

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- [Universal Credit](#)
- [Income Support](#)
- Income-based [Jobseeker's Allowance](#)
- Income-related [Employment and Support Allowance](#)
- Support under [Part VI of the Immigration and Asylum Act 1999](#)
- The guaranteed element of state [Pension Credit](#)
- [Child Tax Credit](#) (provided you're not also entitled to [Working Tax Credit](#) and have an annual gross income of no more £16,190)
- [Working Tax Credit run-on](#) - paid for four weeks after you stop qualifying for Working Tax Credit.

In this academic year, the school is committed to using the Pupil Premium Funding for:

- Staff training in specialist areas such as dyslexia awareness;
- Additional interventions to improve learning outcomes;
- Outreach work and family engagement;
- Enhancing the Reading for Pleasure culture in the school;
- Other areas of need as they are identified through detailed and regular discussions between the leadership team of the school and class teachers ('Progress Meetings').

As you can hopefully see, there is a huge benefit to your child and your family in applying, and we urge anyone who feels their child may be eligible to apply online by typing 'West Sussex free school meals' into any online search engine.

If you would like assistance with the forms for any reason, please call the school and ask to speak to Mrs Kim Jones who will make an appointment with you.

We are also very conscious that there are families who may not be strictly eligible for the grant who nonetheless are experiencing financial strain or difficulties in accessing everything the school can offer. In this case, please call the office and ask to speak to Mrs Kim Jones.

Here at Lyminster we are committed to helping EVERY child achieve highly and access a wide range of opportunities for personal learning development. We welcome your input and are passionate about working in partnership with you. Please do not hesitate to get in touch if there is anything you would like to discuss, query or feedback.

[School Meals | Lyminster Primary School](#)

Managing Behaviour

Lyminster is a school of good order, though also one where the children can feel appropriately relaxed in our family-feel atmosphere and where individual differences are understood and respected. We believe in equity – giving each child the tools and understanding they individually need to reach similar high standards. Our school rules are clear, linked to British Values, and apply to all children. A range of rewards are used to encourage positive behaviour, and sanctions are used to give children time to reflect, correct their behaviour, and so that those impacted negatively by behaviour choices can also feel they can move on. Bullying is rare, but dealt with when it happens with rapidly escalating sanctions.

We are a Rights Respecting School

We are a 'Rights Respecting' School and this is central to our ethos. The United Nations have a 'convention', a list of human rights specifically for children. These include the right to be taken seriously, to know what is going on in the world, and to be pushed in their education. As a Rights Respecting School, we are committed to these rights, to educating the children on their rights, and understanding why some children may not have their rights respected, and what we can do about this.

Each class chooses 2 children to represent their views and opinions; we call these children Rights Respecting Ambassadors. We have regular meetings in school when we discuss how we can make our community a better place. In addition, we raise a lot of money for different charities, as we believe in looking after others.

Our inclusive approach - Pupils with Special Educational Needs or Disabilities

At Lyminster Primary School, we pride ourselves on being an inclusive school. It is our passion that all children, regardless of their needs should receive Quality First Teaching and

tailored support in our happy, inclusive school. Our team is committed to raising the aspirations of all our pupils, including those with special educational needs or disabilities.

For further details on the provision for children with SEND do please contact our SENDCo, Mrs Rachel Yarrow on 01903 713642 or sendco@lyminster.w-sussex.sch.uk or go the Lyminster Primary School website:

[Special Educational Needs & Disabilities | Lyminster Primary School](#)

And finally..... if there is any further information you require, please do not hesitate to contact us by telephone (01903 713 642) or email office@lyminster.w-sussex.sch.uk.