



St Luke's Church of England Primary School

Junior Department
Bemister Road
Winton
Bournemouth BH9 1LG
Tel Bournemouth (01202) 514396
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Infant Department
Maxwell Road
Winton
Bournemouth BH9 1DL
Tel (01202) 516499
Fax (01202) 539457

Headteacher	Mr M Saxby B.Ed (Hons)		
Deputy Headteacher	Mr D Hunwick B.Ed (Hons)		
School Bursar	Mrs M Curtis	School Admin Officer	Mrs L Henry
School Admin Officer	Mrs N Gay	School Admin Officer	Miss H Wadeley

Our School is a Church of England Primary School, which was founded in 1892. Since that time it has been granted Aided status under the 1944 Education Act, which enables it to remain faithful to its original Church of England foundation – taking into account changing circumstances.

THE GOVERNORS OF THE SCHOOL

The St. Luke's Board of Governors represent the Parish Church of St.Luke's and the Diocese of Winchester Education Council as well as having elected nominees from the Bournemouth Borough Council, these are Foundation Governors. Elected parent and staff representatives and the Headteacher of the school make up the Governing Body.

The responsibilities of governors include the maintenance of the school buildings and the appointment of staff. Aided status allows the Governors to appoint teaching staff, (their educational qualifications being subject to the approval of the Local Authority). This therefore, ensures that all teachers support the principles behind a Church School. These are reflected not only in the Religious Education and the daily worship, but in the desire that Christian ideals should be included in every aspect of the school's life and should be encouraged by the example and involvement of the local Parish Church. In this way, the Christian Community, is privileged to be committed to the education of many local children. They are also responsible for the admission of children, in accordance with the published admissions policy.

Meetings of the Full Governing Body usually take place twice every term, but these may be increased as the need arises. The main committees meet twice every term prior to the Full Governing Body meeting and minutes from these meetings are discussed with all Governors.

MINUTES OF SCHOOL GOVERNOR MEETINGS

As legislated by the Education Act (1980), copies of the Agenda and approved minutes of School Governors meetings are available for parents to read. Simply ask one of our school administrative team if you wish to do so. The minutes will normally be those of the previous term after they have been signed and approved at the current term's meeting. Confidential minutes will be formally recorded but without revealing the nature of the business so that confidentiality is maintained.

ADMISSION TO SCHOOL

Reception children are admitted in the September before their 5th birthday. They start school on a mornings only basis for the Autumn term and then become full time after the Christmas holidays. Each September our children progress to the next year group. As our school is on two sites, our children transfer to the junior site in the September following their 7th birthday. All children transfer to one of several secondary schools in Bournemouth in the September following their 11th birthday.

WELCOME TO SCHOOL

This is a Church of England Voluntary Aided School within The Diocese of Winchester and admits up to a maximum of 420 for September 2007, both boys and girls between the ages of rising 5 and 11 years. The published admission limit for each year group is 60 pupils.

A completed pupil entry form and parental consent form must be returned to the School Administrative team by the date specified on the admission letter.

We do hope that you will feel welcome in our school and that any enquiries are dealt with in a friendly and efficient way. The information in this booklet is designed to tell you as much as we can about our school community before your children join us. Please do not hesitate to contact us if you have any queries.

MEETINGS PRIOR TO STARTING SCHOOL

An evening for parents/carers only (please make baby sitting arrangements for this meeting!) will be arranged during the latter part of the summer term before your child starts school. At this meeting you will meet myself as the Headteacher, our school Teaching and Support Staff, the School Nurse and members of the PTFA. Examples of school uniform will also be on display from Rickards of Moordown and you will be given the opportunity to visit your child's classroom.

As starting school for the first time can be quite a daunting time for both parents and children we have a very comprehensive and specialised programme arranged for our Reception children and their parents. This is designed to help parents and children to become familiar with the school and ensure that our youngest children feel happy and confident about starting school. We will explain the arrangements for this at the first meeting for parents and carers.

As your child continues through the school you will have the opportunity to meet with the class teacher each term to see your child's work, discuss any concerns, or just come in and have a look around. Should a problem arise at any time, connected with school or home, please come and talk to us as we can often help your child to cope once we know the situation.

You will receive a written report concerning your child's progress at the end of each academic year. These are intended to give an overall impression of how your child is performing socially and academically within the year group. At the end of the Key Stage, in Year 2 and Year 6 reports will also include the end of key stage Statutory Assessment test results.

SCHOOL TIME

Infant Department – Maxwell Road

Mornings	8.55 am - 12.10pm
Afternoons	1.05 pm - 3.15 pm

Junior Department – Bemister Road

Mornings	8.55 am - 12.15 pm
Afternoons	1.10 pm - 3.30 pm

NB. Reception Classes mornings only for Autumn Term.

ARRIVAL AND DEPARTURE

Please be punctual when meeting your children so that a member of staff can hand your child over to you and we can ensure their safety at the end of the teaching period.

Should you arrange for your child to be collected from school at the end of the day by another parent or relative, written notification should be given to the class teacher.

School starts at 08.55.am. To encourage a calm start to the day, children may arrive at any time between 08.45 and 08.55. Register time begins promptly at 08.55. As soon as children arrive for the start of school they may go directly into the building where a member of staff will greet them. Please ensure that you do not come onto the playground before 8.45 am in the morning. The playground is not supervised and the school cannot accept responsibility for any children before this time.

TELEPHONE NUMBERS

If you have a phone number or one through which you can be contacted in an emergency, please write this on the pupil entry form. Parents who work during school hours should give a phone number or address through which they can be contacted - but please we need days and times! Please ensure that you inform the school immediately of any change in this information.

It is imperative that we are informed of updated mobile numbers as these appear to change more frequently. This is so important as there may be occasions when we need to contact you urgently.

PARKING

When delivering or collecting children from school, parents are reminded that parking on the **"School Entrance" area is prohibited**. This area is to ensure that children can cross the road safely and that other motorists have an unrestricted view of children crossing. Failure to observe this parking restriction could lead to police prosecution.

At all times please encourage children to use the School Crossing Patrol. It is essential that all parents set a good example to their own and other children.

THE AIMS OF ST. LUKE'S SCHOOL

As a Church of England School there is obviously a close association with the parish church of St. Luke and children do attend services in the Church. The Vicar also visits both the Infant and Junior Departments to take Morning Worship on Fridays and other special occasions. We always meet together in St. Luke's Church on the last day of each term. This gives us the opportunity to meet as a whole school and after our service we present Headteacher Certificates to two children from each class. We also celebrate achievements in other areas of school life.

Our school has a strong Christian ethos and this is based upon Christian principles. Our School Code reflects the way in which we live and work as a school community. It is displayed around the school and in each classroom. All our children are familiar with it and it is used to set the standards and expectations for everyone in our school. In addition to the School Code, each class sets its own 'Class Rules' or 'Class Promise' at the beginning of each academic year. This is based upon discussion between each child in the class and the teacher. In this way the expectations of good manners, respect for each other and their surroundings, behaviour and positive attitude to work are agreed with the children, they are clearly understood and the children have ownership of these expectations.

Each year group produces its own curriculum statement, which is sent home to parents at the beginning of each term. The information is given so that parents and carers can support us in the work that we do with the children and are aware of what is being studied in each subject area. We do encourage parents to read these statements carefully and if anyone has a particular expertise or knowledge they can offer, please let us know!

Children will bring homework from school, to be learnt, completed or to research. It does not have to be a written activity! The homework expectations will be given at the beginning of the academic year. Parental support and encouragement for this is essential if good progress is to be continued. Reading of library books brought home also require parental supervision to ensure the necessary reading is covered. We encourage our children to become fluent readers and their ***progress will be directly related to the time that you as parents give to share this activity*** with your children. Please invest time with your child in this way.

Learning is very much an individual thing and as much time as possible is devoted to encouraging individual progress. Not all children have the ability to progress at the same speed or level, therefore comparisons should never be made with other children. Children who are identified as needing extra support or provision are supported where possible within the classroom situation. Occasionally it is considered in the child's best interest to have individual or small group teaching apart from the rest of the class. Each child is encouraged to give their best at all times, but differences in attainment will result from individual intellectual ability.

Children who appear to have difficulties with particular areas of learning will be referred to our Special Needs Team and assessed to ensure that support is built into their learning programme. Children who have particular strengths will be actively encouraged in their learning.

The School Standards Framework Act 1998 require all maintained schools to adopt a home-school agreement and associated parental declaration. A home-school agreement is a statement explaining the school's aims and values, the school's responsibilities towards pupils who are of compulsory school age; the responsibilities of the pupil's parents; and what the school expects of its pupils.

Parents of pupils admitted to the school will be invited to sign an agreement after their child's admission.

INCLUSION

We aim to meet the needs of all our children, and all are equally valued at St Luke's. We fully involve parents, working together so that we achieve the best for our children. We have an inclusive approach to teaching and learning, and seek to support all our pupils to achieve their potential, including children who may have a range of learning difficulties: physical, emotional or behavioural. At St Luke's, we aim to do this through early identification of difficulties and close liaison between teaching staff and parents, thus minimising barriers to learning. We follow the national Code of Practice on Special Needs, and are guided by Bournemouth Local Authority's Inclusion Strategy. We have access to specialist support for our pupils through the Local Authority Children's Services, which encompasses health, welfare and educational matters. We strive to support our children learning English as an additional language and have close links with the Bournemouth's EMTAS service (Ethnic Minority and Traveller Advisory Service). Our most able pupils are supported through extension programmes, and, where appropriate, through links with and advice from secondary schools.

We implement our Inclusion Policy through a range of methods, such as differentiated activities, in-class adult support, small focus groups and individual withdrawal.

RELIGIOUS EDUCATION

The teaching of Religious Education and our daily Collective Worship form a most important part of our school life. Parents have a statutory right to withdraw their children from Religious Education and Collective Worship, but as you have chosen a Church of England School, it is expected that you fully support the Christian ethos of the school and would not wish to withdraw your child from these activities.

The Religious Education in the school will be according to the terms of the Trust Deed. In practice, this will involve giving the children a comprehensive understanding of Christianity and its importance in life – as appropriate to their age. For this the teaching in the school will naturally utilise all that is best in educational practice, but above all will use to the full, links with the local Parish Church, and the Religious guidelines published by the Diocese. Pupils are also introduced to some faiths other than Christianity as part of the RE syllabus.

On special occasions the children attend services at St Luke's Church and parents are invited to attend with the school. The Vicar also visits the school one day each week to take Morning Worship with the whole school.

The School Governors would like to point out that an active Sunday School is run in St. Luke's Church Hall each Sunday during school term time, at 10.00am, except for the third Sunday of each month when there is an All Age Family Service in the Church for parents and children, also at 10.00am. Coffee is served in the Church Hall after the services. The Church would very much welcome your family's attendance at these services and details are available from the school office.

ACCESSIBILITY

The school is physically accessible to all parents, pupils and visitors. Both the Junior and the Infant sites are single storey buildings and have wide corridors to facilitate wheelchair use, both have level access and emergency exits, and both have disabled toilet facilities. Provision is made for those children with particular needs in line with guidance from the Department for Education and Skills and Bournemouth Local Authority.

SCHOOL ORGANISATION

The School Office

Any member of our Administrative team will be pleased to help you with any enquiries you may have.

Hours of Opening - Bemister Road	8.30 am - 4.30 pm each day
Maxwell Road	8.30 am - 4.30 pm each day

The Class Teacher

Our Class Teachers are always ready to discuss problems, which may arise, but please, make an appointment through the School Office. Messages can always be given to our teachers in confidence and telephone appointments can be arranged if it is difficult for parents to come into school. Please remember that the teacher may have other duties to perform or an urgent appointment to keep. Three Open Evenings are arranged each year, usually in October, February and July, for parents to discuss their children's work. Annual Reports are sent to parents each June.

Behaviour Expectations

One of the main aims of St. Luke's School is to encourage children to develop a positive attitude towards work and discipline. We have a Positive Behaviour Management Policy which is available for all parents to read within school. We have clear merit systems for both the infant and junior children whereby children can gain bronze, silver or gold certificates. We also have Headteacher certificates for special achievements and contributions to school life. Individual staff may have their own daily systems which all contribute to making each class 'special' for the children. This may be something such as 'a marble in the jar' or stickers. Please ask your own child or the class teacher if you want to know more about specific class systems. The School has a 'Merit Scheme' which encourages children to work towards gaining certificates.

There are also sanctions which serve to keep parents informed of unacceptable behaviour which operates as follows:-

- 1) A YELLOW slip will serve as a 'Warning' and say why, so that parents will know of a problem in school.
- 2) A RED slip will be the result of obtaining 3 YELLOW slips or doing something rather more serious than would result in a single YELLOW slip being given. We have found this to be an effective system and red slips are very rarely needed. A RED slip will mean 'Detention' until 4.15 pm and parents will be given 48 hours notice of this in writing, giving the date.

'Detention' if deemed necessary, will only be given to pupils in Years 3 and above, but it may be necessary to consider an alternative measure for any younger child receiving a RED slip.

Class teachers also have the right to keep children in after school for up to 15 minutes, without prior notice to parents, for poor behaviour or work. The School Governors support this action and would ask parents to support the teacher should this be necessary. In cases of serious or continual disciplinary problems, exclusion from school for a specified period may be considered.

A Behaviour Statement has been adopted by all Bournemouth Primary Schools and is included in this booklet.

Playground Behaviour

In the playground children are encouraged to play together, share together, help each other, be kind to one another, try to understand other points of view, show respect for others, to speak politely and to act with courtesy and consideration at all times. There will be occasions when behaviour problems do occur. Minor infringements will be dealt with internally but for more serious incidents or repeated unacceptable behaviour, we will contact parents and work together to manage such behaviour or discuss particular strategies that can be used.

PRIMARY SCHOOL BROCHURE - BEHAVIOUR STATEMENT

All Bournemouth schools promote learning for all children. An important pre requisite for learning is that children are ready to learn and need to be able to develop positive attitudes towards learning in a supportive framework. Part of this framework is a positive behaviour policy drawn up by each individual school. The policy describes for the school community the expectations for behaviour. The principles that underpin the expectations include behaviour that allows everyone :

- To enjoy and achieve – to get the most out of school life and develop their skills
- To stay safe – to feel cared for and be safe from harm
- To be healthy – to be as physically and mentally healthy as possible and to make sensible choices
- To make a positive contribution – to the school and wider community
- To develop skills that will help them take their place in the community and reach their potential and overcome disadvantages

These principles translate into rules that help everybody in school, and those connected with the school, to respect and care for:

- Each other
- Themselves
- Their own and others learning
- The environment

Sometimes children find it difficult to meet the expectations for behaviour all the time. The Behaviour Policy in each school explains what happens when expectations are not met. The actions taken may include those that:

- Help the child understand their behaviour and take responsibility for it
- Teach behavioural skills
- Encourage and help the child to repair relationships and any damage
- Teach the principle that actions result in fair and reasonable consequences
- Obtain help and support from inside and outside the school

The details of specific expectations and responses are described in the Behaviour Policy available from the school.

In an effort to provide all children in Bournemouth with the highest quality education, it is considered that the following behaviours are unacceptable and may result in exclusion:

- Threatened, actual or violent physical assault on any child or adult
- Persistent victimisation of another child
- Carrying an offensive weapon
- Continually refusing to co-operate with staff
- Persistent disruption of the smooth running of the class or the school
- Vandalism to school property
- Racial abuse to any child or adult
- Sexual abuse to any child or adult
- Possession of or supplying illegal substances
- Children leaving the school site without permission of a member of staff
- Any behaviour perceived to be detrimental to the education, learning and welfare of the school or which may place any child or any other person in danger

Decisions in individual cases will be taken in light of the school's Behaviour Policy and Government guidance.

"This statement is agreed/supported by all the staff and Governing Bodies of all Bournemouth schools and Bournemouth Education Directorate in accordance with Government guidance".

Attendance

Government Legislation requires each school to provide details of absences. Whilst the majority of absences are for perfectly valid reasons, there are occasions when an absence can be classified as unauthorised. Late arrival at school is often unsettling for children and should be avoided. It is essential that children are in school in time for registration. Where there is frequent absence from school, letters will be sent to parents. Our Education Welfare Officer checks our registers and will make arrangements to visit the home.

If your child is unable to attend school because of illness, please inform the school on the first day of absence. If your child is absent for more than 1 day, a note to confirm absence should be brought in on his/her class teacher on their return.

Should the need arise for you to take a family holiday in school term time, please obtain a holiday form from the office, in advance. Completed forms should be returned to the office for the Headteacher to sign, and will be returned to you if permission has been granted. A maximum of ten school days is allowed in any school year. We do ask that you refrain from taking holidays during the second week of May as permission will not be given, due to national tests being undertaken at this time

We do have good attendance figures, please help us to maintain these:-

Pupil Attendance Statistics (Sept 2007 – May 2008)

Total possible attendances for year - 113,689
(2 per day – am and pm)

Actual Attendance	=	93.90%
Authorised Absence	=	6.03%
Unauthorised Absence	=	0.07%

Leaving During School Hours

Should you require your child to leave school for any reason during school hours a written request must be sent in. When children are taken out of school during the day an authorised absence pass must be completed by the administrative staff and given to the parent or carer. This is part of a Bournemouth Education Directorate Scheme and we are required to comply with it. On such occasions, children should be collected from the school office.

School Lunches (full-time children only)

Children either go home or bring lunches to school in a lunch box labelled with their name and class. Packed lunches should include a drink. For safety reasons we do not allow cans or bottles in school. The school is part of the Healthy Schools Scheme and as such we encourage 'healthy eating.' We do not allow sweets or chocolate bars in school and as some children within our school are severely allergic to peanuts, we ask that children do not have peanut products in their lunch boxes.

Handing out Sweets and Chocolate at the end of the day on special occasions such as birthdays is not allowed due to allergies.

As part of the Healthy Schools Scheme all Infant children receive fresh fruit or vegetables each day. We do however, also encourage all Junior children to bring a 'fruit snack' to school. This can be a small amount of fruit or vegetables (in easily eaten pieces please!). All lunch drinks and containers must be contained inside the lunch box to facilitate safe and hygienic storage. We encourage the children to drink fresh water regularly. For this a separate water bottle can be brought into school – to be topped up daily.

Your child is possibly eligible for a free school meal (packed lunch). If you are receiving the following support payments:

- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- the Guarantee element of State Pension Credit
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HM Revenues and Customs) does not exceed £15,575 as of April 2008.

Should this be the case, please contact Social Services (Tel. 456274) for the necessary forms.

Playground Supervision

Pupils are supervised by teachers and teaching assistants during morning and afternoon breaks. At lunchtime, teaching assistants supervise the pupils with phase leaders available to deal with any emergency.

Health and Fitness

If your child has a disability this must be brought to the attention of the Headteacher when your child is admitted to school, e.g. weak bladder, asthma, allergies, heart condition, etc.

It is now necessary for your child to have the following injections before commencing school, and it is the parents' responsibility to see that these are done - diphtheria, tetanus and polio booster, measles, mumps and rubella booster and meningitis C vaccination. These can be arranged either through your family doctor or local clinic.

Children are expected to participate in all school activities. If through illness, e.g. a chesty cough or cold, you wish your child to miss a swimming lesson or physical education lesson, please write a note, but if your child is to be excused from such lessons for any length of time a doctor's note must be produced. Children well enough to come to school should be well enough to participate in all activities. If not, they should be kept at home. We have been advised by the School Nurse that any child suffering with sickness or diarrhoea, should NOT return to school for at least 24 hours after their illness.

Infectious Diseases

Should your child contract an infectious disease, the school needs to be informed immediately. This is important because there are certain children in school for whom contact with an infected child must be avoided at all costs. Periods of required time away from school must also be strictly adhered to, to prevent unnecessary contact with other pupils.

Medicines

Medicines are not usually administered in school. Special circumstances may apply. Should it be necessary for a child to have medication during the day it is the responsibility of the parents to see that this is administered. Should your child be asthmatic and need an inhaler, the school must be informed and the inhaler labelled with name and class and kept in a box in the child's classroom cupboard. Children must not be sent to school with medicines or tablets to take themselves, this includes cough or throat sweets. A child with a bad cough or any other infection e.g. sore throat, which could be passed on, should be kept at home until symptoms have cleared. Similarly, a child with sickness and/or diarrhoea should be kept home until free of symptoms for at least 24 hours.

Sun Protection

When sunny days are forecast please put suncream on your children before they come into school. We are unable to apply creams to children and some children may have allergies to particular lotions, therefore it is important that they are not kept in school. There are suncreams on the market that provide protection up to 8 hours.

Children should have sun hats during the Summer Term to protect their face and neck.

School Nurse

The School Nurse holds a 'drop-in' session once a month at both the Infant and Junior Site, should you have any medical query regarding your child she will be happy to discuss this with you.

Head lice

'Head inspections' are no longer carried out by the School Nurse, therefore it is essential that you are vigilant, and check and groom your child's hair regularly. If your child does have head lice, treat immediately by grooming with a fine-toothed comb (available from pharmacies) and please inform the School Office. If you have any further questions, please do not hesitate to see us, the School Nurse, a health visitor or visit your local pharmacy.

Head Bumps and Other Injuries during School Time

Red Stickers

If your child receives a bump to the head during the course of the day, which is not severe enough to call you into school, but to which we would like to draw your attention, a red sticker will be placed on his/her school tie or collar. The class teacher will also give you a pink slip to inform you of the bump. This procedure is carried out at both the Infant and Junior Sites.

Yellow Stickers

If your child suffers any injury, other than a bump to the head, which is not severe enough to call you into school, but to which we would like to draw your attention, a yellow sticker will be placed on his/her school tie or collar. This will not happen for minor injuries. The class teacher will also give you a yellow slip to inform you of the injury. This procedure is carried out at the Infant Site only.

Money and Toys

Children must only bring essential money to school, i.e. school fund, outing money, contributions etc. This money must be in a fully sealed envelope, clearly marked with name, class and for what purpose. The money must not be left anywhere but handed to the teaching assistant or office staff. Children may bring small toys for playing at the breaks, but this is their own responsibility and we ask that you discourage them from bringing expensive toys.

School Fund

It is desirable to have a School Fund to raise money. It has been traditional that children bring an amount each Friday for this purpose. The money is then used to purchase additional extras not available through official grants.

Parents Help in School

We are fortunate that many parents voluntarily come into school and assist teachers in a variety of ways, e.g. with design and technology, library, listening to children read etc., or helping them to change for swimming. New helpers are continually required, so if you would like to help in this way please inform the School Secretary. All volunteers will need to have a full CRB check which currently cost the school £20.00, so if you volunteer please treat the commitment seriously.

Helping Your Child

Two important skills you can teach your child are to tie shoelaces and change themselves for PE. This will help our teachers enormously and it means that the enjoyment of the games or gym lesson can start so much more quickly!

Please spend as much time as you can in talking and listening to your child. We have noticed that our children are beginning to come into school with fewer language skills than in previous years. We think that this is due to increased television and computer use, where children do not have to talk or use their imagination! Please correct poor speech habits and encourage the use of books. Winton and Charminster both have very good libraries with super children's sections. Encourage your child to join in with you!

Parent/Teacher/Friends Association

All parents of children attending St. Luke's School automatically become members of the above Association (PTFA). You will receive a letter from the PTFA, which explains the aims of the Association in your New Parents pack. Each year a new parents' committee is elected at the Annual General Meeting and it is always hoped that new parents will be prepared to stand for election to this. You will be kept informed of various PTFA functions that take place during the year.

Emergency Closures

Should it be necessary to close the school in an emergency then the following procedure will operate.

1) If the emergency arises during a normal school day, children may either be kept on the premises until normal closure time, at which time they will be sent home with an explanatory note indicating the reason and possible duration of closure, or where possible parents will be contacted and requested to collect their children from school. In this respect it is of vital importance that the school has updated information of telephone numbers with regard to home, work or near neighbour.

Updated information also applies to change of address. On no account will children be sent home without prior knowledge being given to parents.

2) Should a situation arise either at a weekend, during a school holiday or evening then information regarding closure will be broadcast via 2 Counties Radio (2CR) – wave length 102.3 FM and Notices placed on the school gates. Information regarding the re-opening of the school will be issued in the same way.

Child Protection/Safeguarding Children

The school is committed to safeguarding and promoting the welfare of our children and it is an expectation of all staff and volunteers to share this commitment. We have a Child Protection Policy which is adhered to by all staff. The Headteacher and the Deputy Headteacher are the named Child Protection Designated Teachers for the school. The school has a statutory duty to follow up any concerns raised by staff or parents with regard to Child Protection Issues. With regard to recruitment of staff and volunteers, the school uses the government guidelines outlined in the document 'Safer Recruitment and Selection in Education Settings'.

SCHOOL UNIFORM (supplied by Rickards, 759,Wimborne Road, Moordown.)

The School has a uniform and the following information is for your guidance. School uniform gives children a pride in their personal appearance and cultivates a sense of belonging to the school.

BOYS

Winter

White shirt
Blue/gold striped tie
Navy V-neck school sweatshirt embroidered with school badge
Grey trousers – short or long
Grey socks
Black leather shoes or sandals for summer

Summer – from Easter

White polyester-cotton short sleeved shirt with tie.

GIRLS

Winter

Navy skirt, pinafore dress or navy trousers (**as supplied by Rickards**)
White shirt
Blue/gold striped tie
Navy V-neck school sweatshirt or cardigan embroidered with school badge
Navy tights **or** long white socks
Black leather shoes

Summer – from Easter

Years Rec-4 Summer Dress blue check or stripe
Years 5-6 Summer Dress or open neck short sleeved polyester-cotton blouse, navy skirt.
White ankle socks.
Black shoes or sandals – **with low heels** please.

Please note:

Open toed sandals are not acceptable

Official school baseball caps are available from Rickards and are recommended to protect children from the sun, especially during the summer term.

P.E. CLOTHING FOR INFANTS

White T-shirt
Navy shorts
Non-lace gym shoes
Spare socks and pants
P.E. Bag

PE/SPORTS KIT FOR CHILDREN IN THE JUNIOR DEPARTMENT (Available from Sports Shops)

All pupils:

White T-shirt
Navy shorts
Trainers
Spare socks and pants
P.E. Bag

Clothing

Very important - please ensure that all items of clothing are labelled with your child's name. A large quantity of unidentified clothing is donated to the local Salvation Army shop in Winton High Street to be placed on a rail altogether. For the sake of a few pence you could save yourself pounds.

Jewellery

Jewellery must not be worn to school, with the exception of earrings. If your child has pierced ears then only one pair of studs may be worn in ear lobes to avoid any personal injury. Please can any new piercing occur at the beginning of the summer holidays to give it time to heal as all items of jewellery will need to be removed for all PE and games lessons. If there is a medical problem with removal of piercings, they may be covered with micropore tape, that is provided by the parent. Pupils doing sporting activities with any items of jewellery in, whether covered or not, do so totally at their own risk. It is also recommended that children should not wear expensive watches to school, particularly young children.

Long Hair

All hair at or below shoulder length must be tied back at all times in school, but especially during PE and games lessons. School hair ties should be in appropriate colours and styles suitable to blend with school uniform.

Book Bags

Official school book bags are available from Rickards.

Policy Statement on Sex Education

Section 18 of the 1986 Education Act makes it the responsibility of each governing body to decide whether or not sex education should form part of the curriculum of the school.

After considering the recommendations of Her Majesty's Inspectorate and the Local Authority, and after discussion with the Headteacher and school teaching staff, the governing body passed the following resolution in respect of sex education provision at St. Luke's School.

1) That sex education should be provided by the school and included within the curriculum policy of the school.

2) For the infant children - as an integral part of the Science and Health Education programme in order to satisfy the requirements of the National Curriculum.

3) For the junior pupils - to provide in addition to the above, a specific sex education programme appropriate to the age and experience of the pupils and presented within a moral, family-orientated and Christian framework. Parents have the right to withdraw their child from this but will have the opportunity to see the material used in year 5 and 6 and to speak to the class teacher prior to these lessons commencing.

Policy on Charges for School Activities

The School Governors have adopted the following policy in respect of charges for school activities, to comply with the provisions of the Education Reform Act 1988.

1. Optional Extras:-

Materials used in Art and Craft (including Needlework, Pottery, Cookery etc.) will not in the normal course of school work, be charged for. .

For specific Cookery lessons, parents will be requested to provide the required ingredients and the finished product will automatically be sent home.

2. School Swimming

Swimming is part of the Physical Education Curriculum and is a statutory requirement. It is timetabled for pupils at the school from Year 3 upwards. Pupils are transported to Stokewood Road Baths where pool facilities are hired. Transportation and pool hire costs need to be self-financing and it is therefore necessary to request voluntary termly contributions to cover the total cost of this activity. Children will require a swimming bag, obtainable from the school office, a regulation one-piece swimming costume and, for the girls, a swimming hat. More details will be given prior to the commencement of the lessons.

3. Educational Visits

a) Day Visits: In order to organise such visits it will be necessary to request contributions to cover costs.

b) Residential Visits: Charging is permissible for the full cost of board and lodging except where parents are in receipt of one of the following:-

- Income Support;
- Income Based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) as of April 2008 does not exceed £15,575.
- The guarantee element of State Pension Credit.

Other items such as transport, entry fees etc. will require voluntary contributions to cover such costs.

Visits and activities requiring a voluntary contribution, must be self-financing, and therefore, if such contributions are not forthcoming or insufficient to make the visit or activity viable then it is possible such visits or activities may not take place.

SCHOOL SECURITY

We are very aware of the need for school security now, but do not want this to make the school inaccessible. Please will all visitors to the school “sign in” and wear a visitors badge at all times whilst on school premises. This is for your child’s protection.

COMPLAINTS PROCEDURE

The Governors and staff of St Luke’s School are sincerely committed to providing all pupils with a first class education, both socially and academically. However, we acknowledge that from time to time we may fall short of this ambition.

Complaints or concerns should, in the first instance, be brought to the attention of the child’s class teacher. Most matters will be satisfactorily dealt with at this stage. If, however, you are not satisfied with the response you get you should speak to the appropriate Key Stage Leader (see below). If you wish to pursue the matter further, you may speak to the Deputy Headteacher (Mr Hunwick) and then the Headteacher (Mr Saxby).

Reception –	Mrs J Payne
Key Stage 1 –	Miss A Boddington
Key Stage 2 Years 3 & 4 –	Mr K Paul
Key Stage 2 Years 5 & 6 –	Miss A Cook

If the complaint cannot be resolved by the Headteacher, then the complaint should be submitted to the Board of Governors, through the Clerk. If the matter cannot be resolved by the Governors, then the complaint should be submitted in writing to the Local Authority through the Children’s Support Services Manager at Dorset House, who will then arrange for an investigation to take place.

The vast majority of concerns can be cleared up locally and parents are strongly advised to voice their concerns at an early stage rather than letting them grow into a more serious disagreement. Parents can be assured that they will receive at all times, a sympathetic and reasonable hearing.

If you would rather write about your concerns the following information would be helpful:

1. Your name, address and telephone number (day time and evening)
2. Your child’s name, and his/her class teacher’s name
3. When and where you prefer to be contacted
4. Details about the incident/problem
 - What happened?
 - When?
 - Who have you spoken to already?
 - Has anything been done to resolve the problem?

TERM DATES 2008/2009

(All dates inclusive)

Autumn Term 2008 commences Monday, 1st September 2008	
<i>Monday 1st September</i>	<i>Staff Training Day</i>
<i>Tuesday 2nd September</i>	<i>Staff Training Day</i>
<i>Monday 27th October</i>	<i>Friday 31st October – Autumn half-term</i>
<i>Monday 3rd November</i>	<i>Staff Training Day</i>
<i>Monday 22nd December</i>	<i>Friday 2nd January 2009 - Christmas holidays</i>

Spring Term 2009 commences Monday, 5th January 2009	
<i>Monday 16th February</i>	<i>Friday 20th February - Spring half-term</i>
<i>Monday 6th April</i>	<i>Friday 17th April - Easter holidays</i>

Summer Term 2009 commences Monday, 20th April 2009	
<i>Monday 4th May</i>	<i>May Day Bank Holiday</i>
<i>W/C 11th May</i>	<i>SATs Week (no holidays will be authorised this week)</i>
<i>Friday 22nd May</i>	<i>Staff Training Day</i>
<i>Monday 25th May</i>	<i>Friday 29th May - Summer half-term</i>
<i>Friday 17th July</i>	<i>Last day of Summer Term 2009</i>
<i>Monday 20th July</i>	<i>Staff Training Day</i>

HOLIDAYS IN TERM TIME

Before requesting a holiday you need to think about:

- The lessons your child will miss
- The difficulty they will have catching up
- The effect it will have on how well they do in school
- The school can refuse permission for you to take your child on holiday during term time

For your information:

- You do not have the right to take your child on holiday during term time without permission from your child's Headteacher
- The school will consider the following before authorising a holiday during term time or not:
 - your child's age
 - their attendance record
 - the time of the academic year the holiday falls
- The school cannot legally approve more than 10 days holiday in an academic year unless the Headteacher agrees that there are exceptional circumstances and cannot agree holidays during end of key stage national tests.
- If you remove your child for an unauthorised holiday the headteacher may ask the Educational Welfare Service (EWS) to issue a penalty notice which carries a fine of £50.00 to £100.00 per parent per child.
- If you wish to apply for permission for a holiday for your child please collect a form from the school office.

ST LUKE'S CE PRIMARY SCHOOL
Maxwell Road, Winton, Bournemouth. BH9 1DL
September 2009

HOME - SCHOOL AGREEMENT

The parents/guardians

I/We shall try to:

- see that my child attends school regularly, on time and properly dressed, and to provide a note of explanation if my child is absent
- make the school aware of any concerns or problems that might affect my child's work or behaviour
- support the school's policies and guidelines for behaviour
- support my child in homework and other opportunities for home learning
- attend parents' evenings and discussions about my child's progress
- get to know about my child's life at the school

HOME - SCHOOL AGREEMENT

St Luke's CE Primary School

The School will try to:

- care for your child's safety and happiness
- provide a broad and balanced curriculum to meet the individual needs of your child
- ensure that your child achieves his/her full potential as a valued member of the school community
- to achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- keep you informed about general school matters and about your child's progress in particular
- to let you know about any concerns or problems that affect your child's work or behaviour
- to be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school

HOME – SCHOOL AGREEMENT

Home and School

Together we will:

- tackle any special needs
- encourage your child to keep to school rules
- support your child's learning and to help him/her be successful

As we have chosen a Church of England school, we understand the expectation that we will not be withdrawing our child from Collective Worship and Religious Education activities.

Name of pupil.....

Signed..... Date.....
(Parent/Guardian) (Parent/Guardian)

Signed..... Date.....
(Headteacher)

STAFF LIST

Mr M Saxby Headteacher
Mr D Hunwick Deputy Head/Curriculum/Outdoor Ed. Visits

Teachers

Ms P Benjamin Part time Year 1 Teacher
Miss A Boddington KS1 Leader/ KS2 Geography Co-ordinator/Gifted & Able
Mrs L Bowman D & T Co-ordinator
Mrs S Brown RE/PHSE Co-ordinator/Pastoral Carer
Mrs J Chisman KS1 Humanities
Miss A Cook KS Leader for Years 5 & 6/Assessment Co-ordinator
Miss A Eaton Physical Education
Ms S Holloway KS2 Music Co-ordinator
Mrs Y Kay Art Co-ordinator/Cultural Hub
Mr J Kisiala Science Co-ordinator
Miss Lisa McGaw Physical Education Co-ordinator
Mrs S Mitchell Modern Foreign Languages
Mrs C Murray Part time KS2 Special Needs teacher/Challenger Group
Mr K Paul KS Leader for Years 3 & 4/Numeracy Co-ordinator
Mrs J Payne Early Years Leader/KS1 Music Co-ordinator
Mrs L Redman Drama/Creative Arts
Mrs S Sibley KS2 History Co-ordinator
Mrs K Tuck Inclusion Manager
Mrs J Turner ICT Co-ordinator/Assessment for Learning

ICT/Library Manager

Miss L Morris

Office Staff

Mrs M Curtis Finance Bursar
Mrs N Gay Admin Staff
Mrs L Henry Admin Staff
Miss H Wadeley Admin Staff

Teacher Assistants

Mrs A Archer
Miss I Bartlett
Mrs A Birchall
Mrs J Bradley
Mrs S Cooper
Mrs K Cutler
Mrs N Dobbs
Ms A Doughty
Mrs L Ebsworth
Miss N Evans
Ms K Fowley
Mrs S Fulker
Miss C Hutcheson
Miss R Lawrence
Mrs L Penneck
Mrs Y Perks
Miss L Spender
Mrs S Stocker
Mrs F Tardif
Mrs A Trinder
Miss Z Walby

Site Manager

Mr J Doyle

AFTER SCHOOL CLUB AND HOLIDAY CLUB

**DID YOU KNOW THAT THERE IS AN AFTER SCHOOL CLUB
AT ST LUKES CHURCH OF ENGLAND SCHOOL?**

TIME: - 3.15pm until 5.45p.m. Monday to Friday Term Time

**HOLIDAY CLUBS RUN FROM
ST CLEMENTS AND ST JOHNS SCHOOL
MOORDOWN ST JOHNS SCHOOL
QUEENS PARK INFANT SCHOOL**

TIME:- 8.45am until 5.15pm (except for the last two weeks of the summer holiday)
(Breakfast Club runs from St Clements site)

**WOULD THIS SERVICE ENABLE YOU TO:-
ENTER FULL TIME EMPLOYMENT,
OR TAKE UP RETRAINING OR A COLLEGE COURSE?**

IF YES, THEN WE WOULD BE PLEASED TO HEAR FROM YOU.

The 115 Club is aimed specifically at providing childcare for parents who are working, or who wish to return to work or College. There is a daily charge of £6.00 for after school care and an average charge of £16.75 per day for holiday care, however some parents will be eligible for **Working Family Tax Credit** which could cover up to **80%** of all your childcare costs.

Regular bookings are reserved on receipt of your completed registration form and on payment of your first invoice. Thereafter payment is due monthly in advance. The Registration Fee is £15.00 and is valid for one year. Non attendance must be paid for but you are able to vary your sessions from month to month by filling out a new booking form.

In addition to regular bookings, and providing there are spaces free, you can make a casual booking by telephoning the Club Leader between 2.45pm and 6.00pm during weekdays. These sessions should be paid for on the day.

The After School Club is registered with OFSTED for all children in full time education (over 4 years old.) We run a structured program providing peace of mind for parents, knowing their children are safe and secure in familiar surroundings with no additional travelling to After School Facilities since the club is located within the School.

If this service would be of interest to you, contact the Club Organisers,
David or Geraldine Stedman at:-

The 115 Club, 70 Richmond Park Avenue, Queens Park, Bournemouth, BH8 9DR.
01202 301756

Or E Mail to:- the115club@ntlworld.com Our website is: www.the115club.co.uk