



Aston Lodge  
Primary School

Mean Pride & Respect for All Learners



# SCHOOL PROSPECTUS

2022/23

**ASTON LODGE  
PRIMARY SCHOOL**

Lodge Lane, Aston, Sheffield, S26 2BL

 [office@astonlodgeprimary.org](mailto:office@astonlodgeprimary.org)  [astonlodgeprimary.org](http://astonlodgeprimary.org)

 01142 872432 **HEADTEACHER:** Mrs S Cronin



## A Warm Welcome to Aston Lodge Primary School

Welcome to Aston Lodge Primary School, part of Wickersley Partnership Trust. All the staff here extend a very warm welcome to the children who attend our school and hope that the time they spend here with us will be very happy and very rewarding.

We also guarantee a warm welcome to all parents, carers and visitors, who we see as partners in their children's education.

Our school prides itself on meeting the individual needs of all children through a broad, engaging and well-balanced curriculum. Aston Lodge Primary School is committed to being an all-ability, inclusive school that lies within the heart of the community it serves.

We became part of Wickersley Partnership Trust (WPT) in 2016. As part of the Trust we are committed to developing the education and life chances of all of our children, as part of the wider community in Aston Lodge and Rotherham.

We believe that the education of your child is a genuine team effort and parents and carers are a very important member of that team. You are the most important people to your child and your support and co-operation are essential if we are to create a caring, exciting and meaningful place for your child to learn.

We will do all we can to breakdown any potential barriers to learning, to ensure your child makes as much progress as they can and achieve the highest possible standards. I know we all share the same aims and high aspirations for your child for the future, whatever that may be.

Going to school is such an important part of a child's life, and the information contained within this prospectus is designed to help parents be better informed about the life of our school.

We thank you for choosing Aston Lodge Primary School for your child's education and we look forward to a long and successful partnership with you.

Sarah Cronin

Headteacher

**Our Mission:**

Dream, Believe, Achieve

In order to do this, we follow the 'Aston Lodge Way'. This is central to our school's Behaviour and Attitudes Policy and school rules. We encourage children to be active citizens as part of the school and wider community.

# THE Aston Lodge Way

## WE ARE EQUIPPED TO LEARN

WE ARE ALWAYS  
POLITE & WELL MANNERED

We are prepared  
to make mistakes

WE CARE ABOUT EACH OTHER | WE LISTEN  
TO OTHERS

WE TAKE RISKS  
& RISE TO A  
CHALLENGE

WE BELIEVE IN OURSELVES

WE WORK HARD



*We aim high*



WE CELEBRATE EVERYONE'S ACHIEVEMENTS

WE ARE PROUD TO WEAR OUR UNIFORM

*We take responsibility for our actions*



## **School Times and Class Organisation**

The school is classified as a day Primary (mixed).

Morning Session: 8.30am – 11.30am & 12.15-3.15pm Foundation 1

8.45am – 12 noon - All other classes

Afternoon Session: 1.00pm – 3.15pm - No pm

Our doors open at 8:40am each morning. The playground is not supervised by staff in a morning, but there will always be a member of staff at the door near KS2 to meet the children.

Parents and carers are responsible for their child's behaviour in the playground before school and we expect that all children adhere to our rules.

It is essential that children do arrive at school on time in order to get off to a prompt start. Children who arrive late face great difficulties, as the first few minutes set the tone for the rest of the day. All staff monitor children arriving late. If your child arrives after 8:50am, they should report to the Main Office.

### **Did You Know...?**

- 5 mins late every day = 3.5 days a year of missed learning
- 10 mins late every day = 7.2 days a year
- 20 mins late every day = 14.4 days a year

### **Class Organisation**

We are a one-form entry school. Classes are arranged in date of birth order. Each year, arrangements for class groupings are assessed in the light of any new circumstances which may have arisen and pupil numbers. We currently have straight year groups and mixed year group classes.

**Attendance** Regular attendance at school is really important. Research shows that where attendance falls below 96%, there is a clear impact on attainment and well-being for the child. The national average for school attendance is around 96% so that is our expectation for every child's attendance. Please endeavour to make sure your child attends every day. Children are rewarded in a variety of ways for excellent attendance, including certificates and termly prize draws. The school celebrates good attendance on a weekly basis, as well as on our attendance board in the main hall.

Each school is required to publish its figures for UNAUTHORISED ABSENCE. It is essential therefore that school is informed whenever a child is absent from school for a genuine reason. So, on the first day of absence please notify us before 8:45am if your child is absent from school. You can leave a message on our answer phone or contact us via My Child At School. We need to know that all of our children are safe; if we do not hear from you, we will send a text asking you to call school. We will then call each number on the contact list until we get a response. If we still cannot make contact, then the head or assistant head and the Safeguarding Officer will make a home visit.

## **Attendance Waves**

All children's attendance is monitored daily. We have a staged approach to improving attendance:

- Wave 1: Where a child's attendance falls below 96%, we notify parents that we are concerned.
- Wave 2: Attendance below 93% would trigger a letter informing parents that their child is at risk of Persistent Absence and invites families to discuss any concerns with Mrs Cronin & Mrs Ellinger.
- Wave 3: Where attendance falls below 90%, the child is classed as having 'Persistent Absence'. Families are then invited for a formal meeting with the head teacher and learning mentor, to set out targets for improvement. Early help support may be offered. •

Wave 4: Should attendance continue to be a concern, we will make a referral to the Wickersley Partnership Trust Attendance Panel, where a Trust representative and a Governor attend the meeting with parents, the Learning mentor and the Head Teacher. Possible enforcement warning letter and potential prosecution could follow if there is no improvement.

Please note we do not authorise any holidays in term time. Such holidays will result in a fixed penalty notice (FPN) issued by the Local Authority. It is advisable that you raise any issues regarding this with Mrs Cronin and Mrs Ellinger.

## **Pastoral Care**

We are a very caring school and we understand the range of difficulties children may face growing up. Teachers are very closely involved with the children and any emotional or behavioural problems quickly come to their attention. If the problem is of a serious nature parents will be invited into school to discuss the issue.

At the same time, parents are very welcome in school and are asked to inform us of any problems or difficulties which their child is experiencing, inside or outside school, which may affect his/her education. Except in exceptional circumstances or with a pre-arranged appointment, teachers are unable to speak to parents during the school day, as they are teaching. However, all teachers accompany their classes out at the end of the school day. This is the best time to catch them to arrange a time to meet. You can also contact your child's teacher via DoJo – a communication app. Class teachers will respond during 'live' times.

These finish at 6.00pm, so please do not message after this time.

## **Child Protection**

It is a statutory duty for any member of school staff to be vigilant in keeping every child safe and free from harm. As trusted adults, children may make disclosures to us that we have to report to the local Multi Agency Safeguarding Hub (MASH) if we are at all concerned for their well-being. It is not the school's role to investigate these incidents.

Please note that in these cases we will give the local authority access to your personal details – name, address and contact details. In this instance it is exempt from GDPR regulations. We will wherever possible inform you that your child has said something that has concerned us and we have reported an incident disclosed.

## **Extended Services**

The school is pleased to offer parents/carers a very useful extended service based here on the school site. The breakfast club opens at 8:00am and has a waiting list, so please see Mrs McHale if you would like your child's name adding.

We provide a healthy breakfast including fruit juice, cereals and toast followed by supervised games and activities. We also offer a number of after school clubs. These are often organised by outside providers. You will receive a letter from the school office outlining these and the age and number of children we can accommodate.

## **Change of Address or Telephone Number**

Please notify school should you change your address, home or mobile telephone numbers, or daytime contact details. This is important in case your child is ill or has an accident at school. We send out regular reminders and messages using a text message service. We also require an up to date mobile phone number so we can connect you to our communication and reward system 'Class dojo'. Through this we can share photos and work with you remotely via your class teacher.

## **Message Service**

We use a messaging service direct to parent's mobile phones. This is a very quick and efficient way of giving information in a range of circumstances e.g. If school has to close due to severe weather conditions. Parents must sign up to the service and keep school informed of any mobile phone number changes.

## **School Website**

For the very best and up-to-date information relating to school including policies, please visit – [www.astonlodgeprimary.org](http://www.astonlodgeprimary.org).

## **Parental Help and Visiting School**

We value the Parent/Teacher/Child relationship. Parents are welcome to make appointments at any time and will be kept informed of their children's progress or problems at all times. If you have any concerns or questions, please do not hesitate to ask. Parent consultation days are held every term and a Progress Report is sent to parents during the Summer Term.

Parents are also invited to a number of other events during the year, for example Christmas celebrations, special assemblies and curriculum evenings/days.

Close links are maintained with Aston Academy, so that transition at the end of Key Stage 2 is made as smooth as possible. Aston Parents and Teachers Association (Friends of Aston) We have a very successful, if small, PTA. The parents who run this, alongside Mrs Ellinger and Mrs Cronin, support the school in a number of very positive and beneficial ways. The PTA are involved in the life of the school through fund raising activities, educational visits and a number of annual school events. The group meets in the library for coffee (keep an eye out for posters with further details). The group are always on the look-out for new members - so please feel free to come along and join in! Your contributions really do make a difference!

## **Home – School Reading... How Can You Help?**

Reading with your child is one of the most important and effective ways to support their learning. Reading a book at bedtime (or anytime!) builds a love of stories that will benefit your child's literacy skills. When your child brings home a book to share, try to set aside a little time to listen to them.

When reading with or to your child, please consider the following points:

- 1) Little and often! Five to ten minutes every day is enough, but if you and your child are enjoying this, go for longer! Make sure your child isn't missing a favourite TV programme to do it, though. The time needed will increase steadily as children get older.
- 2) Keep calm and carry on! Try not to become anxious if your child is struggling. Support them by helping to say the sounds they need. Let them see you read. Make the session as enjoyable as you can so they want to do more.
- 3) Any book, any text, any time! Let them choose from the school book they bring home, one of their own books or even one from the library. Read signs and notices together too. This will help them to see how useful being able to read will be.

At Aston Lodge Primary School, we use 'FFT Success for All' to quickly and systematically build children's confidence with Phonics (the sounds that make up words). This begins during Foundation 1 and continues until children can read words like 'accidentally', 'special' and 'midnight' using their phonic skills (usually during Y2).

When children are confidently reading books by decoding words using their phonic skills, we move onto building comprehension skills through our whole class reading approach. This focuses on a shared class text where children learn to use explicit reading skills, discuss the meanings of words and make predictions based on their understanding of different kinds of texts.

## **School Rewards and Sanctions**

At Aston Lodge, we are rightly proud of our wonderful ethos. Positive praise and rewards are central to our success throughout the school. We aim to remind children regularly of the expectations through the 'Aston Lodge Way' then catch them showing excellent behaviour and reward them.

### **Positive Behaviour**

We have a number of awards for positive behaviour including Dojo point rewards, Headteacher awards for following the Aston Lodge Way, displays and special events held in the Head Teachers office. We never underestimate the power of a well-timed and appropriate piece of encouragement and praise. Weekly assemblies for 'Special Mentions' bring the school together to celebrate children's achievements.

### **Discipline**

Our aim is to make each child aware of his or her actions and their consequence in relation to society in general, and his/her school community in particular. Anti-social behaviour is totally unacceptable, and will NOT be allowed.

Respect is our key word. Children, teachers and all adults in school show respect to each other, through how they interact every day. Children are praised for behaving respectfully towards each other and adults and disrespect is not tolerated. Discipline and good order in our school comes through an atmosphere in which children are encouraged to respect themselves and others.

The Aston Lodge Way is simple and designed to keep the children safe and happy. Taking care of each other, property and safety are the mainstays. The behaviour and attitudes handbook is available in school or on our website should any parent wish to study it.

In the unfortunate event that a child does not conform to the very high standards of behaviour and discipline in school, we run a warning system. An adult will remind the child of the expectations of their behaviour and ask them to make a better behaviour choice.

A child will be asked to reflect for a short period of time on their actions. We teach the children that poor behaviour choices can damage a person's feelings, physically hurt them or cause damage to property. As they get older, we teach them to understand that some actions damage our learning community as a whole, such as when the learning of others is disrupted. During the consequence children are asked to think about what they did, why it happened and how they can repair the situation.

This is then discussed with an appropriate adult – Headteacher, Class Teacher or support staff. If a child has shown aggressive behaviour towards another child or used inappropriate language, there will always be a consequence for this behaviour e.g. missed playtime.

### **Bullying and Racist Behaviour**

We are very concerned for each child's well-being in school and cannot and will not tolerate bullying OR racism. If there are any instances where a child is being upset through teasing or tormenting in school, please make sure that we know this immediately so that problems can be dealt with swiftly.

We have strategies in school to deal with such problems, should they arise, in the form of a series of school rules and procedures aimed at eradicating any issues. As part of our Personal, Social, Health and citizenship education (PSHCE), we teach children about how to be assertive when others are being unkind. This gives the children the right way to stand up for themselves, without resorting to

violence. Violence is not tolerated and will result in an immediate consequence and conversations with parents.

### **The School Health Service**

A medical examination and assessment are offered in the first year at school to all children this includes checking hearing, sight, weight and height. Sight and hearing are checked again at regular intervals and can be checked at other times at the request of the parent, teacher or other professionals. The School Health Service can arrange referral to other clinics or help from other professionals if necessary. She also liaises with your own doctor, so that he/she is kept fully in the picture. The school nurse offers advice on health promotion in school.

## **THE 'Aston Lodge' Curriculum**

### **Curriculum Intent**

Our curriculum is broad, balanced and meets the requirements of the national curriculum and is aspirational for our children of Aston Lodge. It is a knowledge-based approach around History and Geography themes and provides children with not only a range of rich and memorable learning experiences but the breadth and progression of the knowledge and development of the skills needed in all subjects.

### **Curriculum Overview**

Our Long-term planning into medium term planning and short-term planning show the following threads for our curriculum

- Equality and fairness
- Impact of humans
- Democracy
- Significant people

These threads are integral to our lessons at Aston Lodge Primary School and help to shape our pupils and prepare them for their young and adult lives.

A common set of values underpins Aston Lodge's curriculum to prepare our children for life in modern Britain and the challenges of the rapidly changing world we live and work in. While preparing our children academically for the next phase, through our curriculum, we aim to raise their aspirations and develop;

- Respect
- Responsibility
- Positive attitudes
- Self confidence
- Creativity
- Pride
- Ambition
- Enthusiasm

The curriculum is carefully designed to fire the children's imaginations and make learning vivid and real for them. Strong, cross curricular links strengthen the relevance of learning and provide opportunities for the children to apply their knowledge and skills in a range of meaningful contexts.

Subjects are taught discretely and timetabled through the week. Music and PE are taught by specialist teachers from the WPT. While incorporating a progression in the acquisition of skills and knowledge, the curriculum provides frequent opportunities for the children to reinforce and apply their learning, therefore increasing understanding.

Each subject is enriched by the use of new technologies, visits, visitors and first-hand experiences to aid understanding. The children are involved at the planning stage as we value their ideas and contributions and want them to be inquisitive and passionate about their learning.

For more detail of each subject we teach see our website – key information – curriculum

## **Assemblies**

School assemblies vary in form from day to day. The whole school meets at least three times per week for joint assemblies – these include stories with a moral or spiritual theme, attendance and whole school singing.

Additional class assemblies are held throughout the year and we invite parents in to see what the children have been learning about. We will give you the dates of these in September so working parents can arrange time off to attend or organise another relative to represent them.

The Education Reform Act provides the right for parents to withdraw their children from any aspect of religious education or collective worship.

The school follows the Authority Guidelines on Collective Worship Printed below:

1. The Education Reform Act 1988, made changes in the law concerning the act of collective worship or assembly as it was often called and it is an important part of the school day.
2. The name "Collective Worship" recognises that pupils will be present from different religious and secular points of view. It is a meeting of pupils from a collection of backgrounds. It is, therefore, quite different from the voluntary act of "corporate worship" by adults meeting with like-minded people for example in a church, chapel or mosque.
3. When pupils meet together it helps to develop a sense of belonging to the school community and to foster shared moral values.
4. The focus is usually on important issues of belief and moral or social concerns appropriate to the pupils' ages and the faith of their families. These issues could include caring for others, helping those in need, the wonder of nature, festivals and celebrations, people who live good lives and stories, which encourage high moral and social attitudes.
5. Many Headteachers have, over the years, built strong links with local religious leaders. Local Christians, Muslims and Jews are from time to time invited to speak to pupils. In school the purpose is to educate and not to indoctrinate or convert.
6. Most acts of collective worship each term (i.e. 51%) must be of a broadly Christian character but need not contain only Christian material. The emphasis of the remaining acts of Collective Worship need not be broadly Christian.
7. Head Teachers and Governors can ask the local Standing Advisory Council on Religious Education to modify these requirements. Representatives from local churches and mosques have agreed that with the flexibility within the legal requirements there is no need for members of any religious group to withdraw their children.
8. However, parents still have the right to withdraw their children from the act of collective worship and each teacher has the right not to attend.
9. It is hoped that most parents and teachers will want the school community to meet together with the common purpose of promoting respect, understanding and tolerance for those with different points of view.

## **Extra-Curricular Activities**

- Multi sports

- Baking
- WPT Sports Clubs
- Cricket
- Athletics
- Football
- Karate
- Cheerleading
- Gymnastics
- Trampolineing
- Circus Skills
- Mini Olympics
- First Aid
- Computing

## **Early Years Foundation Stage**

We are very proud of our fantastic Foundation Unit. We have places for 30 Foundation 2 children and 60 part-time or 30 full-time Foundation 1 children. Each class is registered separately in the two classrooms and then we have free flow between both rooms and the large outdoor area which was refurbished in the Summer of 2020. All areas of learning for the EYFS curriculum are provided for both inside and outside of the unit.

The Foundation Team are friendly and approachable and the environment is always welcoming. We believe, from the very start of school, it is important that children develop positive relationships with adults and each other. All staff work hard to build great relationships with children and their parents/carers. The curriculum in Early Years is very important to us and it is the start to our progressive and sequential curriculum.

Activities to build fine motor skills, creativity, physical, personal and social skills are offered alongside literacy and maths-based learning in our continuous provision. Direct teaching takes place in short sessions, while the majority of the time, children are engaged in self-chosen and child initiated learning through play.

We take ideas from the children's interests and environmental influences to develop themes in the continuous provision. We place emphasis on the daily teaching of phonics, as well as adult led activities with the whole class and in small groups to build the children's literacy and numeracy skills. Our aim is to engage the children's interest through the provision of exciting and high-quality resources to support them in their learning.

## **Provision For Children With Special Educational Needs and Disabilities**

We aim to ensure that the needs of all children are recognised including those with Special Educational Needs and Disabilities (SEND). Throughout school, a close eye is kept on the educational progress of ALL the children, with reference to the Code of Practice for children with Special Educational Needs and Disabilities. We recognise that children have varying needs, and aim to offer a full range of support in order to encourage confidence and self-esteem, as well as educational progress. Whatever your child needs, we will do our utmost to enable them to access an appropriate curriculum, to help them overcome their difficulties and make progress.

The class teacher will make every effort to identify the individual needs and challenges of any child and will adapt work, give additional help, and provide extension work that can be followed up at home. Teachers will also consult with other staff including the Special Educational Needs and Disabilities Co-ordinator (SENDCo) who works at the school 1.5 days a week, to find other ways to meet the needs of the child. We aim to provide support and intervention programmes, where necessary, and record and monitor the progress of these programmes using our learning support plans. We review these termly and in consultation with parents, the child and the SENDCo.

If it is felt that a child would benefit from further help or additional resources, we take advice from the Local Authority's Learning Support Service (LSS), who have a specialist teacher responsible for offering expertise and individual help to both staff and pupils. In addition, we have access to other specialist services, such as Speech and Language Therapy (SaLT) and can seek Mental Health support through referrals to CAMHs. If children experience long-term Educational or Behavioural problems, we may also request the help and advice of the Educational Psychology Service (EPS). We may consider referral to outside agencies, such as Health, for further advice. We can also access a WPT provision for children with Social Emotional and Mental Health concerns. We also work with 'With Me in Mind' – a team of mental health workers to provide support for children who need it.

We follow the statutory Code of Practice which includes school-based stages of assessment and a graduated response to needs. As a school we have chosen the terms Classroom Support and SEND Support to make our graduated response more explicit. At every stage of support, we consult with parents and carers about ways forward and possible targets. If all possible alternatives and resources available to us within school do not fully cater for the individual needs, we would advise the parents of the long-term advantages of obtaining an Education, Health and Care Plan (EHCP) for their child. This involves professionals from every relevant service and would make accessible a far wider range of opportunities, possibly within a mainstream school, an Enhanced school placement or local Special School. All children are involved in the discussion of their targets and can say how they feel and how they are doing, as well as what help they would like. You, as parents, will be involved at all stages and can be reassured that decisions regarding your child would only be made with your full approval and consultation.

## **School Uniform**

Our school uniform consists of black trousers/skirt, white polo shirts and red jumper or cardigan. Blue sweatshirts with the Aston Lodge Logo may be ordered from Pinders.

Children are also welcome to wear blue and white school dresses or smart black shorts in the summer months.

We ask that all clothing is clearly marked with the child's name, as this makes it much easier to return lost property to the owner. We cannot guarantee to return un-named items. Please ensure coats and shoes are also named, especially if your child is in foundation!

PE bags and book bags with the Aston Lodge Primary School logo are also available at Jonny D's, as are PE kits.

For reasons of basic health and hygiene it is important that all children have a change of clothes and footwear for PE and games. This should be a round-necked plain white T-shirt and black shorts. You may also purchase an Aston Lodge Primary School sports hoodie from Jonny D's – these may only be worn for PE not for normal uniform. You may also have a plain black or navy tracksuit and trainers are essential for outdoor games lessons which take place at ALL times during the school year. Your child's new class teacher will be able to let you know when these are required.

## **Parking Outside School**

When bringing children in the morning or collecting them in the afternoon, parents are requested to avoid stopping or parking on the zig.-zag lines outside school. The safety of the children is of paramount importance in this respect, and it is also essential that gateways are kept clear in case of emergency. Please be considerate of our neighbours and other drivers when parking.

## **Smoking**

The Governing Body has complied with the national policy in making the school and its grounds a NO SMOKING ZONE. This includes the use of e-cigarettes. Parents are asked to comply with this request. This includes vaping.

## **Educational Visits**

Educational visits are a valuable part of the children's education, as an introduction to a topic or to enrich their education and help create memories to last a lifetime. Most visits are for a day, or half a day, and are made to a variety of places throughout the year. Year 6 have a residential trip in the summer term. Whenever your child is involved in a visit, a letter will be sent to you, and it is hoped that such ventures will be well supported. Without financial support from parents, educational visits may have to be cancelled as we simply do not have the funds to pay for them.

## **School Meals**

Our school meals are provided by Taylor Shaw and they are delicious! We offer a self-selection system, where children choose from main course options in a morning. We offer a range of puddings and fresh fruit for dessert. The meals are cooked and served on the premises. The menu for the week is displayed in school, distributed to parents regularly and is also available on our school website. Children in Foundation 2, Year 1 and Year 2 are entitled to have a free school meal regardless of family income.

## **Pupil Premium Funding**

If you feel you may be entitled to Free School Meals due to family income, but do not know the procedure, then please ask at reception for information. We urge all parents to have their children stay for school meals. We use ParentPay – a cashless system, where parents can top up and pay their child's dinner money, either through the app or through a payment card that can be topped up at post offices. School is now 'cash free', so please ensure that you have enough in your ParentPay account before your child orders their meal. If you think you are eligible for Pupil Premium Funding, please follow the following link to apply <https://www.rotherham.gov.uk/benefits/apply-free-schoolmeals/1> This supports school funding to support children through school e.g., visits and resources. The Pupil Premium Grant is allocated to children from low-income families who are currently known to be eligible for Free School Meals, pupils who are looked after or in care and pupils whose parents are in the armed services. This funding is used to ensure that children from low-income families attain as well as their peers, by providing access to a range of support and services. Using the Pupil Premium Grant, Aston Lodge Primary School will ensure that provision is made for all children through quality first teaching, additional academic support and social and emotional development from a range of professionals.

This support is also extended to families of those not eligible for Pupil Premium. The way in which the funding has been used is published on the school website and reported to the school's governing body termly. If you think that your child may be eligible to receive Pupil Premium funding, please contact the school office. It is still important to apply for free school meals if you think you are eligible, even if your child is in Foundation Stage or Key Stage One and automatically receives a free dinner, as school will not receive the sizable Pupil Premium Grant without application. Resources funded by the pupil premium grant such as breakfast club and Learning Mentor support are available to all children. <https://www.rotherham.gov.uk/benefits/apply-free-school-meals/1>

## **Packed Lunches**

Although one of our options is always a sandwich choice, some children like to bring a packed lunch from home. All children bringing packed lunches should bring them in a suitable container, marked with the child's name and class. Children will go into the hall at the same time as those taking school dinners. Drinks must only be brought in suitable containers such as cartons or plastic bottles (no cans or glass bottles). We do not allow fizzy drinks or pop. We encourage children to eat healthily whilst at school. Whilst chocolate snack biscuits are fine as part of the meal (not packets of sweets or chocolate bars) these must be eaten only in the hall at lunchtime as part of their meal.

## **Healthy School**

We encourage all children to eat a balanced and healthy diet and do not allow children to bring fizzy drinks or sweets with their packed lunch. Children are encouraged to bring a piece of fruit for a playtime snack. No crisps, sweets or chocolates are permitted. All Foundation and KS1 children have fresh fruit provided daily as part of the 'free fruit for schools' scheme.

## **Dental and Hospital Appointments**

Parents are requested to notify the school office via My Child At School or phone if they wish to collect their child from school for an appointment. Children will only be allowed to leave school if collected by their parent or other authorised adult. On collecting your child please report to the main reception. Please note that this does affect your child's attendance and every effort should be made to arrange appointments before or after school.

## **Holidays in School Term**

We do not authorise any leave of absence. There are "holiday forms" available in school reception, which should be completed and returned to the school office. Requests for holidays or leave of absence for whatever reason, can also be emailed to school ([office@astonlodgeprimary.org](mailto:office@astonlodgeprimary.org)), stating the dates concerned. Penalty notices from the Local Authority may be issued for holidays in term time.

## **Health and Medicines**

If a child should be taken ill at school every effort will be made to contact the child's parents/carers. As a school, we have agreed that only prescribed medicine/medication will be given to children if it is necessary. It must have a named and dated pharmacy label on and should be accompanied by a 'Medication form' from reception. You will also need to provide the spoon/ syringe to ensure accurate dosage. The medicine should then be handed to a member of school staff and it will be stored safely in the staff room. It is the parent's responsibility to collect this at the end of each day.

There are a limited number of exceptions to this, for instance as in the case of Asthma relieving medication, which needs to be readily available, or in the case of school excursions. In such cases, or in case of any doubt, please discuss the circumstances with the class teacher or Head teacher.

## **Valuables and Jewellery**

Valuables must not be brought to school. In line with all schools in the Wickersley Partnership Trust, we do not allow jewellery to be worn. If children have pierced ears, they must only wear studs in school, but these MUST be removed before any PE activities including swimming. Therefore, please do not let your child have their ears pierced within a school year. Watches may be worn. Children must not wear make-up, nail varnish or false nails.

When mobile phones are brought school for the children who walk home, the phone must be brought to reception, where we can lock it in the school safe until the end of the day. We reserve the right to confiscate phones if this rule is not followed. Parents will then be asked to collect the in person at the end of the day.

## **Charges and Remissions**

The information below relates to the school year 2022 – 2023.

### **Educational Visits**

The Governing Board will ask for voluntary parental contributions for all educational visits taking place in school time, to cover the full cost of the visit, which will include all fees payable, transport and insurance cover. Unless voluntary parental contribution meets the full cost of the visit, the visit may need to be cancelled. School does operate a savings scheme card to help parents spread the cost of educational visits over the year.

### **Sports Insurance**

The Governing Board reserve the right to ask for voluntary contributions for insuring children for P.E. and other sporting activities.

### **Accidental Damage to Equipment or Property**

The Governing Board reserve the right to ask parents to pay the whole or part cost of repairing damage or replacing equipment, books and property damaged or broken by the deliberate action of their child. (The Headteacher will decide whether any damage caused can be termed accidental or by deliberate action).

### **Photographs**

The Governing Board will charge parents the full cost of school photographs retained by the parents.

### **Music Tuition**

The Governing Board reserve the right to charge for musical tuition and the hire and insurance of musical instruments, including the charge for music, strings, repairs to instruments etc.

### **Activities**

The Governing Board reserve the right to ask parents to meet the costs incurred in certain activities e.g. baking, model making, etc. where the children take home or consume the result of the activity, if parents have been informed in advance. They may also charge for badges, certificates and other awards won by the children in athletics, gymnastics, etc.

### **Music and Drama Groups (And Other Visitors)**

The Governing Board reserve the right to ask for voluntary parental contribution in relation to visits to school by drama and music groups and other visitors, where a charge is incurred to the school.

### **Every Child Is Important**

This means that many organisations, including schools, involved with providing services to children - from hospitals and children's centres, to police and voluntary groups, social care to parent support advisers- team up in new ways, sharing information and working together, to help them achieve what they want in life. Children and young people have far more say about issues that affect them as individuals and collectively. Through our School Council our children have a greater say in the running and management of the school. Part of our commitment to this is the designated role of a learning mentor. Miss Burton works with children and families who need support in 'difficult' times.

Children's personal development and emotional and mental health are key aspects of her work. She can be reached by dialling the school phone number and choosing option 1. She can signpost children and families to a range of support groups and agencies and refer families to Early Help. We also work closely with the 'With Me in Mind' team to support positive mental health and wellbeing.

And Finally...

Our intention is that all our Aston Lodge children have a happy time in school, make good progress across all areas of the curriculum and are set on the path to becoming confident, thoughtful and well-rounded members of society. We try to keep parents informed about changes in policy, progress of children etc. through periodic meetings and through various lines of communication – MCAS, Class Dojo, Facebook, Twitter and our school website as well as letters! If you have any suggestions about how we can support you in supporting your child, please do get in touch.

Thank you for your support.

Sarah Cronin

Headteacher

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