



St Andrew's Church of England Primary School

Parents' Handbook



Introduction

Dear Parent,

Welcome to St Andrew's Church of England Primary School. To help keep you informed this "Parents' Handbook" has been produced, the purpose of which is to give you a head start before your child starts at St Andrew's.

I have tried to include everything you may need to know and hope you find this useful. You can find lots of further information on our school website. The address is <http://www.st-andrews-weston.staffs.sch.uk/>

If you are still not sure about something, then just ask!

We want every child to reach their full potential and believe we can only achieve this through a productive relationship with parents and families.

We look forward to sharing your child's learning journey with you.

Yours sincerely,

A handwritten signature in cursive script that reads "T. R. Hayward".

Mr Paul Hayward
Headteacher.

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1. School Motto, Values and Vision

Following God's path to flourish in life

Psalm 16:11 - You make known to me the path of life; in your presence there is fullness of joy

School Values

Respect – we value the people and the world around us

Compassion – we are kind and thoughtful

Perseverance – we always try and don't give up

Thankfulness – we appreciate all that we have

Fellowship – we are united together

Service – we look for ways to help

School vision:

Our vision is to promote an ethos where the development of the whole child is realised through a strong commitment to Christian values. Our diverse and engaging curriculum inspires a life-long love for learning and supports the achievement of each child's potential. A secure and caring church school community nurtures and celebrates every child's uniqueness and talents. By following God's path, our school is dedicated to opening up the world of possibilities for children to experience "life in all its fullness."

John 10:10

Mid-Trent Multi Academy Trust

At the beginning of February 2016, St Andrew's formally formed a Multi Academy Trust with two local Church of England Primary Schools: Colwich CE Primary School (Colwich) and St Peter's CE Primary School (Hixon). The Mid-Trent MAT was formed to combine the expertise and resources of three primary schools for the benefit of the children and families in their care.



2. Current Staff List

Teaching Staff	
Mr Hayward	Head Teacher & CEO Mid-Trent MAT
Mrs Beardmore	Deputy Head Teacher and Class Teacher
Mrs Collins	Class Teacher
Miss Barnacle	Class Teacher
Mrs Edgecombe	Class Teacher
Miss Cawley	Class Teacher
Mrs Jones	Class Teacher
Mrs Yewdell	Class Teacher

Teaching and Learning Support Staff	
Mrs Barwell	Teaching Assistant/HLTA
Mrs McCoskry	Teaching Assistant
Mrs Burge	Teaching Assistant/HLTA
Miss Jones	Teaching Assistant
Miss Cumberledge	Teaching Assistant

Office Staff	
Mr Nield	Business Manager
Mrs Palmer	Office Manager
Mrs Hughes	Clerical Assistant – Monday & Tuesday
Mrs Cooper	Clerical Assistant – Wednesday - Friday

Lunchtime Supervisors	
Mrs Thompson	Lunchtime Supervisor
Mrs Cook	Lunchtime Supervisor
Mrs Jackson	Lunchtime Supervisor
Mrs Rae	Lunchtime Supervisor
Vacancy	Lunchtime Supervisor

CHILL Staff (Before and After School Club)	
Mrs McCoskry	CHILL Manager
Mrs Burge	Senior Play Leader
Mrs Jackson	Senior Play Leader
Miss Sharp	Senior Play Leader
Mrs Thompson	Senior Play Leader

Cleaning and Caretaking Staff	
Mrs Taylor	Cleaner
Mrs Elson	Cleaner
Mr Vitsileos	Caretaker

3. School Times

8.40am	The school gates are opened and children enter the school
8.50am	Registration – 10 minutes
10.30am or 10.45am	Morning Break – 15 minutes
12.00pm – 1.00pm	Lunchtime
3.20pm	School Day ends

Parents are asked not to send their children before 8.40am unsupervised. The school gate opens at 8.40am. The children make their way to their registration classes. There is usually a morning task waiting for them when they arrive.

For the first few weeks of the Autumn term, Reception children's parents may drop their children off at the classroom door. This is to help them settle. When school feels they are ready, Reception children will make their own way to Willow Class at the start of each day.

The school gates will be locked at 8.50am. Children arriving late will need to enter the school through the main doors and sign in at the school office. A record of late children is kept.

At the end of the school day, we operate a one-way system around the school grounds. Please enter the playground through the gate to the right of the school office and exit from the KS1 playground by the kitchen. Thank you.

4. CHILL – Before and After School Club (Wrap around care)



St. Andrew's has a before and after school care club called CHILL.

CHILL operates from 7.45am until 08.45am in the morning and 3.20pm — 4.30pm or 3.20pm — 6.00pm in the evening during term time only.

CHILL staff will offer your child a cereal breakfast during morning sessions and a snack and drink during the afternoon session, all included in the session price.

Children are invited to do homework if they so wish. A varied range of supervised activities during each session are set up for the children to choose from. The emphasis is fun and relaxation.

Fees

Current fees are as follows:

Morning session	7.45am – 8.45am	£5.00
First afternoon session	3.20pm – 4.30pm	£5.00
Full Afternoon session	3.20pm – 6.00pm	£8.00

Chill registration and booking forms are available from the school office and to download from the school website.

CHILL sessions are paid for via Parent Pay. The office staff will contact you to set up payment options.

The CHILL emergency telephone number is 07535 042629.

CHILL Staff

Mrs Sue McCoskry	Care Club Supervisor
Mrs Rosemary Burge	Senior Play Worker
Mrs Sarah Thompson	Senior Play Worker
Mrs Justine Jackson	Senior Play Worker
Miss Louise Sharp	Senior Play Worker

5. School Meals and Snacks

Ordering a school meal

Your child will tell the teacher each morning if they would like a school meal or if they have their own packed lunch. Children in Willow Class and Oak Class are eligible for universal free school meals.

For children in Key Stage 2 classes (Beech, Elm, Sycamore and Maple), we ask that meals are paid for in advance via a secure service called ParentPay. School meals cost £2.95 each.

Snacks

St Andrew's promotes a healthy lifestyle and encourages the children to eat and live healthily.

In their reception year, children are offered a drink of fresh milk, each day, free of charge until they turn 5 years old. This is a government initiative.

Children in Willow Class (Reception and Year 1) and Oak Class (Year 1 and Year 2) are offered a piece of fruit each day – free of charge.

Children in KS2 can bring in a healthy fruit snack to eat at morning play.

6. School Uniform



Reception and Key Stage 1 Uniform

Boys

Winter Uniform

Our boys wear navy trousers along with a light blue polo shirt and a navy jumper (St Andrew's polo shirts and jumpers are available)

Summer Uniform

Some of our boys choose to wear navy shorts during the summer months.

Girls

Winter uniform

Our girls wear either navy skirts with tights / socks or navy trousers, depending on personal choice. In addition, they wear a light blue polo shirt, along with a navy St Andrew's cardigan or jumper.

Summer Uniform

Many of our girls choose to wear a light blue checked summer dress during the summer months, along with a navy St Andrew's cardigan.



Key Stage 2 Uniform

Boys Winter Uniform

Our boys wear navy trousers along with a light blue shirt, a school tie and a St Andrew's jumper.



Summer Uniform

Some of our boys choose to wear tailored navy shorts during the summer months instead of trousers.



Girls Winter Uniform

Our girls wear either navy skirts with tights or navy trousers, depending on personal choice. In addition, they wear a light blue shirt with a school tie, along with a navy St Andrew's cardigan or jumper. Girls may also wear a navy pinafore dress with a light blue shirt and a school tie.

Summer Uniform

Many of our girls choose to wear a light blue checked summer dress during the summer months, along with a navy St Andrew's cardigan.

Please note there is no grey or black in the St Andrew's clothing.

Shoes

We prefer black, sturdy 'school shoes'. Trainers are not permitted. We strongly discourage heeled footwear or sandals which do not fasten securely on the foot and offer little toe protection.

Where to buy St Andrew's ties, cardigans and jumpers

Tailored Branding

Unit 20

Carlow Place

The Wolseley Court Business Centre

Staffordshire Technology Park

Stafford

ST18 OGA

Tel: 01785 211779

7. P.E. Kits

St Andrew's PE Uniform

- Light blue St Andrew's t-shirt – Available from Tailored Branding
- Navy blue St Andrew's shorts - Available from Tailored Branding
- Navy socks – Pupils must wear socks with trainers. Pupils cannot wear tights during lessons.
- Trainers – Please do not buy lace up trainers if your child cannot tie their own laces.
- Pupils will not need black pumps or Plimsolls.



PE Uniform - Additional Items: Outdoors Uniform

Despite its best efforts, the English weather is at times unpleasant. This does not stop the children from going outside and facing the elements. Pupils therefore need to have clothing that will keep them warm and dry. It is not unusual for pupils to get muddy during outdoor lessons especially when playing football or tag rugby. Therefore, clothing needs to offer protection and be strong enough to withstand games lessons.

Additional Outdoor PE Kit Required

- Plain Navy Blue Jogging Bottoms / Track Suit Bottoms
- Plain Navy Blue Sweater / Hoodie
- Light Waterproof Jacket / Coat
- St Andrew's PE Uniform

Earrings/Jewellery

There is no doubt that wearing earrings or jewellery during physical activity with other children puts the child at risk from injury. We always insist that children remove their earrings before doing P.E. The Safe Practice: In Physical Education, School Sport and Physical Activity manual does state that if earrings cannot be removed (eg the child has just had their ears pierced) then they can be taped but this must be done by the child. Your child may be asked to carry out an alternative activity if it is felt that even with taping there is risk of injury. The ideal solution is to have ears pierced at the start of the summer holidays.

Swimming Lessons

Swimming will take place during the Spring term. Children in Elm, Sycamore and Maple Classes will be offered places.

Girls must wear a swimming costume (no bikinis allowed) and boys must wear either trunks or swimming shorts (not the long Bermuda style). All children with long hair must wear a swimming hat. Swimming hats can be bought at the swimming baths.

8. Attendance

We encourage regular attendance and praise excellent attendees. Punctuality is also important.

We ask parents not to take children out of school during term time for holidays. Holidays, generally, will not be authorised and could lead to a fine being issued by the Local Authority.

If, for some reason, you need to take your child out of school during the school day, please fill in an absence request form. On the form, you are asked to state the reason for your child's planned absence. If considered an exceptional reason, authorisation will be granted and you will be informed.

Failure to declare your child's absence will automatically be marked as an unauthorised absence and may lead to a fine.

Arranging medical and dental appointments out of school hours would greatly be appreciated.

9. What to do if your child is ill

If your child is unwell, especially having sickness or diarrhoea, keep him/her at home for 48 hours. **Please contact the school office as soon as possible if your child is not attending school.**

We will contact you on your contact numbers if your child is ill at school. **Please keep us regularly updated with your numbers.**

Occasionally, children may need to take prescribed medicines during the school day. We would prefer these to be administered by parents. Under exceptional circumstances an authorisation slip, available from the school office, must be signed for medicines prescribed by a doctor. These should be given to the office for secure storage and the child must be responsible for reporting to the office so that the medicines may be safely given.

We will not administer eye drops.

Inhalers (clearly named) may be retained in the school office or if appropriate by the child.

If your child has an unavoidable dental or hospital appointment – please advise your child's teacher in writing and in advance. We politely ask that routine check-ups etc be arranged out of school hours.

10. Getting to School

Walking

All children who live in Weston are asked to walk to school to ease morning and evening traffic congestion in Ferrers Road.

By Car

Strictly no parking on the yellow zigzags, in the staff car park or in front of the gates at any time please. This is to safeguard emergency access.

We ask parents to use a voluntary one-way system entering Ferrers Road from the Woolpack end. (The school will be on your left as you drive past.)

The School Bus

A private bus is provided to transport children to school from the villages of Sandon, Enson, Burston, Salt and Hopton. This is an unsupervised bus.

The bus picks up and drops off children from “The back gate” of the MOD base. This is primarily children who live in the officers’ housing because they are in St Andrew’s catchment.

Bus passes are issued annually by the LA and distributed by our school office.

In the morning the bus normally arrives at school by 8:45 a.m. In the evenings children are registered, by a member of staff, onto the bus but, as with the morning journey, they are not accompanied by staff and are the responsibility of their parents and carers once dropped off.

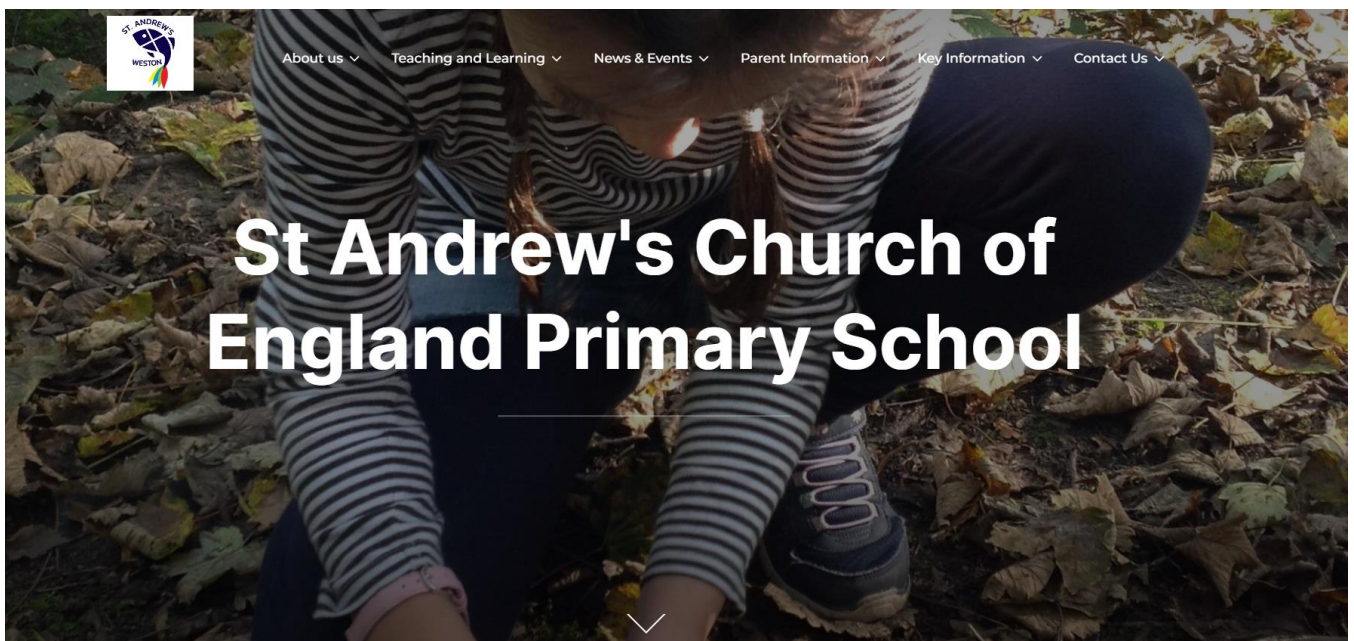
11. The Weekly School Digest (Newsletter)

As a school we work very hard to communicate with parents. Each week we issue a School Digest. The majority are digital copies which are posted on Class Dojo and posted on the school website.

These newsletters contain a lot of information, including:

- Forthcoming events
- Key dates for your diary e.g INSET days, Parents' evenings
- Information about school visits
- Planned changes to the normal school day
- Messages from the Governors and STAA
- General information that parents could find useful

The School Website is also another useful source of information. Each newsletter is posted onto the website. Older issues of the digest (newsletter) are also available from the website.



12. Local Governors

The Local Academy Committee, who act on behalf of the Mid-Trent Multi Academy Trust, is the organisation responsible for ensuring that the children receive a safe, happy and fulfilling education. The Governors are all volunteers who work with the school.

The Chair of Governors is Mr Graham Tague.

The Vice Chair is Mr Jan Griffiths.

The Local Academy Committee meet at least six times a year, usually twice a term.

This year's Governors are:

Graham Tague

Jan Griffiths

Viv Starkie

Hollie Barnacle

Jon Heathcote

Matthew Keates

James Kolanko

13. STAA – The School PTFA

STAA would like to welcome you and your child to St Andrew's School.

STAA (St Andrew's Association) is the Parent, Teacher and Friends Association of the school.

STAA is actively involved with the school to raise money in order to fund additional equipment, activities and social events for our children which, otherwise could not necessarily be funded within the school's normal budget. STAA also provides an opportunity for parents to be more involved in supporting their child's education, and to meet other parents.

As parents or guardians, you are automatically members of STAA and you are invited to participate in STAA meetings, and our AGM held in September each year. STAA regularly publishes details of forthcoming events and fundraising objectives.

The STAA committee of dedicated Parents, Teachers and Friends of the school is always looking for new members, ideas and help at events. Please come along to support us and help to promote your child's education.

For more information, please contact any STAA committee member. Details are available from the school office.

14. Complaints

St Andrew's Church of England Primary School is committed to continuous improvement and we listen to people who tell us how we can improve further. All concerns/complaints are acted upon urgently and logged as appropriate. The Head teacher and all the staff work very hard to build positive relationships with parents and we wish to provide the following guidance to encourage and assist you when you wish to talk to us.

Our school aims to be fair, open and honest when dealing with any complaint. We give careful consideration to all complaints and deal with them as swiftly as possible. We aim to resolve any complaint through dialogue and mutual understanding and, in all cases, we put the interests of the child above all other issues. We provide sufficient opportunity for any complaint to be fully discussed, and then resolved.

What do I do if...?

I have a general query about the daily routine of the school.

- Please speak in person or by telephone to Mrs Palmer, Mrs Cooper or Mrs Hughes in the school office, they will be happy to help you. Telephone 01889 228769 .

I have a message to give to the class teacher at the beginning of the day and feel the need to do so in person or privately.

- Under normal circumstances, the teachers are not available before school because they are busy setting up lessons for the day. If what you have to say is more than a quick comment, then you may need to make an appointment. Don't forget, messages can be left on Class Dojo.

How do I go about this?

- Please see (or telephone) Mrs Palmer, Mrs Cooper or Mrs Hughes. They will let the class teacher know you wish to speak to them.

I have a worry, a concern or feel unhappy about an issue relating to my child's school life or the education my child is receiving.

- Please do speak to your child's class teacher immediately. The class teacher works hard to ensure that your child is happy at school and is making good progress. They always want to know if there is a problem in order that they can take action before the problem seriously affects your child's progress or wellbeing.

How do I arrange this?

- The quickest way to organize this is to send a message via Class Dojo to arrange a mutually agreeable time for you to meet.

I have spoken to my child's class teacher; however I would like further reassurance, or, I feel the matter is of a sufficiently serious nature.

- In either case you may request an appointment, via the office, to see the Head teacher who will ensure that all matters are taken very seriously and investigated thoroughly. Most parents' concerns are resolved at this stage.

What can I do if I am unhappy after speaking to the Head teacher?

- You must make an informal approach to one of the members of the Governing Body who is obliged to investigate the issue. The governor involved will do their utmost to resolve the issue through dialogue with the school.

How can I contact a governor?

- The office holds a list of all members of the Governing Body with their email addresses and will be happy to provide you with this list.

I am still not satisfied.

- Your next step is to make a formal complaint. This must be made in writing to the Governing Body, stating the nature of the complaint and how the school has handled it so far. The written complaint should then be sent to the Chair of Governors.

A full copy of the school complaints policy can be found in the policies area of the school website.

15. OFSTED – January 2019

St Andrew's was inspected by OFSTED in January 2019. The one-day inspection resulted in a letter to the Headteacher. The letter says:

- Pupils are well behaved and conduct themselves well around school.
- Pupils say they feel safe at school and enjoy being here...
- In lessons pupils work hard, are focussed on their learning and make good progress.
- Pupils in key stage 1 are now making better progress by choosing more efficient methods to find answers to problems expressed in words *and much more...*

The letter also recognises the work that the school has put in to improving your children's learning and engaging them as learners. The inspection validated the school's self-evaluation and the school's opinion where improvements could be made.

You can view the full letter on the school website.

Headteacher
St Andrew's CofE Primary School
Ferrers Road
Weston
Stafford
Staffordshire
ST18 0JN

Dear Mr Hayward

Short inspection of St Andrew's CofE Primary School

Following my visit to the school on 22 January 2019, I write on behalf of Her Majesty's Chief Inspector of Education, Children's Services and Skills to report the inspection findings. The visit was the first short inspection carried out since the school was judged to be good in June 2014.

This school continues to be good.

The leadership team has maintained the good quality of education in the school since the last inspection. The school joined with two other local primary schools to form the Mid-Trent Multi-Academy Trust in February 2016. You and senior leaders work across the three schools, and benefit from sharing knowledge and expertise. Effective teamwork ensures that your settled staff contribute well to school improvement. Engaging whole-school activities, such as a science focus on plastics and recycling, maintain pupils' curiosity in learning and their good behaviour and support their personal development and well-being.

16. Key Dates

Autumn Term 2023

Inset day: Monday 4 September

Term starts: Tuesday 5 September

Half term: Monday 30 October - Friday 3 November

Inset day: Monday 6 November

Term ends: Friday 22 December

Holiday: Monday 25 December - Friday 5 January

Spring Term 2024

Term starts: Monday 8 January

Half term: Monday 12 February - Friday 16 February

Term ends: Friday 22 March

Holiday: Monday 25 March - Friday 5 April

Easter Sunday: Sunday 31 March

Summer Term 2024

Term starts: Monday 8 April

May Day: Monday 6 May

Inset day: Friday 24 May

Half term: Monday 27 May - Friday 31 May

Inset day: Monday 3 June

Term ends: Friday 19 July

Inset day: Monday 22 July

Holiday: Tuesday 23 July - Friday 30 August

17. Pre School Facilities

Are you looking for a Nursery for your 2,3 or 4 year old?



Flourish
Early Education

The Mid-Trent MAT offer a school-led Early Education provision based at St. Peter's CE Primary School, Hixon.

Visit www.st-peters-hixon.staffs.sch.uk/flourish for more information or contact us on (01889) 270233 or flourish@st-peters-hixon.staffs.sch.uk to arrange your visit today!

Weston Wombats Pre-School Playgroup

The Village Hall, The Green, Weston, Stafford, Staffordshire, ST18 0JH

Open Tuesdays – Thursdays, with places available for two to four-year olds. For more information please contact Tina on 07958 591277 or visit www.westonwombats.com

18. Going on to High School

Our closest high school is **Weston Road Academy**. We have an excellent relationship with the school. Most children from St Andrew's go on to Weston Road Academy after Year 6.

St Andrew's and Weston Road Academy work hard to ensure that your child has a smooth transition from Year 6 into Year 7. Meetings are held at St Andrew's with Weston Road Academy staff to discuss every child – your child's academic ability, their personality and the talents that shape their character.

To contact Weston Road Academy for more information go to their website which is:

<http://www.westonroad.staffs.sch.uk/>

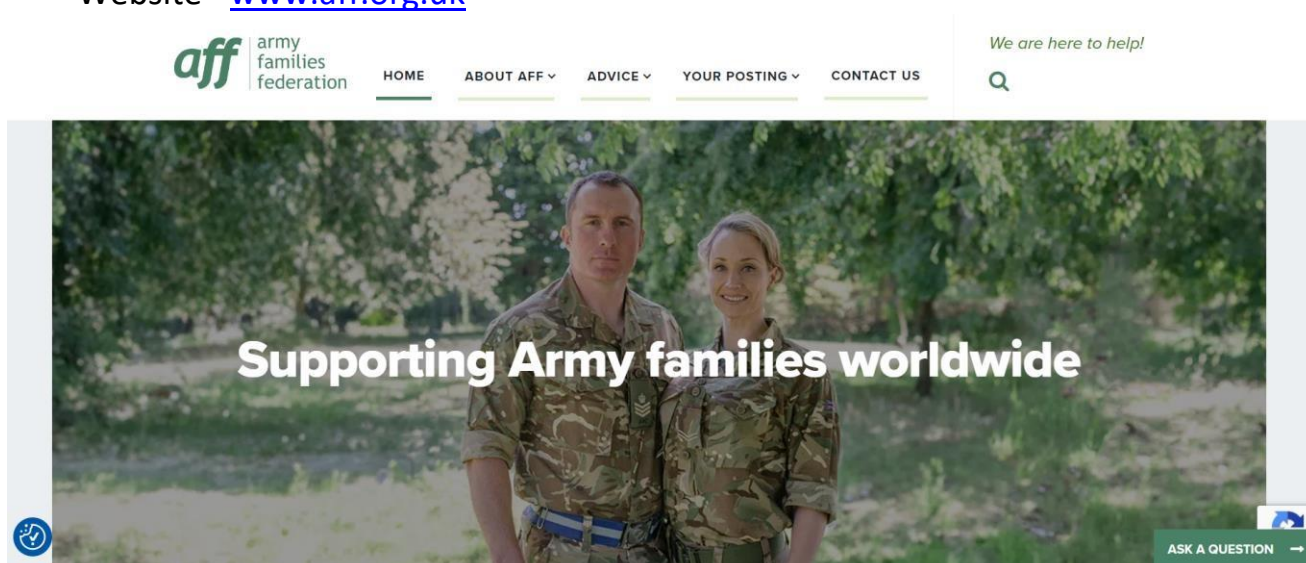
Alternatively, we also have a small number of children that go to Sir Graham Balfour High School, Walton High School or Stafford Grammar (Entrance exam and fee paying).

19. Army Families Federation Information

We warmly welcome forces families and have enjoyed a long history of forces families coming to St Andrew's. Are you moving into the Stafford area? We will help as much as we can but many families look to the Army Families Federation for support. Their contact details are as follows:-

Email – westmids@aff.org.uk

Website - www.aff.org.uk



20. Admissions

As an academy we are our own admissions authority. Staffordshire County Council administer our admission arrangements for parents requesting a place for their child first starting school. If you wish your child to join St Andrew's Reception Class then please apply online at:

<https://www.staffordshire.gov.uk/Education/Admissions-primary/home.aspx>

All other in year admission applications are made directly to the school. Please contact the school office to arrange an appointment to view.

21. Worship and Religious Education

As a Church of England school, the Christian Faith is important to us. Everything we do at St Andrew's is underpinned by Christian values. We have acts of daily worship, regularly visit St Andrew's church and deliver a broad and balanced religious education curriculum. Collective worship is central to the life of St Andrew's Church of England Primary School. We believe worship to be a special act or occasion whose purpose is to show reverence to God. Collective worship involves all members of the school community coming together as a class, key stage or whole school to celebrate our Christian values, vision and ethos. All participants reflect upon their contribution to the spiritual, moral, social, and cultural development of our school community.

In line with the 1988 Education Reform Act, which states that collective worship should be 'wholly or mainly of a broadly Christian character', our collective worship is generally based on the teachings of Christ and traditions of the Christian Church. However, we conduct our acts of worship in a manner that is sensitive to the individual faith and beliefs of all members of the school community.

While the majority of acts of worship in our school are Christian, we also reflect other religious traditions that are represented in the school and the wider community. By choosing to come to St Andrew's, parents are accepting our values and ethos. Parents do, however, have the right to withdraw their child from acts of worship. Please make an appointment with Mr Hayward if you intend to exercise this right.

22. Contact Information

Head Teacher: Mr Paul Hayward

Email: headteacher@st-andrews-weston.staffs.sch.uk

Chair of Governors: Mr Graham Tague

Email: gtague@st-andrews-weston.staffs.sch.uk

Office Manager: Mrs Dawn Palmer

Email: finance@mid-trentmat.staffs.sch.uk

Office Admin: Mrs Lesley Hughes or Mrs Gill Cooper

Email: office@st-andrews-weston.staffs.sch.uk

SENCO (Special Educational Needs Coordinator): Miss Samantha Langston

Email: senco@mid-trentmat.staffs.sch.uk

Designated Safeguarding Lead: Mr Paul Hayward

Email: headteacher@st-andrews-weston.staffs.sch.uk

Office telephone number: 01889 228769

School Address: St Andrew's Church of England Primary School
Ferrers Road
Weston
Stafford
Staffordshire
ST18 0JN

School Website Address: <http://www.st-andrews-weston.staffs.sch.uk/>

Mid-Trent Multi Academy Trust Registered Address:

Colwich Primary School, Main Road, Colwich, Stafford, Staffordshire, ST17 0XD.

St. Andrew's Church of England Primary School is an academy within Mid-Trent Multi Academy Trust. Mid-Trent Multi Academy Trust is a private company, limited by guarantee, with charitable status.

Registered in England and Wales (company number: 9878928).