

# Long Clawson Church of England Primary School



## School Information Booklet 2026 - 2027

**Long Clawson Church of England Primary School**  
School Lane, Long Clawson, Melton Mowbray, Leicestershire, LE14 4PB  
Tel 01664 822337  
E-mail: [office@longclawson.leics.sch.uk](mailto:office@longclawson.leics.sch.uk)  
Website - [www.longclawson.leics.sch.uk](http://www.longclawson.leics.sch.uk)

## Head Teacher's Welcome:

A warm welcome to Long Clawson Church of England Primary School.

Selecting a school for your child is one of the most important decisions you will make and we will do everything we can to help you. Throughout this booklet we hope to answer many of the questions you may have, but please do not hesitate to contact the school should you not find the answer on the following pages.

Long Clawson Church of England Primary School is situated in the beautiful Vale of Belvoir. It lies in the centre of Long Clawson village, at the very heart of the community. We are a small, flourishing school which enjoys benefitting from the community links we engender.

Our enthusiastic and dedicated staff and governors are committed to providing a creative and challenging curriculum, which is rich in diversity. We aim to develop a love of learning that will stay with our children throughout their life. We work very hard to make our school a vibrant, safe and caring place in which every person matters. This year Ofsted said that our school pupils are enthusiastic about their learning, feel safe and happy, and say their teachers are 'amazing'.

The partnership between home and school is essential if a child is to thrive. Parents unanimously appreciate the schools nurturing approach. We monitor and track children closely throughout the school and, without a doubt, the children who do best are those whose parents are supporting them and the school.

We are proud of our school and hope that you will be too. We think Long Clawson Church of England Primary School is a wonderful place for children to learn and develop as future citizens, but don't take our word for it; come and visit us and see for yourselves. If you haven't already taken the opportunity to see the school at work, please contact the office to arrange a visit. We are always pleased to see you.

We very much look forward to working with you, in partnership, in the education of your child over the coming years.

Yours faithfully



Mrs Karen Lambert  
Executive Head Teacher

## Our Vision, Values and Ethos

Our vision and values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

**Vision: "Whatever you do, work at it with all your heart" Colossians 3.23.**

We are always immensely proud of the warm and caring atmosphere within our school which links in to our Christian values and ethos. To celebrate our core Christian Values, we launched our Christian Value Star Awards in December 2017.

Working together, the children and teachers selected a set of key Christian Values which they felt were important characteristics about our school. These are:

**Kindness    Patience    Honesty    Loyalty    Thankfulness    Respect**

Our Vision and Values are weaved into everything that we do. At the end of each term, staff or children nominate one child per class to receive a Christian Star Award. These are the children who have really demonstrated our values through their actions and attitude.

### **Within our Christian ethos we aim to:**

- Achieve our best
- Love life and learning
- Be confident, safe and happy
- Show respect, responsibility and resilience

During the Spring Term 2022 Long Clawson CE School received a Section 23 Inspection that covers the provision for collective worship and general ethos. This report states that:

*"The school has a clear and secure understanding of, and approach to, the spiritual development of all."*

And that:

*"All pupils are clear as to how the school's Christian vision and associated values help them to make positive choices. Pupils interact by supporting one another."*



## SCHOOL ORGANISATION:

### *The School*

The original school dates back to 1849. As the village population increased the school site expanded to accommodate more pupils.

The main building is home to Class 1 (Reception and Key Stage 1) and Class 2 (Key Stage 1 and 2). We also have a large mobile that houses both the main office and Class 3 (Key Stage 2).

We are fortunate, considering that we are within a small village, to have two outdoor play areas. Another added bonus is that we have our own hall. Whilst it is not situated within the school grounds, it is just across from School Lane at the side of The Methodist Church on Church Lane. This hall was purchased by the Garton Trust for the use of the school and was fully refurbished to suit the school's needs.



### ***School Staff***

Mrs Karen Lambert  
Mrs Jenny Lamb

Executive Head Teacher - Designated Safeguarding Lead  
Assistant Head Teacher - SENCO - Deputy Designated Safeguarding Lead

Mrs Debbie Kay  
Mrs Teegan King  
Mrs Christine Trimmer

Senior Teacher - Deputy Designated Safeguarding Lead  
Teacher (part-time) and EYFS Lead  
Teacher (part-time)

Mrs Amanda Harrison

Learning Support Assistant/Mid-day Supervisor and After School Club Leader.

Mrs Emma Goddard  
Mrs Victoria Spridgens  
Mrs Sally Scott  
Miss Rose Hudson

Learning Support Assistant/Mid-day Supervisor  
Learning Support Assistant/Mid-day Supervisor  
Learning Support Assistant/Mid-day Supervisor  
Learning Support Assistant/Mid-day Supervisor

Mrs Natalie Armstrong  
Mrs Julie Shorten

Bursar/Administrator (Weds-Fri)  
Administrator (Mon-Weds)

Miss Sophie Kohl

Premises Officer and Cleaner/Casual before and after school club supervisor

Mrs Angela Haywood

Lunchtime - Catering

## ***Admissions***

Parents thinking about applying for a place for their child are encouraged to visit the school beforehand to observe the school at work and see the facilities at first hand. Should you wish to visit with your child, please telephone the office to make an appointment.

The Governing body follows the Leicestershire agreed policy on admissions. A copy of this can be viewed on our school website. Parents/carers must apply to the Leicestershire Education Authority for a place in this school.

Applications should be made online at <https://www.leicestershire.gov.uk/popular-now/apply-for-a-primary-school-place>.

## ***Induction***

In Reception, there is a single admission to full-time education at the beginning of the Autumn Term. This is for children whose fourth birthday occurred before 1<sup>st</sup> September of that academic year.

Our primary concern is for each child to settle into our school happily and confidently. An active partnership between home and school is invaluable. Our induction programme includes:

- a meeting for parents/carers with the Executive Head Teacher and class teacher
- a school pack of useful information
- induction visits for the children in the Summer Term
- pre-school visits by our staff, as appropriate, ahead of the children joining us.

The Reception Class at Long Clawson CE Primary School aims to provide a friendly, caring atmosphere, where learning of all aspects of the Foundation Stage takes place. The learning is mainly play orientated. Through carefully planned play activities the children are able to discover, practise and refine skills in language and mathematics. They also find out about themselves and their environment.

Social development takes place within this play-orientated atmosphere. Children learn how to behave by sharing and co-operating. It is our aim to develop a good, positive working attitude within each child.



### ***The School Day***

School starts at 8:45 am (gates open at 8:40 am)

Lunch at 12:00 - 1:00 pm

School finishes at 3:15 pm

Children are expected to arrive promptly at all times. Parents may choose to accompany new starters into the playground in the very early stages, but **independence** and **self-confidence** should be encouraged in your child as soon as possible.

Children are admitted to school from 8.40 am when staff are available to receive them into the classroom. They go straight into class when they arrive and classes 2 and 3 then do their morning run.

### ***School Meals***

Our lunch break is from 12 noon to 1pm. Cooked meals are available in school: please contact the office for current cost. Reception, Y1 and Y2 pupils are entitled to free school meals as part of the Government's Universal Free School Meals initiative. In addition, some pupils may also be eligible for extra funding, called the 'Pupil Premium Grant', if their parents are in receipt of specific benefits. This entitlement can bring substantial income into school to help pay towards trips, free milk etc. We ask, therefore, that parents register with the Local Authority—a simple phone call is all it takes: call 0116 3055417. This is a really important source of funding for pupils, so please do contact the Local Authority, or ask at the school office if in any doubt. All information given is treated as highly confidential.

We ask that lunch boxes **do not** contain chocolate items, sweets or hot items such as hot drinks or soups. We encourage no nuts in school. **Please note we are an Allergy Aware school.**

Milk is provided free to all children under five years old, however parents must register with the milk providers 'Coolmilk' in order for your child to receive it. This can be done online at [www.coolmilk.com](http://www.coolmilk.com). School also provides free milk for children eligible for free school meals (Pupil Premium **not** universal free school meals—see above). To qualify for this your child must be receiving free school meals (Pupil Premium Grant element) and you must let the school office know that they would like milk. For all other pupils older than five, milk costs around £15 per term and must be ordered and paid for in advance either termly or weekly. Again, parents must register with 'Coolmilk' and not with the school office.

### ***We are a Healthy School...***

Healthy attitudes are nurtured in a variety of ways. The school is part of the Free Fruit Scheme whereby children in Years R/1/2 are provided with a piece of fruit each day. Children in Y3 - Y6 are encouraged to bring fruit from home for break time and lunches.

Children starting school will be provided with a school drinking bottle in class so that water is available throughout the day. Please ensure that bottles are no larger than 500ml and have a sports top opening.

### ***Class Organisation***

We are a small school, which means that staff know the children really well and are, therefore, in a position to help them whenever the need arises.

In 2026-27 classes will be arranged as follows:

Reception/KS 1	Mrs King/Mrs Trimmer
KS1/2	Mrs Lamb/Mrs Trimmer
KS2	Mrs Kay

### ***The Governing Body***

The Governing Body has a general responsibility for the conduct of the school acting within the framework set by national legislation and policies of the Local Education Authority. The Governors have meetings regularly throughout the year and sub-committees meet to deal with specific areas.

Governors regularly make visits to school and attend school functions; these visits give Governors an opportunity to look at an agreed aspect of the curriculum or school life and are an important part of monitoring and evaluating the school's continual development.

Mrs C Brown (Chair)	Local Authority Governor
Rev S Shouler (Vice Chair)	Foundation Governor Ex Officio
Mrs K Lambert	Executive Head Teacher
Mrs J Lamb	Assistant Head Teacher & Staff Governor
Mr L Goddard	Co-opted Governor
Mr M Stokes	Foundation Governor
Ms H Yunos	Parent Governor
Mr M Hefferan	Parent Governor
Mr R Smallman	Co-opted Governor

More details about our Governors and their roles can be found on our school website.

### ***Friends of Long Clawson***

The school has a very active group of Friends of Long Clawson School (FoLCS), which, over the years, has raised many thousands of pounds. The money raised has helped the school to buy a wide range of additional resources which otherwise would not be available for the children to use. FoLCS has given, for example, financial support to residential visits, paid for the whole school trip to the panto, for new school furniture and reading books, etc.

All parents whose children attend this school are automatically members of FoLCS, however, new faces are always welcome at our meetings which are held in the school from time to time.

Take a look at the FoLCS noticeboard at the school gates for information on upcoming events.

### ***Links with the Churches***

Our school is a Church of England school, which means that we have strong links with the Church of England but we are maintained by the Local Authority. The Church is represented on the Governing Body; the Local Authority employs the school's staff and sets the admissions criteria.

The Parish Church of St Remigius plays an important part in the life of the school. There are two Foundation Governors representing the Church and the Parochial Church Council and the school continues to hold at least three annual services in the Church.

The school regularly has representatives of all the local churches in to lead our assemblies in school.



### ***Links with Other Schools***

Long Clawson enjoys positive links with other schools in the area. The Head Teachers of a number of schools meet regularly to discuss items of common interest relating to education.

Our main secondary school to which our children transfer at the end of Y6 is Priory Belvoir Academy. There are, of course, other secondary schools in Melton and beyond; sometimes our pupils choose to attend these schools for various reasons. We always aim to engender links with all secondary schools that our children move to in order to ensure a smooth transition for our pupils.

### ***Attendance***

The school has an attendance policy that is based on the guidelines produced by Leicestershire County Council. Parents are welcome to view this on our school website.

Children should attend school regularly and punctually. Lateness and absence has to be recorded by law.

On the 1st September 2013, the Government made it clear that Head Teachers are not able to grant any leave of absence for family holidays. Absence can only be authorised by the Head Teacher for medical appointments or 'exceptional circumstances.' Parents must provide information in writing to support the request being made. Forms can be found on the website for your convenience. 'Exceptional circumstances' could be a family bereavement, or a wedding for example: birthdays are not considered to be an 'exceptional circumstance'. Where a family chooses to take a holiday during term time without the Executive Headteacher's written permission, the absences will be coded as unauthorised. In such circumstances, the Local Authority (LA) will be informed and a fixed penalty notice could be issued. For more information, please visit the LA's Website:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-attendance>

If your child's absence is not expected e.g. due to illness, please telephone the school office before school opens. A message can be left on our answering service, if this is difficult you can email the school office. It is essential that we know the reason for your child's absence. Leaving a message early in the morning enables us to code the absence correctly and notify members of staff so that they are confident that your child is safe.

### ***Late Arrivals***

The late arrival of children to school can cause unnecessary disruption to the classes. Lateness on a regular basis can also engender the wrong attitude in children. Children are allowed to enter the school building from 8.40 am. Registration (i.e. the start of the school day) is at 8.55am. Please note that children arriving late will be given a "late mark" and parents will be informed if the frequency of "late marks" is too high.

Late arrivals for medical appointments are understandable but please inform the school in advance by completing an absence request form where possible, or by phone if a last-minute appointment is made.

### ***Arrangements for Children with Special Educational Needs or Disabilities (SEND)***

The admission arrangements mean that all children are welcomed to the school irrespective of any additional needs or disabilities; it is the school's aim that all children have reasonable access to everyday activities alongside other pupils. Sometimes, the school might need to make any reasonable adjustments to accommodate a child with specific needs: in such cases the school will work closely with the Local Authority and the parents for the best possible outcome for the individual child.

### ***Behaviour and Discipline***

A high standard of personal discipline is encouraged. The children are expected to practice high standards of care, respect and tolerance. The school is seen to be a place where everybody is important and that courtesy, politeness and consideration towards others is expected. Inappropriate behaviour will be dealt with as and when it occurs, but more serious problems may need consultation with parents to resolve them as outlined in our Behaviour Policy.

### ***Anti Bullying Statement***

The school is committed to providing a caring, friendly and safe environment for all of our pupils so that they can learn in a relaxed and secure atmosphere. Bullying of any kind

whether physical, verbal, emotional or racist is unacceptable. It is important that children and parents talk to the class teacher or Head Teacher if there are any concerns. These will be followed up immediately.

### ***Equal Opportunities***

The Governors and staff of Long Clawson CE Primary School are committed to equal opportunities. There will be no discrimination on the grounds of their sex, race, colour, religion, nationality, ethnic or national origins.

The school aims to promote the principles of fairness and justice for all through the education that we provide. All pupils have equal access to the full range of educational opportunities provided by the school.

Stereotyping and prejudice will be challenged whenever it occurs.

### ***Pastoral Care***

A strength of our school is the family atmosphere and the care we have for each individual member of our school.

It is hoped that children will feel confident enough to make known any problems, so that they can be dealt with effectively and sympathetically. Parents are asked to inform staff immediately if there is any reason why their child is feeling unhappy about being at school.

Our OFSTED inspection of 2025 quoted that, 'Pupils know that the staff in school are there to help them. The school is full of kindness'.

### ***Sex and Relationships Education (RSE)***

Sex Education is seen as an integral part of our Personal, Social and Health Education programme. From the earliest years children are made aware of how they grow and change through projects such as 'Ourselves', 'Families', 'Healthy Living' etc. They learn about hygiene and about caring for themselves. Within the Science curriculum they will learn about why plants, animals and humans need to reproduce. In Year 6, there is more specific teaching related to Sex Education. Carefully selected materials such as videos may be used.

We are always pleased to discuss our policy with parents who require further information or guidance.

## ***School Uniform***

The Governors' request that children wear the school uniform. This consists of a navy-blue sweatshirt or cardigan with the school badge, grey trousers, skirt or shorts, and navy polo shirts. However, we appreciate that uniform that contains a logo can be expensive, therefore, we do understand if children wear plain navy-blue sweatshirts, cardigans and polo shirts. Children may wear blue and white summer dresses during the warmer weather with white socks. Appropriate black school shoes must also be worn.

Parents can order direct from our uniform suppliers at:  
[www.yourschooluniform.com](http://www.yourschooluniform.com) (you will need to search using the school name)

They supply a variety of garments including sweatshirts, polo shirts, cardigans, fleeces, shower proof jackets, waterproof coats, joggers and hooded tops for P.E. These all have the school's embroidered logo and are reasonably priced and can be delivered free to school or for a charge to home addresses. 'Kidzone' in Burton Street, Melton Mowbray also stock a limited range of our school uniform.

For P.E. lessons, children are expected to wear royal blue t-shirts and blue shorts. Children should wear training shoes outdoors and plimsolls indoors, plus navy joggers and navy hooded tops in colder weather. It is vital that children wear plimsolls indoors for P.E.: should the fire alarm sound, the children would have to leave the building immediately for safety reasons and trainers are not appropriate for indoor activities in the hall such as dance or gymnastics.

## ***Medicines in School***

We are able to administer both prescribed, and non-prescribed medication, in line with our policy. This will be administered at lunchtime.

### Short term medication

If a child is well enough to come to school but needs to finish off a course of antibiotics for example, there are nominated staff who are prepared to administer such medication. Parents need to complete a permission slip and bring the medication to the office to discuss administration and the needs of the child. Children are expected to self-administer creams: staff will not administer eye or ear medication, due to cross contamination and also the delicate nature of ears and eyes. Parents are very welcome to come into school during the day to administer eye and ear medication if they need to. **The administration of medicines by staff is voluntary: staff are under no obligation to do so.**

### Long term medication

This includes such conditions as asthma, epilepsy, diabetes etc. The school will deal with this sympathetically, on an individual basis. Parents whose children fall into this category should contact the school regarding the situation, as appropriate. Depending on the specific need, an individual health plan will be put into place, drawn up by the school in conjunction with the School Nurse, parents, and pupils, where appropriate. The school maintains an asthma register and expects parents to update the school with details at least annually.

All medicines will be kept safely whilst in school; in the child's class should it be for emergency medicine like an epi-pen or inhaler or in the school office if it is antibiotics or other medicine. Medicine will be sent home for disposal.

### *Hair*

Long hair, for both girls and boys, should be tied back at **all** times, especially for P.E. as it can get caught whilst playing with friends etc.

### *Jewellery and Valuables*

Children are not encouraged to wear jewellery to school or to bring other valuables into school. Jewellery can be dangerous when worn during P.E. and at break times.

Earrings can be dangerous if they catch on clothing whilst the children are at play and we would prefer it if children did not wear them for school. If your child has pierced ears small studs may be worn if absolutely necessary, but earrings must be removed for P.E. lessons by the children themselves as it is not the responsibility of staff to remove them. All pupils must also remove earrings for swimming. School will not be held responsible for lost items.

### *Safeguarding*

At Long Clawson CE School our first concern is your child's welfare; we believe that every child has the right to grow up unharmed, to have the opportunity to develop fully and have their basic needs met. The procedures that we follow have been laid down by the Leicestershire County Council's Safeguarding team.

### *Safeguarding children - Information for Parents*

Our school feels it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, in all the activities which the school undertakes. This means that staff and volunteers must be alert to possible concerns about every pupil,

and to report these in a proper fashion. The school has a Safeguarding & Child Protection Policy which can be found on the school website.

*It is important for parents to be aware that:*

Staff and volunteers in the school have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind, or whether it is thought that a child may have been abused or be at risk of abuse.

### ***Operation Encompass***

Our school is part of Operation Encompass. Leicestershire Police share confidential information with safeguarding leads in schools following incidents that they have attended if they feel that there could be an impact upon a child's physical, emotional or mental well-being. This information will help us to support and care for the children in our care.

*Our Ofsted Inspection of in 2025 recognised that 'safeguarding was effective, and is well managed, with the school working with all agencies, as necessary.*

### ***The Curriculum***

We aim to provide a broad, balanced curriculum which provides each child with as many learning opportunities as possible: this develops and fosters their natural curiosity and desire to learn. There is a strong emphasis on the fundamental skills which are systematically and progressively taught. Opportunities are taken for whole class teaching as well as group teaching.

The National Curriculum is made up of many subjects. At the centre are the 'core' subjects of English, Mathematics, Science, Religious Education and Computing: additional, or Foundation subjects include, Design Technology, History, Geography, Art, Music, Physical Education, PSHE Relationship (Sex) Health Education and Citizenship.

We place considerable emphasis and time on the two basic areas of the curriculum - English and Maths. Meaningful development in other areas of the curriculum depends so heavily on the acquisition of skills in these areas.

Curriculum planning involves all members of the teaching staff to ensure there is progression and continuity in learning as your child passes through the school and all our planning processes give due regard to the requirements of the National Curriculum.

At Long Clawson, teachers are generally responsible for teaching their own classes in most subjects. The staff are continually involved in evaluating and developing the

curriculum.

Like most schools, we cater for children with a wide range of interests, attitudes and abilities. Our aim is to achieve the highest possible quality of teaching and learning so that standards of achievement match each child's potential. Our Ofsted (2025) comments that, *'the school is highly ambitious. It has a mapped out curriculum to meet the needs of pupils in mixed age classes.'*

You can view further details of our curriculum on the 'Class Pages' of our school website

### ***Special Educational Needs or Disability (SEND)***

Long Clawson CE Primary School strives to be a fully inclusive school. All children, including those with special educational needs or a disability, are very welcome as part of our school community.

We believe in the early identification of children who may have additional needs. These needs may be general across the curriculum or they may be more specific such as lack of progress in reading or writing. Teachers respect the fact that children may have different educational and behavioural needs; require different strategies for learning; acquire and communicate information at different rates; need a range of different teaching approaches and experiences.

When planning work teachers take account of children's additional needs and make provision, where necessary, to support individuals or groups of children and thus enable them to participate effectively in curriculum activities.

More information about the school offer can be found on the school's website.

The School's Policy on Special Educational Needs, continues to meet the requirements of the children in our school and can be found on the school website.

### ***Homework***

The school has a homework policy. We encourage parents to get involved in educational activities with their child at home. For all children sharing or reading a book with an adult is an enjoyable and beneficial activity and children are encouraged to take home reading books regularly.

### ***Assessment and Recording***

The progress and performance of every child will be regularly assessed throughout their

school career.

The main aims of assessing and recording children's work are as follows:

*To have an accurate picture of what each child can do; i.e. skills and concepts achieved and understood.*

This knowledge enables the teacher to carefully plan ahead and ensure all children are given appropriate and challenging work, which will continually move them forwards.

*To identify gaps in the children's knowledge and understanding.*

Accurate assessment can highlight areas of uncertainty and weakness thereby allowing the teacher to ensure that a child can be helped through his or her difficulties.

*To ensure there is progression and continuity in learning as children pass through the school.*

When children change classes or school their new teacher can be accurately informed of their levels of understanding so that each child will continue from the point at which their previous teacher left them.

### ***Keeping parents/carers informed***

We operate an 'Open Door Policy' and liaison between parents and teachers is always actively encouraged. All that we ask is that you make an appointment to see class teachers at a convenient time. There are two parents' evenings; one in the Autumn term and one in the Spring term. Parents also receive a written report once a year in the summer term.

### ***Sport***



The school continues to promote sport and the School works closely with other Vale of Belvoir schools to provide a range of inter school competitions. We are very proud of the achievements in many events that individuals or teams from our school have participated in. We are also immensely grateful to our parents who support us with these.

## ***Residential Education***

Some year groups offer residential experiences which give children a variety of fun, learning based activities in safe environments. Older children are given the opportunity to experience activities such as canoeing, hill walking, raft building, abseiling and rock scrambling. Residential visits make a vital contribution to the personal, social and cultural education of the children as well as supporting our work in various areas of the curriculum.



## ***Drama***

As a school we actively seek opportunities for our children to participate in dramas, including our annual nativity and end of year production. Our end of year production is always well received, we are all continually amazed at how our children develop in confidence and acting ability too. We hold our end of year production at our local village hall because this gives us the capacity for parents and extended family members to

come and watch our amazing performances.

## ***Charging for School Activities***

Not everything the school provides for your child can be paid for out of public money. During the year children, go on various visits which support the curriculum, this includes swimming in different year groups. We ask for voluntary contributions from parents to support these activities, paid in advance. Details are sent out at appropriate times. Additional funding sometimes comes into school in the form of Pupil Premium Grant. This extra funding is awarded to the school based on the number of pupil premium children. Parents **MUST** register with the Local Authority's Free School Meals Department for school to have access to PPG however, but it does mean that, where there is a need, we can support all parents in affording different school experiences that come at a cost. Ask at the office: all enquiries will be treated with confidence. All it takes is a phone call.

Our policy for charging for school activities can be viewed on the school website.

### ***Extra-Curricular Activities***

Extra-curricular activities are provided throughout the year. Clubs have included:

Football

Art/Craft

Netball

Cricket

Running

Tennis

### ***Complaints and Concerns***

There is an approved procedure for dealing with complaints and concerns relating to the School. If you have a concern or query you should contact the school direct so that the matter can be discussed with a member of staff (usually the class teacher in the first instance) and/or the Executive Head Teacher. It is expected that the majority of questions and anxieties can be dealt with in this way.

If a concern or complaint cannot be resolved at this stage, then the formal procedures involving the Governors can be invoked.

Full details can be found on our school website.

### ***Security/Health and Safety***

The Staff and Governors place a high priority on the subject of health, safety and security. The following measures continue to be in place:

Deadlocks are fitted to the doors around the school and hall to prevent unauthorised Entry, but still allowing emergency exit.

Access to the building is restricted during the school day. Any parents visiting during the day are asked to call at the main school office, in the first instance.

The health, safety and well-being of all the children in our care are of paramount importance. To this end, we have in place a range of policies, systems and procedures which all members of the teaching and non-teaching staff follow. They cover such things as lunchtime supervision, evacuation in the event of an emergency, medical care, out of school activities, the use of safety equipment and so on.

Concern continues to be expressed about the number of cars parked along School Lane at the beginning and end of the school day. Please do not park or stop your car on or opposite

the zig-zags, you may be fined if you do park on them. Please also do not park your car on the pathway, thus restricting access to the path by pedestrians, or by the children when they walk to our school hall. We ask that you are mindful of our neighbours who sometimes complain about inappropriate parking across their gates/driveways, thus restricting access.