



Andrews Lane Primary & Nursery School

Andrews Lane
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Headteacher - Mrs E Devally
Deputy Headteacher - Mrs J Negus
Chair of Governors - Miss J Haynes

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Welcome to Andrews Lane Primary School



Dear Parents

As Chair of the Governors of Andrews Lane Primary School, I would like to welcome you to our flourishing school.

As parents, your role is important in supporting the progress of your own child. The Staff and Governors of Andrews Lane wish to work with you to achieve the best possible standards of achievement for your child.

Andrews Lane is a friendly, welcoming environment where each child is valued as an individual and is expected to work hard to fulfil their potential. A wide range of educational and social experiences are offered to further this aim.

Andrews Lane is a community primary school with an attached Nursery, which opened in 1970 as not one but two schools, an Infants and a Juniors. In 1986 the schools amalgamated to form the present school. The amalgamation has left us very well resourced both in equipment and space.

Also available on the school site are:

- *Bright Sparks Pre School which runs morning & afternoon sessions during term time.*
- *An onsite Breakfast Club between 7.45 and 8.45 a.m.*
- *An after school club providing daily care for children between the end of the school day and 6.00 pm.*

Parents wishing to view the school prior to requesting a placement should contact the school office to make an appointment

We look forward to working together to ensure that your child is happy and successful in our school.

*Jackie Haynes
Chair of Governors*

OUR SCHOOL AIMS

- To offer a creative and challenging curriculum which is accessible to all.
- To provide a safe, positive and stimulating environment to enable all children to achieve their full potential.
- To create a happy, caring school where everyone is respected and valued.
- To encourage everyone to be proud of what they achieve.
- To foster positive links with the wider community.
- To promote positive relationships, appropriate behaviour and good manners at all times.

THE SCHOOL DAY

The number of hours spent on teaching during the normal school week (including RE, but excluding registration, assembly and breaks) are:

Nursery 15 hours 9.00 – 12.00 pm (mornings only) We offer a lunchtime club 11.45 – 12.15 pm	Key Stage 1 22 hours 30 mins 8.55 am -3:10pm With a 30 minute break and 45 minute lunch	Key Stage 2 23 hours 45 mins 8.55 am- 3.15 pm With a 30 minute break and 45 minute lunch
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ADMISSIONS POLICY

The school has an admission limit of 30 places.

For places in our Nursery, these are made direct to Andrews Lane School. Applications for our Reception class are made via the local education authority.

All children who will be four during the school year are admitted to our Nursery class in the September before their birthday.

There is only one intake of children into the Reception class, so children move from Nursery into Reception class in September and stay all day.

Parents seeking places for children in other age groups should contact the school directly. In the event of over-subscription parents should contact Education Admissions at County Hall (0300 123 4043).

BEHAVIOUR AND DISCIPLINE

Pupils respond well to the consistent management of their behaviour in lessons and around the school. Parents, staff and pupils all agree that behaviour is usually good. Pupils have many opportunities to share, take turns and work together. They do all of these things well. (Ofsted 2013)

Children are encouraged to develop habits of self discipline and to conform to acceptable standard of behaviour as soon as they enter the school. We follow the ALS Way, which is available from the office. Problems such as bullying or rudeness are considered unacceptable. The Headteacher will contact parents if a child persistently misbehaves or a serious problem occurs.

On the positive side, good behaviour, good manners and good learning are rewarded with merits and our rights respecting awards. These positive attitudes are celebrated in Friday Assemblies.

UNIFORM AND PE KIT

It is a **school rule** that children wear school uniform to school every day.

Winter

Plain grey trousers, shorts, skirt or pinafore dress
Plain white or blue polo shirt

Blue sweatshirt/cardigan (**only available from school**)

Socks / tights (white, grey or black)

Hair-bands must be **plain** either blue, black, beige or white

Summer

Plain grey shorts or trousers
Plain white or blue polo shirt
Blue & white checked or striped dress

PE Kit

Plain black sport shorts and plain white t-shirt

Plain black or navy joggers plus a school fleece (**only available from school**) may be worn during cold weather for outdoor activities

A slipper bag with a drawstring should be provided to hold articles of PE clothing.

Swimming

As part of the curriculum pupils attend the Laura Trott Leisure Centre for swimming lessons during Key stage 2

Footwear

All children must have plain black shoes to wear in school and **plain white or black trainers** for PE. Younger pupils **must** be able to fasten their shoes – velcro is extremely useful.



**Pupils need a school book bag and water bottle
(to be purchased from the school)**

Parents are reminded that all items of clothing **must** be clearly named to assist in returning found property
(the school cannot be held responsible for lost items).



During the warmer weather the children are welcome to wear sun hats/caps (available from the school). Please apply long-lasting sunscreen before school as we are unable to put it on children ourselves.

JEWELLERY & VALUABLES

Children are only permitted to wear stud earrings in school which must be removed for PE (please note school staff are not allowed to remove earrings). If your child is unable to remove their earrings these must not be worn to school on days when their class PE takes place.

We urge parents not to send children to school with any jewellery or valuables as we cannot be responsible for their safety. The County Safety Directive states that "children should not wear earrings or studs with back projections for physical activities". For safety reasons we discourage children from wearing other jewellery including rings, necklaces and bracelets. We cannot accept responsibility for any loss or damage to valuable objects brought into school unless on the request of a teacher to form part of a display or topic work.



BREAKFAST CLUB

Andrews Lane offers a Breakfast club every morning during term time from 7:45. Breakfast Club has a fixed cost of £3.00 per session, which includes a choice of breakfast and fun activities.

SCHOOL MEALS

ALS Lunch Crunch Café



The school is a centre of excellence for Herts Catering.

The school hosts Herts Catering training kitchen which is involved in training other school cooks.

Hertfordshire Catering provide a high quality, healthy, balanced and varied midday meal. We operate the system of 'Pupil Choice' which gives pupils the choice from three hot meals or a school packed lunch supplied each day with a dessert or fruit. We have excellent school meal supervision and encourage the children to enjoy their meal in a friendly and sociable environment.



Currently, all children from Reception to Y2 can receive free school meals. For KS2, pupil payments should be made weekly (as a minimum) through the school's electronic payment system 'School Gateway'. This is accessible from the school website where you will be able to login and download the App. Children whose parents receive Income Support may be entitled to free meals. Receipt of free meals is highly confidential and no other member of staff or pupil knows which children do or do not pay. Please contact the office for further information.

Children may bring packed lunches. Please pack these in a strong container which is clearly marked with the child's name. Children may bring a non-fizzy drink in an unbreakable container to have with their meal. We ask that sweets are not included and would encourage parents to provide their child with a 'healthy' packed lunch to support our school's Healthy Schools status.

PARENTS IN SCHOOL

We believe that a strong partnership between the school and parents is the key to your child's progress. If you have any problems, however small, do not hesitate to contact us.

Urgent problems are usually dealt with by the Headteacher, Deputy Headteacher or our Family Liaison Officer during the day. Class teachers are available to discuss individual problems after school but please make an appointment in advance.

Working Together Mornings

Working together mornings happen weekly in Nursery, Reception and KS1 and fortnightly in KS2. Parents are encouraged to come in and share in our learning experiences. They are usually great fun and the children enjoy sharing what they have learnt.



BRINGING YOUR CHILD TO SCHOOL

Children should arrive at school no earlier **than 8.45 am** as no supervision is provided before this time. We ask that any long discussions with your child's class teacher be held after school. This will help the teacher and the whole class to settle quickly to the day's activities.

Please help your child to arrive on time. Sometimes lateness is unavoidable, but your child's work will certainly be affected if they are continually late. Latecomers must enter school via the School Office area and must be signed in by a parent/guardian.

Please make sure, in the interest of safety, that if any other adult has been given permission to collect your child after school, you inform the teacher or the school office in the morning to avoid any unnecessary distress to the children. For health and safety reasons dogs must be left outside the school grounds when you deliver/collect your child.

Children must be collected by the parent/guardian at the correct time at the end of the day.

Please note that, in line with Government policy, Andrews Lane Primary school and grounds are **No Smoking** areas, (which includes vaping).

ABSENCES

It is important to encourage the habits of punctuality and good attendance. Please phone the school office in the morning if your child is not coming into school for any reason. In cases of major illness or emergency, the office or child's teacher should be notified if the absence is likely to be prolonged. In the case of a short absence, a note of explanation must be sent to school when the child returns. Please always send in a written note with an explanation when your child is absent. Should you need to collect your child during the day for a hospital or dental appointment etc. a written note in advance is required. All children arriving during the day must be taken to the school office and collected from there, not the classroom.

At the end of the year attendance is recorded on your child's written report.

Each week in assembly we run an attendance league. Classes create their shield at the beginning of each year and compete weekly for a trophy. Each term, the winning class of the league are given a £50 prize to be spent on a treat of their choice.



We value good attendance at ALS and those children who gain 100% attendance over each term are invited to join our attendance party. For those who manage 100% over the year, they are treated to a fun activity, which in the past has included bowling or canoeing at Lee Valley White Water Rafting Centre.

HOLIDAYS

Family holidays should not be taken in term time. Government legislation states that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Please be aware that holidays during term time will **NOT** be authorised, we follow the Hertfordshire County Council Fixed Penalty Notice Policy.

The current year's term times and school holiday dates are on the school newsletters and website.

THE CURRICULUM

The majority of subjects taught are those specified in the National Curriculum which is divided into core and foundation subjects. The core subjects are English, Mathematics, Science and Computing. The foundation subjects are History, Geography, Design & Technology, Music, Physical Education, Art & Design and Religious Education. We use the Topic-learning based approach to learning.

ENGLISH

Each morning all children receive a minimum of one hour of English. During this time we concentrate on developing the children's understanding and enjoyment as a reader, phonics (Letters and Sounds), spelling and writing skills. The teaching of reading is further enhanced by a daily period of guided reading during which teachers work with small groups of children.



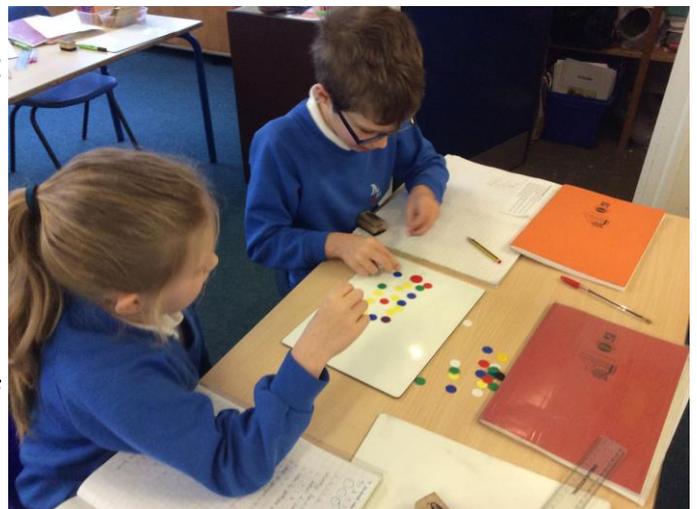
In written work we aim to develop the children's ability to produce well - structured writing which is interesting, grammatically correct and clearly understood by the reader. Opportunities are given for the children to write in different contexts (factual or creative) for a variety of purposes and audiences. By the end of Key Stage 2, the children are expected to produce clear and legible script based on the Nelson Handwriting Scheme.

We try to encourage in children the ability to express themselves clearly in conversation; respond to questions; express opinions; and to make constructive and relevant comments. The children relate real or imaginary events to a variety of audiences eg another child, group of children, whole class, the school or adults. Our children are encouraged to become effective listeners, understanding that the role of the listener is as important as that of the speaker.

MATHEMATICS

At least 45 minutes each day are spent developing genuine mathematical thinking and understanding through both mental and written work. The children are encouraged to work quickly and accurately with numbers and to learn and understand the use of tables.

Practical work, often linked with the main class topic, includes experience of number, shape and space, graphs, measurement and problem solving.



COMPUTING

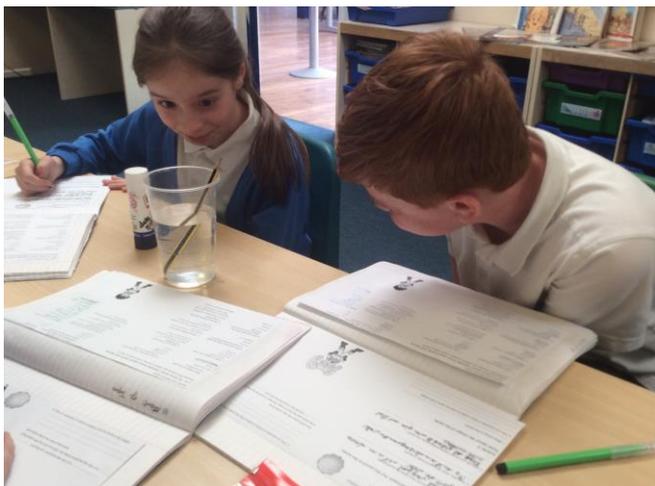
The school is well equipped to meet the IT demands of modern society, with up- to-date computers in a dedicated room. In addition to this, the school has 30 laptops which the children use in the classroom to support and extend their independent learning.

E-safety is taught as an integral part of the curriculum.



SCIENCE

Much of the learning is practical, using first-hand experience. Emphasis is placed on observation, discussion and investigation. Results are recorded in a variety of ways (drawings, graphs and written work) which develop in complexity as children progress through school. Prediction, construction of experiments and testing of theory are central to work throughout.



FOUNDATION SUBJECTS

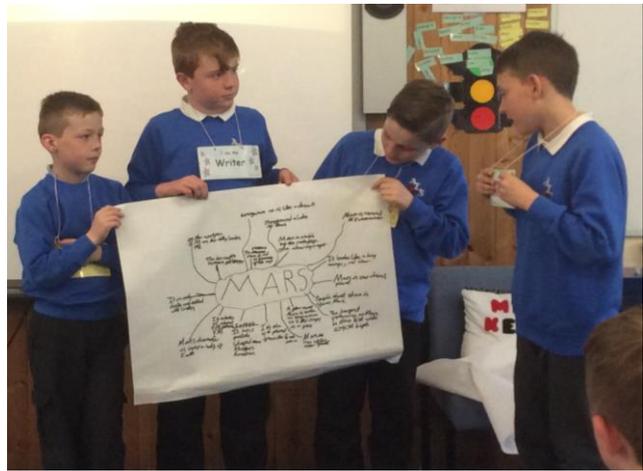
Teachers use a cross-curricular approach to learning; this means that the majority of the work undertaken in these subjects is experienced through topic work. All classes follow half termly or termly themes within which children explore and develop their knowledge of some of the foundation subjects, together with some aspects of English, Mathematics and Science.



The content for the teaching of these areas is drawn from prescribed themes, designed to give opportunities for individual, group work and class teaching. Links between the subject areas make the skills and facts acquired by the children more relevant. Each term class teachers post curriculum newsletters on their class page on the school website detailing the learning to be undertaken in these subjects.

Further full year plans are also outlined on our website.

Children are encouraged to take a lively interest in the world around them. They explore their past, starting from the local environment to understanding how the present is influenced by the past. They gain an awareness of the nature of change. Emphasis is put upon children realising that they themselves live in, and are part of, a community and world with their own heritage and histories. They learn to use reference materials such as atlases, maps and globes; while discovering wider geographical factors of trading and interdependence of countries on each other for food and raw materials.



We hope that through our teaching of religious education our children will grow into mature, reasonable people, aware of the needs of others. We encourage tolerance through understanding other people's religious customs and points of view.

PHYSICAL EDUCATION

Physical education develops self-confidence, body control, co-ordination and spatial awareness through a variety of games skills, gymnastics, movement and athletics. Teachers are aware of necessary safety precautions and parents are encouraged to provide appropriate clothing for these activities. Children are trained to understand the value of fair play and co-operation. Sports opportunities include soccer, netball, cricket, rounders, short tennis, tag rugby and box-fit.



HOME LEARNING

Where reading is enjoyed by parents, children normally follow. We therefore ask all parents to support their children's reading development by encouraging them at home. We believe that home learning covers any learning or activities done outside school and not just the formal written work which is often associated with children in Key Stage 2 classes.

Throughout their time at Andrews Lane children will receive activities to be done outside school, such as learning words, reading their books, playing number games and topical projects. Parents may be asked through the termly newsletter to support the learning done in school at home with different activities. Children's planners or home learning folders inform parents of any homework that children are asked to do.

TESTING & ASSESSMENT

We believe that all parents play a key role in the education of their children and wish to be informed as to their progress. A formal verbal report of children's development is made at Parent Consultation Evenings during the autumn and spring terms, when parents are expected to attend to discuss progress with their child's teacher. A written report is given in the summer term.

Assessment of all curriculum areas - social and moral development together with behaviour and attitudes is continuous throughout the school. This is made by the class teacher.

We implement National Standard Attainment Tests as required by the Education Act 1988 according to the timetable set down by the Department of Education.

SPECIAL EDUCATIONAL NEEDS

Every effort is made to meet the individual needs of our children. In some cases this may mean additional support is provided in the classroom or in small groups outside the main room. A register of children requiring support is kept in school.

Children experiencing difficulties may require further assistance. Following a referral for further assessment extra support may be available through various outside agencies.

Parents concerned about special needs provision may contact the school to arrange an appointment with the school's special needs co-ordinator.

YOUR CHILD'S HEALTH

MEDICINES IN SCHOOL

Schools are under no obligation to agree to accept responsibility for giving un-prescribed medication to pupils. However, we will, within reason, make appropriate arrangements with you to take on this responsibility for some medicines. You will be asked to complete and return a consent form, available from the school office, giving all the relevant details in full. In so doing you will consent to the school administering medication to your child. A copy of the parental consent form will be kept on your child's file.

For children suffering from asthma our policy is that the inhaler is accessible in the classroom. Parents are asked to complete a form giving full details of the procedures in administering any such medicines, eg Epi-pens for allergies.

INFECTIOUS DISEASES

Please inform the school immediately if a member of your family has German Measles - we need to notify female visitors who are in the early stage of pregnancy.

The school office has a very comprehensive list of diseases and conditions from our Health Authority with the recommended periods that children should be kept at home. Please ask for further details.

DRINKING WATER

Children have access to drinking water throughout the day. We ask for parents to purchase a water bottle from the school.

FIRE/SAFETY PRACTICE

Emergency evacuation practice takes place regularly ie. at least once each half term.

THE DAILY ACT OF WORSHIP

As a County school we celebrate the Christian Festivals as they occur throughout the year. Conscious that our children will enter a multi-cultural society, we discuss other traditions and festivals. Assemblies are held each day when we think about school, relationships and feelings. On Fridays parents are welcome to join our celebration assembly where we celebrate birthdays and achievements.

Parents may withdraw their children from assemblies on religious grounds.

COMPLAINTS PROCEDURE

If you are concerned about any aspect of your child's education you should first discuss the situation with your child's teacher. If you are still unhappy, you should make an appointment to see the Headteacher. In the rare event that this does not resolve the problem you may make a formal complaint to the Governing Body, who will consider the complaint carefully - no major changes to the curriculum can be guaranteed. If you are still unhappy you should contact the Local Authority.

GOVERNORS CHARGING POLICY

It is impossible to fund all activities now deemed to be "optional extras" from school funds.

The school receives no money from the education authority to fund trips and therefore the cost has to be passed on to parents/carers.

Visits, concerts etc, which are not essential, but enrich and add to the child's education can only be paid for by voluntary contributions from parents. The school makes no profit with a trip, in fact the majority of visits are heavily subsidised by the school. You will be informed before such activities take place of the amount needed per pupil to cover costs. If insufficient contributions are received, the activity will not take place.

CHILD PROTECTION AND SAFEGUARDING

The School works in partnership with parents to support the child in every way possible. However, The Children's Act 1989, updated in 2004, place a clear responsibility upon schools to ensure they work together with other agencies to safeguard and promote the welfare of all children. At Andrews Lane Safeguarding and Child Protection are a priority. A copy of our current Child Protection Policy is available to read on our website and there is access to a hard copy from the school office.