



Welcome to our School

Dear Parent/Carer

I welcome you to Stondon Lower School on behalf of the staff, the children, the parents and the governors.

It is our belief that **every child** deserves the best life chances and that our school, in partnership with parents and carers, plays a vital role in that. We aim to promote a child's curiosity about the world around them, foster an irresistible love of learning, develop their independence and social awareness and promote lifelong positive learning behaviours. Our school motto "Every one, every chance, every day" captures this belief and sits alongside our Vision and Aims for the school.

From the moment the children first arrive, we aim to help them to settle quickly, build excellent relationships with other children and with adults, feel happy, safe and secure and quickly take those first steps on the next phase of their learning journey.

Stondon Lower School has a developing, committed and passionate staff team and Governing Body who work closely together to provide a positive environment and experience that meets the needs of all pupils. We are actively supported by a dedicated parent and teacher association (PETALS).

We also work closely with Stondon Stompers, our community preschool providers and other community members including All Saints' church in Upper Stondon. Stondon Lower is a Values school. We hold the values kite mark of which we are all very proud. It marks our school as a place where developing good values is at the foundations of all learning.

As you read this, I expect that you will have more questions. We therefore encourage you to visit our school with your child. Come along and see what we are up to and how we do it; ask those questions and see for yourself.

Looking forward to welcoming you very soon,

Miss Sarah Woodham

Headteacher

Everyone, every chance, every day.

Vision

Inspire everyone to have an irresistible love of learning and a strong set of values that will lead them to success and fulfillment

Aims

- Equip children with the essential skill for life, through educational best practice, a broad and balanced curriculum and other opportunities.
- Create a nurturing and stimulating learning environment in which children are supported, able to flourish and achieve their potential.
- Be an outward facing school where, through effective partnerships, our children will develop the necessary skills and values for life including the British Values.
- Inspire each person within and beyond the school, to sustain their love of learning throughout their life.
- Treat each person as a unique individual.
- Foster a school environment in which everyone has ambition for each child's future delivered through our Values Education and a core belief in developing a growth mindset.

Our School

Stondon Lower School is a Central Bedfordshire Local Authority School. Responsibility for its management is delegated to governors, all of whom have a direct interest in education and links with the local community.

Our school is situated in the village of Lower Stondon. Whilst the school was extended in the 1950s, 1960s and 2011, the original school, complete with school house and bell was built in 1861. Most of the school's children live in the village of Stondon, however, children also attend from neighbouring villages.

A large number of our children transfer from Stondon Stompers Pre-school. They progress to Robert Bloomfield Academy or Henlow Church of England Academy school and, from there, Samuel Whitbread Upper School.

We are a VALUES school which means we teach and model the values we believe we all need in life. Please support our values programme by always modelling the values to your child. The children tell us they think Values are important because:

- *They teach us to do the right thing*
- *They help us learn*
- *You know how to behave*
- *You get more friends*
- *They make you be kind*
- *It makes you a better person*
- *We learn to be good not naughty*
- *So everyone plays nicely*
- *They make other people happy*
- *They make you feel safe*
- *They make you a better person everywhere*
- *They help us to behave properly*
- *It makes the school better*
- *We want this school to be fantastic*
- *They make us behave and do better*
- *When guests come they think we are a good school*
- *You can be a better person*
- *They will help me later in life*
- *It shows respect*
- *We need them*
- *If we didn't have them we wouldn't be a happy or safe school*

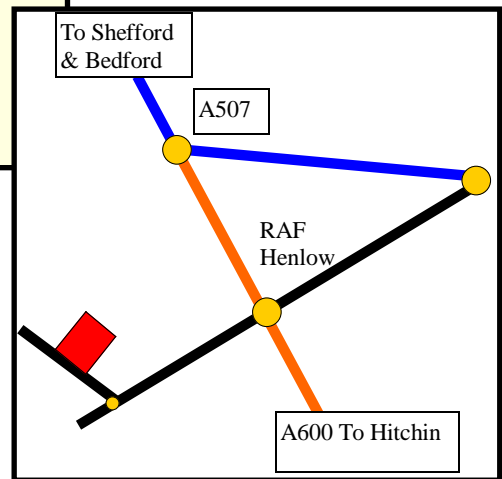
You will be made aware which value of the month the children are learning about, through the newsletter and displays in school.

Address and telephone number:

**Stondon Lower School
Hillside Road
Lower Stondon
Bedfordshire
SG16 6LQ**

**Tel no: 01462 850288
Fax no: 01462 816855**

**Email: office@stondonlower.co.uk
Web site: www.stondonlower.co.uk**



Admissions Policy

Our current admission number is 30. Central Bedfordshire operates a catchment area policy although parents have the right to express a preference for another school. Stondon Lower School welcomes applications from outside our catchment area and is often the choice of parents who wish to access our 'wrap around care'. Our admissions policy is available on the school website.

This is what the children think about school

The best thing about my school is the chickens; the school trusts the children to look after them.

The best thing about being in year 4 is you get to be a Playground Friend and go to Grafham Water.

The best thing about my school is my friends, my teachers and the lessons. The school is different from my last school as it is a small school. In this school the teachers know the children and the children know the teachers.

The best thing about my school is the trips because we go to all types of different places to enhance our learning.

The best thing about my school is the teachers because they always try their best and try to make the lessons as fun as possible.

The best thing about my school is going to the Values Conference because we did lots of fun things. My favourite was the dance.

The best thing about my school is the lessons because they are always fun and exciting especially PE and Literacy because our teacher always makes them fun.

The best thing about my school is the organisation because we get to go on trips and tournaments and they help you to learn more skills.

Coming to School

By the time children come to school, it helps if they can:

- Use the toilet on their own
- Use a tissue
- Wash and dry their own hands
- Put on and button/zip up their coat
- Put on and fasten their shoes
- Dress and undress for physical education
- Use a knife and fork

We encourage children to take home reading books, as we believe that there is much that **you** can do to help your child with their reading.

Every child has a school diary book in which both teachers and parents can write positive comments and messages. Please try to spend a few minutes each day reading to your child and talking about what has been read, the story, the pictures, any unfamiliar words etc.

As the children progress through school number facts and multiplication tables will also be sent home to learn.

In addition children in years 1 to 4 will have a Take home task book in which they will continue to work on topics they are studying at school.

SEND

Our Special Educational Needs and Disability Policy follows the National Code of Practice for Special Educational Needs.

We work closely with parents to ensure that every child makes good progress.

Children with Special needs will have an Individual Education Plan (IEP) which will be reviewed every term. A copy of our SEND policy is available on request or on the school website.



The core subjects of Maths, English and Science are taught alongside other subjects in the National Curriculum. Our creative curriculum, which is skills based, exploits links between subjects instead of teaching them separately.

Sex and Relationships Education

Children in Year 4 look at changes that take place during puberty as part of the PHSCE programme. Other issues are dealt with sympathetically according to the circumstances and the age and maturity of the child.

Physical Education

Activities include gymnastics, dance, athletics, rounders and other seasonal team games. The children are encouraged and learn how to cope with competition. The children are taught the importance of exercise in contributing to good health.

They are encouraged to put physical activity into their everyday life in order to develop a healthier lifestyle. Each year we have a school sports day, which recognises both team and individual achievement. Every week the children in Key Stages 1 and 2 have a PE session with Premier Sport, a specialist coach.

Sports Day



Religious Education

The school follows the Bedfordshire Agreed Syllabus; a copy is available on request.

After consultation with the Head Teacher, parents have the right to withdraw their children from this subject if they wish.



Faith Tour to Queens Park

Languages

Children in key stage one and two are taught French once a week by a specialist teacher.

Music



All children have the opportunity to learn a musical instrument at some time during their time at Stondon Lower School.

After School Club



The school runs an excellent After School Club/ Breakfast Club staffed by fully qualified staff, who also work in school. The club runs from 3.30 pm – 5.30pm pm Monday to Thursdays. 3.30 – 4.30 on Fridays, (term-time only) and mornings 7.50 am – 8.50 am. If you require further information, please contact Mrs Sloan on 01462 850288 or 07743 628966.

In addition, other clubs run at lunchtimes at different times of the year.

Please keep us informed.

Please let the class teacher or Headteacher know of anything which may affect the education of your child. The class teacher and Headteacher will be pleased to discuss with parents any problems and difficulties which their child might experience.

Personal information is always used sensitively and treated in confidence.

Visits and Visitors

We believe visits and visitors enhance the curriculum. Parents are informed whenever educational day trips are organised. Children in year 4 have the

opportunity to take part in a residential trip every year.



Year 4 Residential Trip



Year 2 Live Barn Nativity Visit

Charging and Remission Policy

The school operates a Charging and Remissions Policy which can be viewed on our website.

School Day

Morning

9.00 am	Morning session 1
10.30 am	Morning break KS1
10:45 am	Morning break KS2
10:45 am	Morning session 2 KS1
11.00 am	Morning session 2 KS2
12.00 pm	Lunch

Afternoon

1.15 pm	Afternoon session
3.30 pm	Home time

Arrival at School

Children can arrive at school between 8.50 and 9.00 and we encourage children to come into school independently. The school bell will ring at 9.00 and we ask all parents to leave at this time.

Absence from School

Please make sure that, unless your child is ill, he/she attends school sessions regularly and punctually.

Any child arriving after 9.00 am must be accompanied by a parent/guardian and an entry made in the school's late book. This entry must be signed by the accompanying adult. This book is reviewed by the school's Attendance Officer.

By law, we have to keep detailed attendance records and it is essential that we receive an explanation of all absences.

Please would all parents advise the school by 9.25 am on the day of your child's absence (e.g. sickness, appointments) unless you have already notified us in advance.

It is important to be given advance notification in writing of planned absences, e.g., a stay in hospital, late arrival, a dental appointment etc.

Holidays in term time are very disruptive and will only be authorised in very exceptional circumstances.

In keeping with LA guidelines, following a period of sickness or diarrhoea children should not return to school until 48 hours has passed since the last bout of illness.

It is helpful to be told immediately about contagious diseases such as German Measles. Please let us know of cases of head lice or worms so that other parents can be reminded to check their children.

Acts of Collective Worship

As required by the Education Reform Act 1988, we offer a daily act of collective worship, which is of "broadly Christian character". We try to be flexible to include the needs of every child.

If they wish, parents have the right to withdraw their children after consultation with the Head teacher.

Mid-morning Break

Foundation stage and KS1 children are offered a healthy snack during morning break, provided by the government. KS2 can bring a healthy snack, this may be fresh/dried fruit, carrot sticks etc.

School Meals

Hot meals are provided by St Marys Academy Stotfold. Whilst certain allergies and special diets can be catered for, we would recommend that parents discuss their child's specific requirements with Mrs Phillips in the school office.

All children in reception, year 1 and 2 are entitled to a "universal free school meal",

Dinner money must be paid **in advance** weekly or half-termly. Dinners can be paid on Parent mail or cheques should be made payable to "Stondon Lower School". Details regarding dinner money fees will be forwarded to parents in newsletters. Parents may also choose to provide a packed lunch. All containers must be unbreakable and clearly marked with child's name. At Stondon Lower school we provide all children with a drink, therefore, you do not need to include a drink in your child's packed lunch.



We received our Healthy Schools award in 2009/2015 and ask parents help children make healthy choices when planning packed lunches. (no chocolate or sweets please).

Water Bottles

We encourage children to drink water regularly. Good hydration is linked to good health and brain function. Please provide a named water bottle; these can be filled daily in school. Bottles can be purchased from the school office. This will be sent home usually on a Friday, for thorough cleaning. Please send them back on Monday morning.

Collecting Children

Parents have the option of collecting their children from the front or back door. Parents are requested to wait for their child in the allocated area. Children will be led out by a teacher who will wait until all children have been collected by an authorised adult.

In the event of a child not being collect they will remain in the school foyer under the supervision of a staff member until an adult collects them, the school will endeavour to contact the parent in this event. We urge parents to inform us if they are going

to be late picking their child up. After 3:45pm the child may be placed in the After School Club and this will be chargeable at the After School Club rates.

It is the parent's responsibility to ensure that contingency arrangements are made for collecting children. Parents must inform their child's teacher by writing in their diary if the child is being collected by adults other than themselves or the usual carer. Please ensure the class teacher knows which door you wish your child to be dismissed from.

Whilst the school encourages a sense of independence, especially year 4 children in preparation for middle school, parents wishing for their child to walk home unescorted must inform the school in writing.

Parking

If you are unable to walk to school please park in the Recreation field car park.

Please do not park on Hillside Road or outside the village hall (parking for village hall users only). Parking with undue care causes frustration to our neighbours and can be dangerous to our children. Parents are asked to drive with extreme caution in Hillside Road.

School Closure

Parents are strongly encouraged to join the Local Authority SOS system which will email them as soon as a school is closed.

If it is necessary to close the school in an emergency or at short notice, the procedure will be as follows:

1. The decision will be taken as early as possible by the Head Teacher, based on all the available information. ***The safety of the children and staff will be paramount.***
2. All closures will be put onto the school's learning platform. Please check this daily during inclement weather.
3. Should it be necessary to close the school during the school day, parents will be contacted before children are allowed to leave.



In the event of having to evacuate the building at short notice, the children would be taken to Mount Pleasant golf club whilst contact is made with parents.

Support from the Community

We always welcome any help in school that parents and others in the community can give with cooking, art and crafts, reading and in the library etc.

Health and Safety

Medicines

Parents should endeavour to ensure that, where possible, medicines prescribed by the GP/hospital can be

administered before and after school, thus, making it unnecessary for school staff to administer medicines during the school day.

Should it not be possible to obtain such medication the appropriate "administering of medicines" form, available from the school office, must be completed by the parent. Non-prescription drugs/medication cannot be administered and should not be sent into school. Please complete an 'Asthma card' if your child has an inhaler.

It is parents' responsibility to regularly check medication in school to ensure it is within date and sufficient quantities are held.

Accidents and First Aid

Parents are contacted when children are ill or have other than a minor injury. Parents are also informed if children receive an injury which gives cause for concern. If parents are unobtainable, further medical advice will be sought, if it is felt appropriate. The local authority's recommended procedure for first aid is to simply wash and, if necessary, cover cuts and grazes. *It is vital for parents to keep the school informed of any changes in medical conditions and emergency contact telephone numbers.*

Sun Tan Lotions/Sun Hats

Staff are unable to apply sun tan lotion. There are now several products available which last all day. Where possible, please apply before your child attends school. However,

should you wish your child to apply his/her own lotion, please ensure it is kept in your child's bag and clearly marked with your child's name.

We would strongly recommend that all children wear sun hats during hot weather spells. The playground has little shade protection and can get very hot.

School hats can be purchased from the office. However, you can provide your own hat, providing it is named.

Health/Developmental Checks

Children in Foundation Stage are invited to have a health/developmental check in their first year, or by special request, at other times.

Safeguarding Children

The safety of your child is taken very seriously by all staff and governors at Stondon Lower School.

On rare occasions our concern about your child may mean that we have to consult other agencies. The procedures we follow have been laid down by the local authority.

Children tell us they feel safe in school and know who to speak to if they have a concern.

We teach SEAL (Social and Emotional Aspects of Literacy), and SMILE (Supporting minds in a learning Environment).

Use of Photography and Video Recording

From time to time the school will take photographs and video recordings of the children for school use only.

Parents are asked to complete a consent form.

Home School Agreement

This is written in your child's school diary.

We ask you to read, sign and discuss the home/school agreement with your child and return a copy to school.



"Theatre of Widdershins" School Visit

Newsletters/Letters

Newsletters are written every two weeks and sent out via Parent mail they are also placed on the Learning Platform and web site. If you require a hard copy, please speak to Mrs Phillips.

Complaints Procedure

The school aims to work closely with parents and we hope that parents who have any concerns or anxieties will, in the first instance, raise these with the class teacher.

The governors of the school do have arrangements and a complaints policy for considering complaints formally. For general complaints and matters concerning special needs they have adopted a procedure which follows guidelines recommend by Central Bedfordshire Council.

Moving to Middle School

During the autumn term, parents of year 4 children will be issued with information regarding the transfer to Middle school.

Parents will be invited to visit the schools before deciding on their choice.

In the summer term of the children's last year at Stondon Lower School, visits will be arranged in order for the transition to be as smooth as possible.

We work closely with Robert Bloomfield Academy and Henlow C of E Academy. This includes visits to the middle schools and staff from the middle schools visiting us.

School Uniform

We believe that children in school uniform give the school a positive identity especially in the local community.

Order forms are available from the main office. Please complete and return to the school office.

Please ensure that all items of clothing are clearly marked with your child's name.

Uniform

Grey trousers

Grey skirt or pinafore dress

Plain white polo shirt or red school polo shirt with logo

Red school sweatshirt or red school cardigan

School shoes

In summer children can wear grey shorts or red and white checked dresses.

Sensible sandals with closed toes, can be worn in summer.

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For PE children will need a red Stondon T shirt, black shorts and **trainers.**

In winter they will also need a plain track suit.

All children have the opportunity to go swimming at some time in KS2 and will need a costume and swimming hat.



Equipment

Please provide a book bag and PE bag.

Jewellery and Make Up

Jewellery and make up (including nail varnish) should not be worn in school. Earrings (small studs only) should not be worn on PE days, However, if parents are unable to remove them, they can be taped for PE.

A normal watch may be worn once a child can tell the time but removed for P.E.

Hairstyles should be kept simple. Children with long hair should be encouraged to keep it tied back whilst in school. In PE and D&T lessons this

is a requirement, therefore, children should be provided with a tie-back.

“PETALS” (Parent and Teachers Association)

Stondon Lower School has a thriving PTA (PETALS – **P**arents and **T**eachers **at** Stondon **L**ower **S**chool. Each year, due to PETALS’ fundraising activities, we are able to purchase extra equipment for the school. In addition, PETALS also funds children’s activities such as theatre visits and school discos etc.

Regular activities are held including discos, quiz nights and fayres. This not only provides an excellent opportunity for fundraising but also enables parents and children to meet and chat in a social environment. These events are very well attended and enjoyed by all.

Every parent whose child attends this school is a member of PETALS. However do consider becoming a committee member or offering to actively take part in activities.

School Council

This is a group of children from each year group, nominated and elected by the children across the school.

The children regularly hold meetings with Mrs Harrison to discuss issues relevant to the school. The children take charge of the meeting and raise items on the agenda.

Eco-schools

We have achieved our Silver award in spring 2011 and continue to work towards our ‘Green Flag’. All children have the opportunity to work in the

school garden and care for our chickens. Parents are asked to complete a consent form agreeing to their children helping to care for the chickens.



Look at our chickens!



Our Charity of the Year

Each year the school council vote on a charity that the whole school will support throughout the year.

Early Years Foundation Stage (EYFS)

*% Good level of Development (at least expected in all prime goals and literacy and mathematics)

2016	GLD*	Communication and language	Physical development	Personal, social and emotional	Literacy	Mathematics
LA	68	83	89	86	73	79
Stondon	74	88	91	88	82	85
National 2015	66	80	87	84	70	76

Key Stage 1 Results 2016

	Reading		Writing		Mathematics	
	% at the Expected standard or above	% at Greater depth	% at the Expected standard or above	% at Greater depth	% at the Expected standard or above	% at Greater depth
Stondon 2016	82	19	74	11	78	11
LA 2016	77	30	69	16	77	25
National 2015*	82	32	72	18	82	26

*children achieved level 2B or greater against the old National Curriculum framework

Year 1 Phonics results

2016	% of children working at the required standard
Stondon	90
Local	81
National 2015	77

School structure – September 2016

	Class	Teacher
Foundation Stage	Robins	Miss Halliwell
Year 1	Puffins	Mrs Markus
Year 2	Kestrels	Miss Comerford
Year 3	Toucans	Mrs Dumbleton/Mrs Foxall
Year 4	Hummingbirds	Mrs Martin

- Mrs Foxall is responsible for Special Needs and Disability (SEND) throughout the school.
- Child Protection Officer is Miss Sarah Woodham
- Class organisation is currently single class group per year.

Key Stage Information

Early years Foundation Stage (EYFS)	0 – 5 years old
Key Stage 1	Year 1 and 2 (5 – 7 years)
Key Stage 2	Year 3 – 6 (7 – 11 years)

Children will leave Stondon Lower School at the end of year 4 and attend Middle School.

Teaching Staff:

Miss S Woodham – Headteacher
Mrs S Markus – Senior Teacher
Mrs C Dumpleton - Teacher
Mrs N Foxall- Teacher
Miss Halliwell – Teacher
Miss Comerford - Teacher
Mrs H Martin - Teacher
Miss C McGregor - Early Years Practitioner

Office Staff:

Mrs Mandy Taylor
Mrs Angela Phillips
Mrs Verna Bragg

Teaching Assistants:

Mrs T Riley
Mrs Kim Francis
Mrs J Ryan
Mrs E Harrison
Mrs Clare Clarke
Mrs Dai Parsons
Mrs Sarah-Jane Huggins

Kitchen Assistant:

Ms Amy Riggs
Mrs Claire Clarke

Midday Supervisory Assistants:

Mrs Tracy Riley
Mrs Julie Ryan
Mrs Claire Clarke
Mrs Sarah-Jane Huggins

Caretaker:

Mr R Taylor

Cleaner:

Mrs L Edgecombe

After School Club/BC

Miss C McGregor
Mrs D Parsons

Governors:

Mrs Deborah Hathway	Chair of Governors
Mr Lee Fitzpatrick	Vice Chair
Miss Sarah Woodham	Ex-officio Governor
Mrs Kate Hebblethwaite	Parent Governor
Mr Simon Greenhalgh	Co-opted Governor
Mr Chris Body	Co-opted Governor
Mrs Chemene Game	Co-opted Governor
Mrs Debra Ellison	Co-opted Governor
Mrs Helen Martin	Staff Governor
Mrs Angela Phillips	Co-opted Governor
Vacant	LA Governor
Mrs Di Thomas	Associate Member
Mrs Tracey Gray	Associate Member
Mrs Jacqueline Gibson	Clerk to Governors