



All Saints'

CEVC Primary School, Lawshall



2016-2017 Prospectus



National Support School
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Welcome to All Saints' School



At All Saints we are proud to offer outstanding teaching and learning in a safe, caring and nurturing environment.

We are a friendly and welcoming school that values children as individuals, each one with their own hopes, aspirations and ideas. We embrace and develop each child's talents so that they have the opportunity to reach their full potential, not just whilst they are with us, but throughout their lives.

When your child joins us, we hope that it will be the start of a positive and successful journey, not just educationally but spiritually, emotionally and socially. In order to help achieve this, we are committed to providing a school community based on the principles of self-respect, respect for others and mutual cooperation.

We aim to inspire our pupils and want them to relish learning in all its forms. To do this we offer a wide and varied range of extracurricular activities in areas such as school clubs, inter school challenges and school trips.

We positively encourage parents to get involved in all areas of their child's education and we believe this promotes a close and collaborative relationship between home and school which is beneficial to the entire school community. We welcome parent volunteers and have an active and vibrant Parent Group.

We work with an open door attitude where you can share and express any thoughts, views or concerns you may have about the school or your child.

We hope that this prospectus provides you with all the information you need. Please do not hesitate to contact us if you would like to visit the school — you will be very welcome.

Clare Lamb, Headteacher

Information about our school

Status: Church of England Voluntary Controlled (CEVC) primary school

Character: Mixed gender school

Age range: 4 – 11 years

Class organisation: One class per year group

Current number of pupils: 165

Staff

Headteacher	Mrs Clare Lamb
Senior teacher	Mrs Suzanne Kemp

Teaching and Classroom Support Staff

Class	Teacher	Supported by
Acorn (Reception)	Mrs Hannah Marsden	Mrs Jayne Schofield (HLTA)
Oak (Year 1)	Miss Margaret Kidd	Mrs Claire Gibbs (TA)
Ash (Year 2)	Miss Ellie Duffety	Mrs Jane Hickford (HLTA)
Lime (Year 3)	Mrs Kate Bolton Mrs Kellie Goodchild	Mrs Tracy Palmer (TA) Miss Jo Neeve (TA)
Horse Chestnut (Year 4)	Mr John-William Hepper	Mrs Jennifer Strawson (TA)
Willow (Year 5)	Mrs Jo Millyard	Mrs Lorraine Plummer (TA)
Elder (Year 6)	Mrs Suzanne Kemp	Mrs Nicola Bigg (HLTA)

HLTA: Higher Level Teaching Assistant; TA: Teaching Assistant

Learning support staff	Mrs Evie Pringle
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Office Staff	Mrs Claire Wilson Miss Karen Butler
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Woodpeckers after school club	Mrs Katie Clark Mrs Evie Pringle
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School cook	Mrs Alison Copping
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Kitchen assistants	Mrs Sally Le Maire Ms Tracey Pike Mrs Sharon Seggie
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Lunch time supervisors	Mrs Evie Pringle Mrs Tracy Palmer Mrs Lorraine Plummer Mrs Jennifer Strawson Mrs Claire Gibbs Miss Jo Neeve
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The Governing Body

The governing body are responsible for:

- Ensuring clarity of vision, ethos and strategic direction of the school
- Holding the headteacher to account for the educational performance of the school and its pupils and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

The headteacher is responsible for the day to day management and internal organisation of the school itself.

The governing body meets at least twice each term and committees and working groups meet as often as required. Details about the governing body's constitution and the roles of individual governors can be found on the school website: www.allsaintsprimary.org

Contact the governors directly at governors@allsaintsprimary.org

Chair	Mr Richard Harding (co-opted governor)
Vice chair	Mr Stephen Lerner (community governor)
Headteacher	Mrs Clare Lamb
Staff governor	Mrs Suzanne Kemp
Parent governors	Mr Aidan Dunn Mr Stephen Haynes Mrs Imogen Senior Mrs Kerry Wigg
Co-opted governors	Mrs Anne East Mrs Annalie King Mr Paul Mackie Mrs Lorraine Plummer
Local authority governor	Ms Janet Blair
Foundation governors	Mr Colin Walters

Our School Vision

Our vision is that all children leave All Saints as confident, resilient, resourceful individuals with a lifelong love of learning and a curiosity about the world around them.

We are a church school that prides itself on teaching strong, sound values that will help each child throughout their educational journey and beyond. We have a close bond with All Saints' Church and the ethos of a caring and Christian community is very important to us.

We want to inspire our children and to provide them with the opportunities that will allow them to develop, stay motivated and feel empowered. We teach our children to have respect for themselves and for others, to be kind, compassionate and to be curious about the world around them.

Our school is a place of learning and an environment where:

- All members of the school community work together to enable everybody to be the best they can be
- Each child is valued as an individual with unique personalities and talents to be developed and celebrated
- We constantly look to bring new experiences, fresh ideas and knowledge of different cultures in everything that we do
- Every child is safe and nurtured and where everyone is kind and respectful
- Children feel that they can take risks and learn from their mistakes in a supportive environment
- Our enriched and diverse curriculum is rooted in a love of the natural environment and an understanding of the wider world
- Our outstanding staff have exceptionally high expectations of all pupils and actively work with them to ensure success for every child

Growth Mindsets and Our Learning Behaviours

At All Saints we encourage a growth mindset, which is the belief that all abilities can be developed through dedication and hard work. A growth mindset teaches us to:

- Embrace challenges
- Persist in the face of setback
- See effort as the path to mastery
- Learn from criticism
- Find lessons and inspiration in the success of others

To help nurture a growth mindset we have a set of learning behaviours which are at the core of everything we do. Our behaviours are shown in the hexagon below with a set of statements in summary.



Pastoral Care

We value and recognise the responsibility that is placed on us in relation to the care and education of your child. At All Saints we appreciate that our pupils are individuals and we take time and care to really understand the unique talents and personalities of each and every one.

We believe in creating an environment where children can learn in safety, with enjoyment and feel empowered in their daily lives. We promote the values of mutual respect, self-control and self-discipline which are at the heart of our school community.

All our staff are trained professionals who are passionate and enthusiastic about inspiring our pupils to learn. Staff are equipped to deal with sensitive matters with empathy, kindness and consideration for all parties.

We want parents to be part of the school community and actively seek your views and thoughts about all aspects of school life. Our doors are always open and we welcome your feedback.

The Bury Schools Partnership

All Saints is part of the Bury Schools Partnership (www.buryschoolspartnership.org) which is made up of 17 schools in the Bury St Edmunds area.

The partnership works collaboratively, meaning we can draw upon the experience and resources of other schools in the area. It also means that our pupils enjoy a smooth transition between primary and secondary school as we continually build and nurture links with the schools involved.

Being part of a large partnership means we also enjoy some friendly competition with regular tournaments and inter school challenges in all areas of the curriculum and beyond.

Admissions

Suffolk County Council is responsible for admissions to All Saints.

Details can be found at www.suffolkcountycouncil.gov.uk

School Visits for Prospective Parents

We actively encourage parents of prospective pupils to visit the school. Visits usually take place during school hours so that parents and pupils can experience first-hand some activities and lessons that take place on a typical school day.

Parents will be accompanied by the headteacher which offers an opportunity to ask any questions that arise from the visit. Prospective pupils may be accompanied by a Circle Time Mentor providing valuable insight from a child already at All Saints.

Visits for Reception Class Pupils (Acorn Class)

All parents whose children will be joining us in Acorn Class will be invited to attend an induction meeting the term before their child starts school. The induction meeting is an opportunity for parents to understand what their child will be doing on a day to day basis along with key information about how you can support your child with their transition to school.

The headteacher carries out home visits to all parents and children in the Summer Term before they start school. This is a good opportunity for the school to find out more about your child as well as a chance for you to share any concerns or ask any questions.

All children starting in Acorn Class will be invited to at least one taster day where they can familiarise themselves with the school, our staff and their new surroundings.

School Uniform

We encourage all our pupils to wear our school uniform every day and we very much appreciate parents help and understanding with this. We strongly believe that wearing school uniform inspires our children to take pride in themselves, each other and our school.

PE t-shirts, jumpers and fleeces with our school emblem are available to buy from the school office. However, as long as the school colours are worn, purchase of clothing with our school emblem is not compulsory. Please ensure all clothing is named.

Girls

Grey or navy blue skirt, trousers or culottes
White or pale blue shirt or polo shirt
Blue cardigan, jumper or fleece
Summer dresses in blue and white gingham
Suitable coat and footwear

Boys

Grey or navy trousers or shorts
White or pale blue shirt or polo shirt
Blue jumper or fleece
Suitable coat and footwear

PE Kit

Navy blue t-shirt
Navy blue shorts
Plimsolls
Years 3,4,5,6 also need jogging bottoms, a warm sweatshirt and trainers

Jewellery

Wearing jewellery is discouraged as we cannot be responsible for any breakages or loss
Discreet stud earrings may be worn in pierced ears but ensure they are removed on PE days and for swimming lessons

The School Day

Use of Mobile Phones and Electronic Games in School

Children are not permitted to use mobile phones or electronic games in school.

Lost Property

Lost property is kept in a designated area in the school, anyone who finds any should hand it in to the school office. Parents are welcome to look through lost property at the end of the school day.

We do ask that all items of clothing and any belongings are clearly marked with your child's name to minimise the build-up of lost property.

Please note that we cannot take any responsibility for items that are lost or damaged while on school premises or in transit between home and school.

Timetable

School entrances open at 8.45 am and registration is at 8.55 am. Please ensure children are settled and ready to start the school day on time.

Anyone arriving after 8.55 am will need to use the main entrance.

Session	Acorn Class, Oak Class, Ash Class	Lime Class, Horse Chestnut Class, Willow, Elder Class
School starts	8.55 am	8.55 am
First session	9 am	9 am
Morning playtime	10.15 am	10.30 am
Second session	10.30 am	10.45 am
Lunchtime	12 pm	12.20 pm
Afternoon session	1.05 pm	1.20 pm
Afternoon playtime	2.05 – 2.20 pm	-
Assembly	2.55 pm	2.55 pm
School ends	3.15 pm	3.20 pm

School Entrances

Children in Ash, Lime and Horse Chestnut Classes should enter the school at 8.45 am by the door next to the hall. Children in Acorn Class can walk across the playground and use the side door of Acorn classroom. Children in Oak Class will be in the Buttercup building and enter the door at the front of the building by the ramp. Children in Willow and Elder Class should enter the school by the middle door of the new building.

Playtime and Snack Provision

Children in Acorn, Oak and Ash Classes (Reception Class and Years 1 and 2) receive a free piece of fruit at morning break.

Playtime is in the main playground and is supervised by teaching and non-teaching staff. Acorn Class also has access to a smaller playground if they wish. All our pupils have access to play equipment.

At lunchtime pupils are overseen by our team of midday supervisors in both the dining area and playground. The headteacher and senior teacher are also available at lunchtime if required.

Acorn and Oak Classes have an afternoon playtime in addition to morning break. This is supervised by their class teacher.

Lunchtime

We are very proud to be a flagship 'silver status' school for the Food for Life Partnership, this means that we use locally sourced meat, organic and fair trade foods. Our meals are provided by Suffolk County Council's catering service (Vertas) and children sit in the main hall at lunchtime under supervision.

Children have a choice of:

- Hot school dinner
- Packed lunch provided by the school
- Packed lunch from home

At the start of every term we send out a set of menus for each week to allow parents and pupils to see what options there are.

All children in Acorn Class (Reception), Oak Class (Year 1) and Ash Class (Year 2) are eligible for free school lunches under the government's universal free school meal initiative.

Children in Lime, Horse Chestnut, Willow and Elder Classes (Years 3, 4, 5, 6) will need to choose their lunch options weekly and bring in a completed menu form and the correct money. School lunches are currently £2.30.

If you receive certain benefits your child may qualify for free school meals regardless of their age. You can find out more from the school office or visit: www.gov.uk/apply-free-school-meals

Transport to and from School

Suffolk County Council arranges free bus transport to and from school for children of compulsory school age if they meet at least one of the criteria below:

- Children are aged under eight and live at least two miles away from their nearest suitable school or are aged between eight and sixteen and live more than three miles away from their nearest suitable school. Ages are as of 1st September and distances are based on the shortest walking route that a child can take.
- If your child does not meet the above distances but you feel it is unsafe for them to walk to school, then you can appeal.
- If you are on a low income and receive the full amount of working tax credit, or if your child receives free school meals then they may be eligible for free home to school travel. Qualification is dependent on further assessment by Suffolk County Council's Passenger Transport Team.
- If your child has a Statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHC) that specifies the need for home to school transport, then it will be provided. Otherwise, eligibility is assessed against Suffolk County Council's standard criteria. If children don't have a SEN or EHC but have special educational needs or mobility difficulties (temporary or permanent) then entitlement can be assessed on a case by case basis.
- If you or your child have exceptional circumstances that requires help with travel to school, then you can ask for your case to be considered by an appeal panel.

If your child isn't eligible for free home to school transport, you may be able to buy a seat on the school bus under the Spare Seat Scheme – subject to availability. For more information about free school transport, please visit: www.suffolkonboard.com/home-to-school-transport/free-home-to-school-transport/ or call the Passenger Transport Team on 0345 606 6173.

All details and passes for eligible children are distributed by Suffolk County Council. All our pupils who use the bus service are seen onto and off the bus by a staff member who will ensure that they are safely in their seats. We will ask parents of children using the bus service which days they will using it and you must let us know in advance if your child will not be catching the bus as usual.

Our School Travel Plan

Our pupils' welfare is paramount to us and we strive to find ways of improving safety on their journey to and from school. To do this, we undertake regular surveys that allow us to monitor and assess how our pupils travel to school and try to find ways of promoting environmentally sustainable travel such as whole school walks, cycle training and car sharing.

The Curriculum

The curriculum is everything we do that allows our pupils to develop their educational, personal and social needs. Educationally, this means the teaching of core subjects such as English and maths but at All Saints we believe that a rounded curriculum should also teach the skills and provide an understanding of the world that will allow children to flourish throughout their lives.

We plan our curriculum carefully to enable our pupils to understand how different subjects interact. By understanding how subjects relate to each other our pupils learn to apply their knowledge in practical and everyday contexts.

Our curriculum plans and a complete parents' guide are available to view on our school website:

www.allsaintsprimary.org/parents/curriculum-information We offer outstanding teaching in the following subjects:

English

We believe in the fundamental importance of good spoken and written English, and we use a variety of methods to develop effective use of English, such as through phonics teaching, whole class shared reading and the appreciation of literature.

We encourage our pupils to listen attentively and speak fluently in all subject areas. We also have a well-stocked library that all children have access to and from this we hope to inspire and nurture a lifelong love of reading.

Through the exploration of creative writing and literature we encourage our pupils to express themselves verbally and in writing with intelligence, imagination and passion.

Maths

A sound understanding of maths helps us make sense of the world, it allows us to calculate, to reason and to solve problems. We develop our pupils' maths skills through practical exercises and problem solving activities both independently and in groups.

We help our pupils understand the relevance and importance of good maths skills by applying their knowledge in everyday contexts and applications. In our early years teaching we place an emphasis on mental strategies which in turn provides a sound foundation on which to develop good, lifelong maths skills and knowledge.

Science

We embrace our pupils' curiosity about themselves and the way the world around us works. We harness this curiosity and enthusiasm and develop their scientific reasoning and ideas through practical investigations and written work.

History

Through class work, school trips and guest visitors we aim to develop our pupils' appreciation of our culture and heritage. We place an importance on understanding key and significant events in British history and explore how these and how individuals of historic importance have shaped our nation and values.

Geography

We aim to develop our pupils' understanding of the wider world around them and how communities impact and influence each other. We also take pride in teaching our pupils the importance of environmental sustainability and how we can take practical steps that will help not just our local environment but help on a global scale.

We have a Global Kinship Programme where we have links to Papua New Guinea. Through this, we can show and teach our children about life in other countries and how to embrace and appreciate cultural similarities and differences.

Art

We aim to engage our pupils with art and all the opportunities for self and group expression that this opens. Children at All Saints learn to work in both 2D and 3D formats as well as work with a wide range of materials and techniques such as drawing, painting, collage, textile and construction.

We also provide opportunities to explore art through school visits to galleries as well as by working with artists.

PE (Physical Education)

All our pupils are given various opportunities to take up and embrace sport and healthy attitudes to exercise. We have access to a broad range of activities such as hockey, football, rugby, dance and gymnastics. We also take part in inter school competitions where we can encourage and develop team and school spirit as well as taking pride in individual achievements.

There are a variety of before and after school clubs that provide additional sporting activity for those who wish to participate.

Design and Technology

Pupils are given the chance to use their design and making skills using a range of materials and techniques – helping them to understand and appreciate the principles of good design and the importance of creative invention. As with all our subjects we apply the knowledge learnt to everyday situations.

Music

We provide regular opportunities for all our pupils to engage and express themselves through music. We are lucky enough to have a trained vocal coach to lead the choir and from Year 4 onwards children have an opportunity to learn a musical instrument.

Information and Communication Technology (ICT)

We integrate the use of computers and tablets in lessons where appropriate and children are encouraged to develop their keyboard skills and choose suitable software to help them with set tasks.

The school has access to the internet and parents will be asked to complete and sign a permission form before it is used.

PSHE (Personal, Social and Health Education) and Citizenship

Through the structured teaching of PSHE we explore the idea of personal development and how we can do this healthily and sustainably.

We endeavour to support our pupils so that they feel fulfilled and empowered in their daily activities and we look to lay the foundations that will help them continue to feel valued throughout their lives.

We explore five key areas within PSHE: health, relationships, citizenship, careers education and sustainable development

RE (Religious Education) and Collective Worship

As a church school we pride ourselves in adhering to the religious principles of tolerance, respect and community spirit. During our RE lessons we explore and discuss many religions such as Buddhism, Christianity, Hinduism, Islam and Judaism and the individuals and festivals that are important to each one.

We hold assemblies every afternoon which are our opportunity for collective worship. We encourage pupil participation either through our 'Silver Assembly' where children show their achievements in lessons or through the reading of our daily prayer.

Our school is also involved in community worship where we hold events in partnership with All Saints' Church such as with harvest, Advent, Christingle and Christmas services.

Parents have the right to withdraw their children from religious education, collective and community worship.

Sex Education

We have a specific, age appropriate programme for sex education which is taught to children from Year 3 onwards. Our programme places an emphasis on the importance of family life, having self-respect and respect for others.

Our policy and all our teaching material related to sex education is available for parents to view. Parents may withdraw their children from sex education on the grounds of personal belief.

Forest Schooling – Outdoor Education

We are committed to providing outdoor education to all our pupils and run forest school sessions throughout the year. The programme gives children an opportunity to appreciate and explore their surroundings as well as giving them valuable practical skills.

We believe that forest schooling allows children to develop their independence and self-esteem in a context outside of the classroom as well as encouraging collaborative working.

How We Evaluate, Assess and Record Progress

We believe in celebrating all our pupils' successes and through the use of standardised assessments and formative and summative teacher assessments we evaluate and track the progress of each child in relation to the National Curriculum.

Pupils are assessed at regular intervals and pupil progress meetings are held between all teachers each half term in order to monitor the progress of every child within our school. Through the assessment and evaluation process we can:

- Set individual and group targets
- Identify any strengths or areas of weakness
- Plan the next stage of pupils' learning

We also encourage the children to self-assess their work and the work of their peers which enables them to appreciate the efforts of others and to set future goals for themselves. We always aim to inspire our pupils so that they continually strive to be the best that they can be.

Assessment and Progress in Foundation Stage (Reception Class)

Every child in Reception Class has a 'Learning Journey' which is used to record progress observed through play and structured activities. Teachers will use Learning Journeys to build up a profile of each child during their time in reception. We actively encourage parents to contribute to their child's Learning Journey.

Special Educational Needs or Disability (SEND)

We recognise and appreciate that some children will need some extra help in the classroom that may also extend outside of the school environment.

We whole heartedly participate in the Achievement for All initiative (www.afaeducation.org) which places emphasis on educational achievement for all children, regardless of their background, any needs they have or challenges they face.

For children with additional needs, a Pupil Passport is introduced which includes goals tailored to the child's needs. Pupil Passports are assessed each week by the relevant class teacher who will also use it to make any observations or comments. Goals are reassessed every six weeks to ensure that your child's progress is maintained and developed.

Records, SEND paperwork and Pupil Passports are shared with parents on a regular basis to ensure continual cooperation and involvement. Our Special Educational Needs Policy is available on our school website:

www.allsaintsprimary.org/policies-reports

Homework

Every class is set appropriate homework – such as reading and spelling and we appreciate parents' help in supporting children to do their homework each night.

At the start of each term, we give out a set of goals in reading, writing, maths and handwriting that we hope pupils will be encouraged to do and meet. These goals will be discussed at parents' evening and will form part of each child's school report at the end of the school year.

We would always promote the application of lessons in everyday contexts such as through adding, subtracting and the use of times tables.

Extracurricular Activities

We run a variety of before school and after school clubs and we hope that children will take advantage of the activities on offer such as:

- Art club
- Boxercise
- Glee club
- Guitar club
- Gymnastics club
- Multi sports
- Zumba club

A complete and up to date list of clubs is available from the school office or the website, our clubs do vary according to the time of year so we're sure there'll be something for everyone.

We also run Woodpeckers Club – which is a daily after school club open to all children and runs until 6 pm.

All the activities run on school premises are managed in accordance with safeguarding requirements and all staff are appropriately DBS (Disclosure and Barring Service) checked.

There is some funding available for children who receive Free School Meals to participate in extracurricular activities.

Costs for Extracurricular Activities

We do reserve the right to charge for the following types of activity:

- Residential visits in term time to cover board, lodging and activities
- Day trips in term time
- Day trips in school holidays
- Extracurricular activities provided by an external provider
- Music tuition

School Trips

We aim to provide as many opportunities as possible for our pupils to enjoy learning and cultural stimulation outside of the school. We have regular class and school trips to the following:

- Annual school trip to the pantomime
- Shimpling Park Farm www.shimplingpark.com
- Golden Wood, Lawshall, part of the Woodland Trust www.woodlandtrust.org.uk

Our Year 5 and Year 6 classes are lucky enough to have the opportunity to go on residential stays for one and two nights respectively.

Circle Time Mentors

At All Saints we have developed the roles of 'Circle Time Mentors' for our Year Six pupils.

Each class will be allocated Circle Time Mentors who will hold meetings every fortnight to discuss issues affecting the school and it is an opportunity for pupils to voice their thoughts, concerns and ideas and gives all children an opportunity to feel empowered.

This initiative aims to establish a culture of trust where it is safe to explore ideas and share opinions, to enable all voices within the school community to be heard, to develop citizenship skills and to build leadership opportunities for our Year Six pupils.

Peer mentors share outcomes from sessions with the Senior Leadership team and Governors and work collaboratively to create action plans to address points raised at their meetings.

Parental Support

We always welcome help from parents or friends – it is of great help and value to the school and to the children.

There are many ways to help in school – with the children and also in the school office, we appreciate any help you can offer with tasks such as:

- Reading with children in class
- Helping with art
- Mounting work
- Supporting children in small groups
- Office work such as filing and photocopying

The Parent Group

We have a vibrant and active Parent Group and all parents and guardians of children who join the school are automatically part of it. The group is run by a committee who take the lead on organising events and activities that raise money as well as bringing the school and wider community together.

All the money raised by the Parent Group goes back to the school and helps fund some activities, classroom resources, school trips and also goes towards larger, more long term projects.

Parents' Evening

We hold parents' evenings three times a year and shortly before each one we have an 'Open Books' session where parents can come into school and their children share the work they have been doing that term.

The meetings are an opportunity for teachers and parents to confidentially discuss the progress of, and goals for their child. Parents will receive goals for their child in the key areas of:

- Speaking and listening
- Reading
- Handwriting
- Maths
- Personal and social behaviour

In January parents receive an effort and attitudes report, which details how well pupils are engaging with their learning and as a result, making progress.

At the end of the Summer Term, we send out a comprehensive 'Annual Report' to parents which charts the progress and attainment achieved by pupils in the subjects covered by the National Curriculum. The report also contains information about end of year tests and teaching assessment scores.

Communication with Parents

We strongly believe in good communication between home and school and we provide regular written updates through our 'Parentmail' which may be sent home in paper format or by email.

Pupils will be sent home with a termly newsletter that will inform parents of activities taking place that term and the various topics to be covered.

Parents' Forum

Once a term we hold a parents' forum which is an opportunity for parents to raise any concerns or ask any questions about the school. In these sessions, the headteacher and governors also update parents on any strategic issues concerning the school.

School Policies

Attendance

Attending school is vital to your child's progress and achievement and we expect all pupils to be in school. Our policy on attendance is available on the website www.allsaintsprimary.org/policies-reports

Authorised absences may be permitted in circumstances such as:

- For medical or dental appointments or treatment
- Illness
- Religious festivals
- Family bereavement

You can make a request for an authorised absence by completing the form which can be downloaded and printed off from the school website – it is at the bottom of the Attendance Policy document available from the link shown above.

Absence Protocol

If your child will be absent and the absence has not been authorised, you will need to contact the school by 9.30am. If the school has not received any notification about why your child is absent, then they will attempt to contact you. Persistent absence may be forwarded to and investigated by the Educational Welfare Service.

Holidays During Term Time

Holidays are not permitted during term time unless there are exceptional circumstances, in which case up to four days' leave is allowed during term time.

Categories of exceptional circumstances can be found in the Attendance Policy, where a holiday request form can also be found. The request will need to be sent to school in good time.

Any holiday requests during term time that are due to work restrictions (such as if parents or guardians are serving in the armed forces) will need to be accompanied by a letter from your employer stating that this is the case.

Illness

If your child is ill before coming to school, please keep them at home as we are not able to administer medication unless it is for an ongoing medical condition.

If your child becomes ill during the school day, we will contact you. If it is an emergency and we are not able to contact you, we will act based on advice from the County Medical Officer.

Pupils with Disabilities

All Saints school operates an Equal Opportunities policy. As such we endeavour to give all children, regardless of ability, an opportunity to be a part of our caring and nurturing community. There are no restrictions imposed by the school regarding our admissions criteria and we have full disabled access throughout the school.

Parents or guardians of children with a disability who would like to visit the school, or discuss any concerns, should contact the headteacher.

Child Protection

The welfare and the protection of all the pupils in our school is of paramount importance. All our staff are trained to keep children safe from harm and have undertaken structured and formal child protection training.

All Saints has a Safeguarding Policy that outlines our duty of care, it is reviewed annually and is available to read on our school website: www.allsaintsprimary.org/parents/safeguarding

If there are any serious concerns about the health, welfare or safety of a child, then the child protection coordinator will make the necessary referrals to Social Services or the police.

Our Results

We are proud to be an Ofsted 'outstanding' school and we're happy to share the brilliant achievements by our pupils. The data shown in the tables below are for 2015.

National Test Data – End of Key Stage 1 Teacher Assessments 2015				
Subject	Achievement of level 2* or above		Achievement of level 3 or above	
	All Saints' Results	National results	All Saints' Results	National results
Reading	96	90	50	32
Writing	96	88	25	18
Maths	100	93	38	26

*Level 2 is achieved by a typical seven-year-old

Concerns and Complaints

We always hope that our pupils and parents enjoy their years at All Saints and we very much believe in the importance of mutual cooperation between home and school. Should you, however have any concerns please don't hesitate to speak to us and we will endeavour to find a resolution agreeable to all parties.

If you have a complaint, there are two types of procedure – informal and formal:

- Informal – please make your complaint known to your child's teacher who will attempt to resolve the problem quickly and suitably. If your class teacher cannot find a resolution, then the matter may be referred to the headteacher. If the matter still cannot be resolved, then it will be taken to a panel of school governors.
- Formal – if all avenues with the school have failed, then the complaint will be referred to and investigated by the local authority – Suffolk County Council.

Availability of Information

All our policies, Ofsted reports and governing body minutes are available to view on the website, or you can request them from the school office.

School Development Plan (SDP)

We produce a School Development Plan every year which highlights the ways that the school intends to improve its procedures, practices and resources over the course of the year and beyond.

The SDP is available to view on the school website www.allsaintsprimary.org/policies-reports

Feedback and Comments

We are very proud of our pupils, our staff and our whole school community, below are some statements and quotes that parents and officials have been kind enough to make:

"My child feels safe and confident."

Taken from the parent survey 2016

"The children are very happy and you always hear laughter when in the school."

Taken from the parent survey 2016

"...I feel incredibly blessed that my son has such a safe wonderful environment to learn, explore and develop within. Being a part of such a special school feels like winning the lottery!"

Taken from the parent survey 2016

"The school has an extremely caring ethos and there is an atmosphere of mutual respect between pupils and teachers. It is evident that all the teaching staff work very hard to make the school a great success."

Taken from the parent survey 2016

"All Saints is a very child centred school and I feel staff know my children very well and appreciate their individual strengths."

Taken from the parent survey 2016

"My children both love going to school - that speaks volumes. They enjoy learning and I enjoy hearing the animated recap of their various achievements. This is essentially down to the teaching staff and Mrs Lamb."

Taken from the parent survey 2016

"The teaching staff are all committed to helping pupils to be independent learners...pupils learn through enquiry and investigation and thoroughly enjoy their learning."

J. Dawson, Ofsted



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Disclaimer

The information in this prospectus relates to the school year shown on the front cover and is correct at the time of publication.

It should not be assumed that there will be no change affecting the relevant arrangements or some matter particularised either before the start of, during the school year or in relation to subsequent school years.