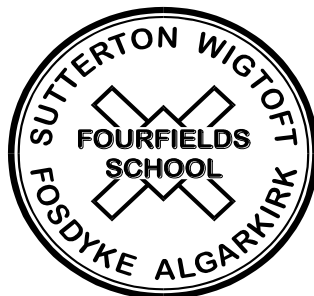


*Sutterton Fourfields
Church of England Primary School*



Part of



School Prospectus

Dear Parents/Carers,

Welcome to our school. I hope this information will help to explain how the school operates. We aim to build a positive and fruitful relationship between us and yourselves as we work in partnership in educating your child.

Everyone in school is committed to doing their best for each and every child. To do this we try to ensure that our school is colourful, exciting and welcoming to all who enter it. We want all children and adults to feel secure and confident enough to experiment and take risks, whilst always striving for excellence. We know that each of our children comes to school with different experiences, knowledge and skills and that each has different learning needs and preferred ways of learning. We therefore aim to match our provision to the needs of each child.

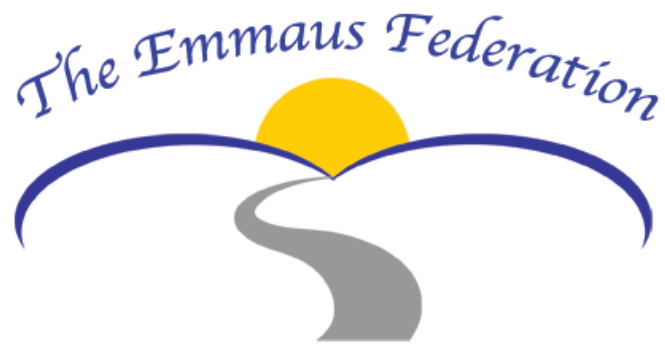
We seek to not only provide an environment which promotes achievement in learning but also one of warmth, security and care, valuing each member of the school community and working to encourage the realisation of each individual's potential. We celebrate all achievement whether big or small and challenge our children (and ourselves) to improve even more. We encourage a thirst for life-long learning and a pride in each other's skills and attributes.

We take seriously our responsibility to develop not only children's academic knowledge, skills and understanding but also their spiritual, moral, social and cultural attitudes. We provide over an academic year and in our daily acts of collective worship, opportunities to explore these four key elements of a rounded education and encourage an interest in local, national and global life-styles and issues.

If having read the following information you have any further questions or would like an appointment to visit, please do not hesitate to contact us.

Yours faithfully,

Mrs Claire Collett
Executive Head Teacher
Emmaus Federation



The Emmaus Philosophy

All in our team are committed to the Emmaus Philosophy.

As in the gospel story of two travellers who meet and are transformed and enriched by sharing part of their journey with a guide, we view our work with children to be a similar brief opportunity to make a life long difference to their future lives.

For part of the children's life journey we will have the privilege to walk with them.

During these years, we commit to ensuring that your child is enriched, challenged, supported, comforted and developed, to be the best that they can be in all that they do.

Our Founding Values

Emmaus is a Church of England founded organisation. As a result our work reflects the values embodied in Jesus Christ.

Respect

Compassion

Inclusion

Forgiveness

Love

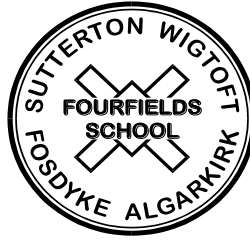
Mission Statement

All children are individual gifts from God, to be cherished, protected and nurtured. Our mission is to support and challenge them to be the best that they can be in a safe and caring learning environment where respect, responsibility, individuality and co-operation are valued.

Aims:

- We believe in that children lie at the very heart of everything that we do. They are individual and priceless gifts from God, each with their own talents to be shared and developed, regardless of gender, race, background, faith or ability
- We believe that children learn best when they are having fun, feeling happy, safe and secure within a warm welcoming and respectful environment.
- We believe that children should be encouraged, supported, challenged and developed to realise their full potential in all aspects of their life.
- We recognise that their childhood is fleeting, and as such every moment should be celebrated and every achievement shared.
- We believe that our children should grow up in an environment where they can encounter the widest possible range of high quality, inspirational learning opportunities.
- We value and encourage the links made between the school, the family at home and all in our village communities.
- We aim for all children to become independent thinkers, lifelong learners and positive participants in the school and wider community.
- We aim to develop positive attitudes towards personal health through physical and mental well being.
- We aim for children to recognise and value cultural and faith diversity within the local and global community. Developing life long attributes of acceptance, respect and understanding.

Contact Detail



Sutterton Fourfields Church of England Primary School
Park Avenue,
Sutterton,
Boston,
Lincs,
PE20 2JN
Tel: 01205 460547
Email: enquiries@fourfields.lincs.sch.uk
Website: www.emmausfederation.co.uk

Other Schools in the Federation



Swineshead St. Mary's Church of England Primary School
Abbey Road
Swineshead
Boston
Lincolnshire
PE20 3EN
Tel: 01205 820356
Email: enquiries@swineshead.lincs.sch.uk
Website: www.emmausfederation.co.uk

The Teaching Team

Mrs Claire Collett	Executive Headteacher
Mrs Abigail Gray	Head of School/SENCo
Mrs Nieves Counsell	Year 6 Teacher
Mrs Judith Field	Year 6 Teacher
Mr Paul Gilbert	Year 4/5 Teacher
Miss Sadie Lambe	Trainee Year 4/5 Teacher
Miss Gemma Ablard	Year 3/4 Teacher
Miss Chloe Grooby	Year 2 Teacher
Miss Alex Armstrong	Year 1 Teacher
Mrs Laura Done	Reception Teacher
Mrs Kerry Archer	Cover Teacher

The Learning Support Team

Mrs Sue Osborne	Learning Support and HLTA
Mrs Tracey Bills	Learning Support and HLTA
Mrs Denise Fountain	Early Years Learning Support
Mrs Kathryn Wilson	Learning Support
Mr Karl Shaw	Learning Support
Mrs Avril Anderson	Learning Support
Mrs Helen Chitty	1:1 Learning Support
Mrs Philippa Parnell	1:1 Learning Support
Mrs Rebecca Stanhope	1:1 Learning Support
Mr Callum McNulty	Sports Apprentice
Mrs Emma Woods	Emmaus Business Manager
Mrs Jackie Trolley	Administrator
Mrs Jane Crawford	Administrator
Mrs Emma Webster	Lunchtime Supervisor
Miss Vikki Dean	Lunchtime Assistant
Mrs Siobhan Burns	Lunchtime Assistant
Mrs Claire Gosling	Lunchtime Assistant

Mr Ian Lyon	Site Manager
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School Governors

Mrs R. Blowers	Chair of Governors and Finance Chairperson
Mrs C. Collett	Ex-Officio Governor
Rev. C. Robertson	Standards Governor
Mrs M. Wright	Governor and Standards Chairperson
Mrs A. Despitch	Standards Governor
Mrs J. Ellis	Finance Governor
Mrs C. Vines	Standards Governor and Safeguarding Governor
Mrs E. Woods	Associate Governor

Parents Teachers and Friends Association (PTFA)

Chairperson

Mrs Samantha Greenslade



Intake Policy

In accordance with the Lincolnshire County Council Guidelines, the governors have decided to adopt an annual intake policy, i.e. "Children who have their fifth birthday between 1st September and 31st August will be admitted in the September before they are five."

Admissions Policy

The governors will accept children up to the school's standard number of 20. No Key Stage 1 class can exceed 30 in total. During 2017 – 2018, the school has what is known as a 'bulge year' for the reception class. We are able to take 30 reception age children for this year only.

In the event of the school having more parents asking for places than there are places available, the governors will follow the admission criteria set out below:

Admission Criteria

- a) The school is the one preferred by the parents
- b) The child is in the care of the local authority.
- c) There is a brother or sister at the school who will be still be attending when the child is due to start.
- d) Faith affiliation – priority will be given to :
 - i. Regular* worshippers at the local Parish Churches of Swineshead St Mary's
 - ii. Regular* worshippers at another Christian Church
 - iii. Regular* worshippers at a place of worship of any other of the four main world faiths (Hinduism, Sikhism, Islam or Judaism)

Notes:

** Regular will be defined as at least once a month. This will be verified by a letter from an officiating minister at the place of worship*

- e) The school is the nearest one to the home address.
- f) The distance from the home to the school. Priority will be given to the child living nearest to the school

The application of this criteria will, in the majority of cases, result in pupils living closest to the school being given higher priority than those living further away.

Visits before enrolment

Reception staff make regular visits to playgroup. Parents of children who are starting school in Reception in September are invited to a Parent's Evening at the school, where they may look around, speak to reception staff and ask any number of questions they may have. Children are invited to school for a number of sessions in the summer term, prior to starting in September.

Parental Involvement

There are several ways in which parents are able to take an active part in the life of the school:

- The PTFA has been formed to raise money for equipment for the school and also to develop social links. If anyone has any free time, energy or ideas they should please contact them.

- Two parents' evenings are held during the school year.
- Parents are eagerly encouraged to come into school as 'helpers'. Anyone wishing to do so should contact the Headteacher or individual staff members.
- If parents wish to discuss school matters please contact us.

The start of the school day

School begins at 8.45 am.

All children access the school through the car park and onto the rear playground. Children should not arrive at school until after 8.30am. They will be supervised in the playgrounds until 8.40am when they will be admitted into school for registration. Children arriving later than 8.50am must use the main entrance to be admitted. Parents are encouraged onto our playground at the beginning and end of the school day.

The end of the school day

School ends at 3.00pm

Five minutes before this time the school gates will be unlocked and you are asked to wait for your children on the rear playground. The class teacher will release children from the class into your care. If you need to change your child's arrangements for travelling home please let us know by letter or phone call. We cannot accept verbal notification by children. If we are not informed otherwise, and your child travels home by bus they will be put on the bus as normal.

The School Bus

The school is served by a bus for those children living more than two miles from school. Children who travel on the bus and supervised on and off the bus, children are unsupervised once the bus has left the school. Your child's behaviour on the bus is your responsibility and any problems may lead to withdrawal of a bus pass by the transport agency. It is the bus company policy not to leave children alone at their stop at the end of the day, should your child not be met at their stop they will remain on the coach and be taken to the Cropleys yard at Fosdyke – parents will have to collect from there.

Absence

Please telephone us as soon as possible in the morning if your child is unable to come to school. If we do not hear from you we will contact you. Requests for days off or holidays will need to be authorised by the Head of School. Please collect a form from the office. Current government regulations say that holidays for pupils must be taken outside term time unless there are exceptional circumstances.

Attendance and Punctuality

Schools are required to record all children's absences, which are classified as authorised or unauthorised. An unauthorised absence is one where the school has not been notified of the reason for this absence, or when the children have been taken out of school without the agreement of the Head of School. We therefore ask you to inform us in person, by letter or by telephone, of the reason for your child's absence, and wherever possible to book family holidays out of school term time.

Food in School

All children in Reception and KS1 are provided with a fresh fruit break during the morning session. If you wish to provide further snack breaks the school operates a Fruit only policy for snacks eaten outside of lunchtime. Children are encouraged to bring in a bottle of water from home to keep them hydrated throughout the day. Water bottles can be purchased from the main school office. At lunchtime we provide hot school lunches for those who require them. In line with our school ethos and aims our supplier ensures that our meals are organic, GM Free, freshly prepared and seasonal. Alternatively you may wish to provide your child with a healthy packed lunch. Free hot lunches are provided to those who are eligible; please check with the main school office to see if this is a service you can access.

School Uniform

All our children wear the school uniform.

GIRLS

Blue/white polo shirts or blouses
Navy cardigan/sweatshirt
Grey/navy skirts/pinafore dresses
Comfortable indoor footwear – not
trainers

BOYS

Blue/white polo shirts or shirts
Navy pullover/sweatshirt
Grey trousers
Comfortable indoor footwear – not
trainers

For summer - navy and white check dresses

School navy baseball caps and navy fleeces are also available.

School uniform is available from Oldrids Department Store in Boston.

Please ensure that all clothes are clearly named.

Denim jeans are not considered suitable school attire, nor are trainers – except for P.E.

All clothes must be clearly named

P.E. Games Kit

Shorts, t-shirts and plimsolls in a named drawstring bag are requested. Plimsolls for indoor use should not have black soles as these may mark the hall floor. Children will require stout outdoor trainers. Tracksuits are recommended for all children for outside activities, but these are not suitable for indoor activities. It is LA policy that when children take part in indoor floor lessons they do



so in bare feet. Jewellery is discouraged as it can endanger all children. The only jewellery, which is allowed in school, is one pair of stud earrings (which must be removed or covered during P.E.) and a watch. The school will take no responsibility for their loss.

The Curriculum

During the current year there are 5 classes for a 7 year age range. There are 2 classes in Reception and Key Stage 1 and 3 classes in Key Stage 2. Parents will be notified in the summer term which class their child will join in September. Children are placed in classes according to their date of birth when they start in Reception. All teachers work co-operatively to provide a stimulating and meaningful learning environment for the children.

The school teaches the National Primary Curriculum, with the following aims for all children:

- To become successful learners who enjoy learning, make progress and achieve.
- To become confident individuals who are able to live safe, healthy and fulfilling lives.
- To become responsible citizens who make a positive contribution to society.

In addition to these national aims the school also has the following three specific aims:

- For children to experience, recognise and come to reflect the love of God in all that they do and say.
- For children to recognise that they live in a diverse multicultural society within a global setting.
- For children to recognise that their choice of action affects our world both now and for future generations – learning to develop life long habits of sustainable living.



Religious Education

We are a Church of England Voluntary Controlled school and therefore have strong ties with St. Mary's Church, Swineshead. Religious Education taught in school follows the guidelines set down in the Lincolnshire agreed syllabus. We aim to give our pupils Religious Education based on exploring the Christian faith, whilst also learning about the other main world religions. Parents wishing to consider withdrawing

their child from Religious Education should contact the Head of School.

Collective Worship

Although collective worship in non-denominational, there is obviously a strong Christian bias. All pupils access collective worship daily, either as a whole school or as a key stage. Parents will be invited to join in class collective worship. At special times during the year the school arranges worship in one of our four churches and all parents are welcome to attend. Parents have the right to withdraw their children, but we ask that this is first discussed with the Head of School.

Sporting Aims

Through sport we wish to:

- Introduce the children to a broad range of sports in the hope of encouraging participation now and in the future
- Introduce the children to individual events and small-sided team games
- Develop the mental and physical fitness, agility and health in our children
- Teach the children that practising and having high expectation are necessary for success
- Encourage a desire to win tempered with fair play
- Teach the children that to improve their ability can be as rewarding as victory

Swimming

Throughout the year all children from within KS2 are taken to the Geoff Moulder Leisure Pool for a programme of swimming and water safety lessons.

Voluntary contributions are collected towards admission and transport is provided.

Access to children's records

From 1st September 1990 parents have had the right to request to see their child's educational records. This applies to any record made after 31st August 1989. Parents who wish to exercise this right are asked to give us reasonable notice, as all records may not be held centrally. Staff will discuss fully the child's progress at parent's evening or by appointment.

Homework

Homework is set when a teacher feels it would be beneficial for the children. Younger children will bring 'new words' home to help them with their reading. If parents are anxious to help, they should be prepared to discuss what has gone on at school and be genuinely interested in work, books, pictures and models which are taken home. Older children are encouraged to follow up project work at home and table cards and spellings are sent home at the junior end of the school to be learned at home.

Bikewise

Bikewise training, (formerly known as cycling proficiency), is offered to Year 6 pupils during school hours by trained leaders. Parents will be informed when this activity is offered.

Educational Visits

Classes go on educational visits and we have visitors into school during school time to make learning even more exciting and relevant. We sometimes ask for parents to pay voluntary contributions towards the cost. No child will be excluded because of the inability to pay. However, the school may have to cancel any proposed visit if sufficient contributions are not forthcoming.



Club Activities

Extra curricular activities are offered to pupils throughout the school during lunchtime and after school. Pupils are told by staff about the day, time and ages of pupils who can attend each club. When pupils choose to attend a club and are accepted, they are expected to attend for at least a term.

If pupils have booked to stay for clubs they will be expected to attend unless we have either a letter or personal visit from parents. This makes sure we know where pupils are. Where possible, pupils will be given at least 24 hours notification when after school clubs are cancelled. If this is not possible the school will try to contact parents and children will be supervised in school until they are collected.

Transfer to Secondary School

At the age of eleven the children transfer to secondary education. Please consult "Going to school in Lincolnshire" booklet for details of local secondary schools.

Sex and Relationships Education

The Governors and staff have agreed a policy on sex and relationships education. This aims to support our children through their physical, emotional and moral development by providing them with clear information and opportunities to relate to their wider world. The National Curriculum for Science includes learning about human growth and development. All teaching materials and lesson planning can be previewed by parents and the Headteacher is happy to discuss any concerns that parents may have regarding this aspect of their child's education. Parents may also withdraw their children from this aspect of the school curriculum if they wish. This should be discussed with the Head of School.

Medicines in School

Under normal circumstances, if a child requires medicine then he/she is not well enough to attend school. However, if the child is finishing a course of medicine and has regained full health, then it is the responsibility of the parent to administer the medicine at the correct time. Medicines cannot be stored in school and the school is unable to take responsibility for the administration of prescription medication. Parents with a child on long term medication or with a long term medical need should inform the office on induction and complete a medical health care plan for your child.

Accidents or Illness

We keep daytime telephone numbers of parents and an emergency contact number for all children. In cases of minor accidents/illnesses we contact parents whenever possible and if it is necessary arrange for the child to visit a doctor.

The school must be kept informed of any address or telephone number changes.

To prevent the spread of infection, if a child suffers sickness or illness parents are advised to keep them at home for a minimum of 24 hours after the last bout of illness

School Discipline

There are few 'school rules'. However, children are expected to behave in a respectful manner in and around the school. Reminders are frequently given in class and assemblies. The aim of the school is to maintain the high standard of behaviour through self discipline. If a child misbehaves, sanctions are in place to deal with this.

Parents of children who consistently persist in unacceptable behaviour will be contacted by the school to discuss the situation and if considered by the Headteacher to be serious enough, the governors will be informed. If the unacceptable behaviour continues the Headteacher may, in extreme cases, exclude the child from the school. This is very rarely needed.

It is vitally important for the well-being of all children that the parents support the school and the staff. Parents of children who stay for dinner must ensure that their children listen to the lunchtime supervisors. Children who arrive in taxis or on busses are expected to show good behaviour at all times and to listen to the drivers so that they will be safe at all times. Here are our school rules:

- This is our school and we look after it and the people inside it.
- We are considerate, caring and tolerant of each other
- We treat others as we want them to treat us
- We treat other peoples' property carefully
- We accept responsibility for our own behaviour.

Anti-Bullying

We believe that the children in our school have a right to learn in a supportive, caring environment, without the fear of being bullied. We aim to ensure that the whole school community feels safe and secure. All children in our school should be happy and grow up with an understanding of acceptable and unacceptable behaviour.

Bullying is **continued, persistent** and **deliberate** behaviour, which results in somebody feeling hurt, threatened or frightened.

We give regular advice in school to our children to help them deal with a problem should one arise.

Our advice for parents is:

LOOK for unusual behaviour in your children.

LISTEN to your child if they ever tell you they are being bullied.

REASSURE them and take it seriously.

ADVISE them to talk to a member of staff at school.

CONTACT your child's class teacher without hesitation if you are concerned.

Statement of Inclusion

The governing body ensures that the school does not discriminate against anyone on the grounds of disability, sex or race in deciding admissions; in providing the curriculum, teaching and guidance; in applying standards of behaviour, dress and appearance; and in the allocation of resources and other benefits and facilities which the school provides.

The school prides itself on its ability to welcome and involve children of all abilities, backgrounds and heritage. Children are recognised as individuals and both supported and challenged at their own level of development. Our principle aim is that all children achieve the best that they can be, in all aspects of their development, during their time with us.

Special Needs

The school is recognised as an excellent provider of specialist education for those with special requirements. If a teacher or parent feels that there is a shared concern about the performance or behaviour of a child every effort is made to get an accurate diagnosis of that child's particular need and to provide for it. A Special Support Plan is created for the child, targets set and additional support provided. Where necessary one to one care is offered, withdrawal spaces are created for individual tuition and specialist ICT resourcing is available. We work very closely with the County Psychological Service, the Special Needs Support Service, the Speech and Language Development Centre and various specialist family support groups.

Child Protection

The teachers and school staff at Sutterton Fourfields Primary School support the parents in their commitment to the protection of children from any kind of abuse or mal-treatment.

If any person has cause for concern or complaint in this area, please contact the Head of School or Executive Headteacher immediately.

The School will then follow Local Education Authority procedures and those of the Area Child Protection Committee (ACPC) to instigate any investigation into any allegations.'

(A copy of these procedures can be viewed at school upon request.)

Gifted and Talented

A good proportion of our children are recognised as being either Gifted or Talented in one or more curricular areas. The school celebrates this ability and provides for these individuals particular needs directly. Children are boosted through the school to work with higher year groups where appropriate, or to work on work created in association with KS3 teachers at the Local High and Grammar Schools.

Multicultural Education

The school recognises its duty to prepare children to enter an ethnically diverse society with understanding and awareness. Much of our work in RE and PSHE-Citizenship is based on developing an awareness of other cultures. The school celebrates festivals from other cultures such as Diwali, Chinese New Year and Passover.

Severe Weather Conditions

In the event of severe weather conditions preventing the opening of the school, parents should tune to Radio Lincolnshire or Lincs FM (98.4FM) for closure announcements from 7.00am. Alternatively any school closures will be posted on the schools Twitter site which is accessible through the school website. You can also sign up to the text messaging system used by the school for an instant update.

Complaints Procedure

We at Sutterton Fourfields School strive to deliver the best possible education to our children and to care properly for their health, safety and welfare at all times.

From time to time however, you may feel dissatisfied with some aspects of the school. If this is ever the case, please tell us. If we are not told, we will not be aware of it and there is little we can do to set things right. So if you have any worry or concern about what is happening in school, PLEASE COME AND TALK TO US ABOUT IT. If you speak to the class teacher they will usually be able to sort out the problem. We guarantee to listen and to fully discuss any matters with you.

We have adopted a “complaints procedure” which gives information on the best way of expressing any such concerns. Copies of this are available from the school office.

Useful Contact Details

Lincolnshire Children’s Services
County Offices
Newland
Lincoln
LN1 1YL
01522 516137

Diocese Board of Education
Diocese of Lincoln
The Old Stables Block
Old Bishop’s Palace
Church House
Lincoln
01522 504010

OFSTED
Royal Exchange Buildings
St. Anne’s Square
Manchester
M2 7LA

08456 404045