



All Saints Church of England Primary School

School Prospectus

2018/2019

[Acting Headteacher: Mrs Kate Tuttle](#)

'For from him and through him and for him are all things.'

Romans 11:36 (NIV)

Long Street, Wigston

Leicester LE18 2AH

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www.allsaintsprimary.com

All Saints: all growing, all learning, altogether.

A warm welcome from our Chair of Local Governing Body

The choice of the right school for your child is one of the most important decisions that parents have to make. Every school is different. All Saints Church of England Primary School, Wigston Magna is a school where the Christian ethos underpins all teaching and principles in accordance with our Mission Statement as detailed in the following pages.

An active governing body supports the School and works hard to maintain these aims and objectives working closely together with the Head Teacher, and All Saints staff.

I hope that having read this prospectus you will come and visit the school to see for yourself the happy and secure learning environment we can provide for your child.

Karen Green

Chair of the Local Governing Body

'Let your eyes look straight ahead; fix your gaze directly before you. Give careful thought to the paths for your feet and be steadfast in your ways'.

Proverbs 4:25-26

Let me introduce our Mission Statement

All Saints: all growing, all learning, altogether.

We are committed to serving our local neighbourhood by offering in our school an education of the highest possible quality in order that our children may realise their full potential; and the facilities and resources of our Community Centre to promote education, health and leisure for everyone.



We are a caring community where attitudes of mutual respect and responsibility are fostered and promoted; where everyone is valued; where personal endeavour is encouraged and where achievements are recognised.

We aim to ensure that Christian values underpin the ethos of the whole establishment and the curriculum provision.

We attach high priority to developing good relationships and strong links within the wider community.

We strive to maintain our buildings, facilities and resources in the best possible condition in order to provide a safe, welcoming and attractive environment for the whole community.

This mission statement is the culmination of consultation with teaching and support staff, governors and parents. It is owned by everyone and is intended to underpin all policies and practices of the school and our Pre-School.

AT ALL SAINTS 'EVERY CHILD MATTERS'

The 'Every Child Matters' framework underpins all that we do at school. We work hard to ensure all our children:

1. Are Healthy – From exercise, healthy eating and health education
2. Stay Safe – Through our Behaviour and Anti-Bullying Policy and Child Protection Policy



3. Enjoy and Achieve – Our aim is to work towards providing a varied, creative and differentiated curriculum for all children
4. Children Make a Positive Contribution – Children at All Saints are listened to, have a voice and are heard. Children are given opportunities to contribute to general school life and encouraged to contribute to the work within the community
5. Achieve Economic Well-Being – Where children achieve, are praised and develop skills for future life.



INTRODUCTION

All Saints Church of England Primary School is situated in the historic town of Wigston Magna and is approximately 5 miles from the centre of Leicester.

The history of the school can be traced back to 1881 when it occupied the Victorian building that is now the County Record Office. Its present modern building was begun in 1976 and since then it has been remodelled and extended to accommodate the changing educational needs of the area.

These changes have created a spacious, up to date, well-resourced primary school which, together with All Saints Pre-School, provide an excellent educational and recreational facility for both young and old alike in the centre of Wigston Magna.

Children are admitted full-time to All Saints at the beginning of the next school year following their fourth birthday. They stay at All Saints until they transfer to High School at the beginning of the school year following their eleventh birthday from September 2016. Most children move onto Wigston Academy).

We have around 280 children on roll at this present time including Pre-School.

Footsteps is our specialist provision, catering for primary aged children who have a diagnosis of ASD and are not accessing mainstream education. The children in Footsteps all have an Educational Health Care Plan for their specific needs and all are referred to us via the local authority.



The ethos of Footsteps is to provide a caring and supportive learning environment that encourages positive behaviour and where everyone in the school community feels valued, safe and respected. We consider promoting and teaching positive behaviour as central to ensuring academic achievement, independence and community participation.

The school enjoys strong links with All Saints Church and has a distinctive Christian foundation. Within our school we aim to create a friendly, happy and caring atmosphere where Christian values underpin the ethos of the whole establishment and its curriculum provision. We are extremely proud that in June 2017 the school achieved the rating of **Outstanding** in SIAMS (Statutory Inspection of Anglican and Methodist Schools).

We endeavour to provide an education of the highest quality so that our children may realise their full potential. Priority is given to the fostering of good home - school relationships and thus we have an 'open door' policy where parents are always welcome. *It is rewarding that Ofsted have clearly recognised the team work in our school and judged us as 'GOOD' in all areas.*

Class teachers are usually available at the end of the school day and will be happy to assist you in matters that directly concern your child. Class Teachers should always be your first point of contact.

We hope that your child will be happy at All Saints and would ask you not to hesitate to contact us if you ever feel that there is any way in which we can be of help.

All Saints Church of England Primary School joined The Vines Academy Trust on 1st July 2018.

The Vines aims to ensure an outstanding education for all its children, and to promote the Christian ethos and distinctiveness of its schools.



We believe in the importance of the church school at the heart of the local community, with strong links to the parish church. The Vines will continue to work closely with its existing partnerships, including Oadby Learning Partnership, STEP Teaching School Alliance and the Leicester Diocesan Board of Education, sharing resources and common values. We anticipate over time that our trust will grow to include other likeminded schools.

Our Trust has identified four main objectives:

Objective 1: **A commitment to continual improvement of pupil outcomes.**

Objective 2: **To sustain strong, skilled and effective leadership at all levels.**

Objective 3: **To safeguard the distinctive character of each school in its unique context.**

Objective 4: **To ensure a financially sustainable structure which aims for growth of the Trust.**

Core Principles

The Vines Academy Trust is committed to the following guiding principles for its work:

- **The learning outcomes and well-being of pupils are at the heart of all decisions and actions;**
- **The workings of the Trust – related to finance, performance and strategy – are transparent, efficient and effective;**
- **Members, Trustees, governors and employees act with integrity and moral purpose;**
- **The Trust works as a collaborative partnership, with all its members being givers and receivers of support and professional development;**
- **The Trust is committed to uncompromising challenge of all aspects of its work in all schools;**
- **All members of the Trust will be committed to respecting and preserving the unique and distinctive character of each school.**

It is expected that each school joining the Trust will have agreed to support these core principles, and to uphold the values and ethos of the Trust as set out in the Ethos Vision.

Our schools: All Saints Church of England Primary School Wigston, Hope Hamilton CE Primary School Leicester, Richard Hill CE Primary School Thurmaston and Houghton on the Hill CE Primary School.



All Saints Church of England Primary School

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



Staff at All Saints 2018/19

Acting Headteacher

Mrs Kate Tuttle

Acting Deputy Headteacher & Foundation Stage Leader

Mrs Amy Vickerman

SENCO/Upper KS 2

Miss Kerrie White

DSL & Literacy

Miss Kaila Handley

Class Teachers and Teaching Assistants

Gruffalo: FS

Class Teacher: Amy Vickerman &
Jo Crane

Teaching Assistant: Aliyah Smith

Nursery Nurse: Vicki Winfield

Handa: FS/Year 1

Class Teacher: Helen Arnold

Teaching Assistant: Rachel Doolin

Elmer: Year 1/2

Class Teacher: Tom Dandolo

Teaching Assistant: Tracey Flude-Hackett

Dahl Year 2

Class Teacher: Georgina Bereford

Teaching Assistant: Alison James

Parks: Year 3

JK Rowling: Year 3/4

Class Teacher: Kaila Handley

Teaching Assistant: Pinky Chana

All Saints: all growing, all le

Cavell: Year 5/6

Class Teacher: David Overfield-Shaw



Class Teacher: Samantha Jackson

Teaching Assistant: Janice Adams

Mandela Year 5

Class Teacher: Alison Fraser

Teaching Assistant: Louise

Cooper

Lineker Year 6

Family Link Workers

Lynne Frith

Learning Mentors

Ben Thomas

Ellie Craven

Ewa Casey

Sarah Webb

Sports Coach

Elliott Chambers

Forrest School Leader

Ben Thomas

Class Prime

Emma Roberts

Pre-School Staff

Manager: Elaine Thompson

Nursery Nurse: Analicia Sansome

Nursery Nurse: Wendy Cookson



School Business Manager

Emma Hartley

Office Staff

Louise Hamilton

Melissa Moore

Premises Officer

Mark Pearson

Cleaning Staff

Karen Clayton

Deborah Fretter

Gemma Cochrane

Mid-day Supervisors

Karen Clayton

Ann Waddington

Sue Gardner

Janet Carbro

Joanne White

Jan Bryan

Gemma Cochrane

Carol Goodger

Carole Hobson

Gemma Cochrane



Governors

All Saints Church of England Primary School is a Church Aided School and has two types of Governors – Foundation Governors, appointed by the church, and Non-Foundation Governors who are either appointed by the Local Authority or elected by the parents and teachers.

Karen Green	Foundation Governor	Chair
Jeffrey Lickess	Foundation Governor	Vice Chair
Gill Hall	Foundation Governor	
Kate Tuttle	Staff Governor	Acting Headteacher
Joan Connelly	Foundation Governor	
Kaila Handley	Staff Governor	
Jason Tyler	Foundation Governor	
Emma Hartley	Clerk to the Governors	
Rev. Trevor Thurston Smith	Ex Officio Foundation Governor	



THE ROLE OF THE GOVERNOR

The governing body plays an important role within a school. Not only does it ensure that the best possible education is made available, but it also acts as a crucial link between the community, the school and the Local Education Authority.

Governors are supportive of all school activities and achievements and Governors are regular visitors to school. They have the responsibility of appointing the Head Teacher and the teaching staff; to ensure that the financial needs of the school are met by yearly budgeting the amount allocated to the school by the Education Authority; to regularly inspect and monitor the conditions of all school buildings and to formally establish written statements/policies for the school on a number of important issues.



The composition of the governing body has great emphasis on parental, local and industrial involvement in schools, as governors now have increased responsibilities involving curriculum areas; assessing admission levels; and the financial running of the school. These tasks are carried out in conjunction with the Head Teacher who has the initial responsibility. Governors are also required to attend various training courses on all aspects of school management and education.

Governing bodies are required to meet at least once a term and extra meetings are held when necessary.

The role of school governor is a rewarding one involving hard work, dedication and teamwork with all members of the school and community, which help to ensure that each child receives the highest educational and moral standards possible.

SCHOOL SITE



The school is situated on a large site in the centre of Wigston Magna and offers excellent modern accommodation and playing fields that extend to approximately seven acres and four separate playgrounds.

Parents are asked not to drive cars on to the school site when bringing children to or collecting them from school. Out of courtesy to local residents, they are requested not to park in Elizabeth Court. The nearest public car park is in Paddock Street. The gates to the Central Avenue, Aylestone Lane entrances and our internal gates are also open for access in the morning, and at the end of the day. However, with the safety of the children and security of the site in mind, these unofficial entrances are locked between 9.15 a.m. and 2:45p.m. and again between 4.00 p.m. and 8.30 a.m.

Additionally our external doors are fitted with security locks. We ask that any children arriving late and parents visiting school during the day should report to the Main Office as this is the only access to the buildings.

The children are taught in small teaching areas that are based upon single or mixed year groups. There are specialist rooms for french and music, four teaching kitchens, six art and craft areas, two halls, a library, a utility room with laundry facilities, a reception area our Peace Garden, and our abundant outdoor areas for explorative and structured play, sports facilities and our woodland areas for Forest School.

All Saints Pre-School is an integral part of the building and is situated in an adjacent room to our Foundation Stage children.



The Lancaster Bell Community Centre is also an integral part of the building. It consists of the community lounge and kitchen. This facility is used extensively by community groups and organisations.

Dogs are not allowed on the site at any time.

SCHOOL HOURS

All Pupils	Mornings	8:50am to 12:00pm
	Afternoons	1:00pm to 3:15pm
Total Teaching time	K.S. 1 Children	23 hours
	K.S. 2 Children	23 hours

Parents are requested to ensure that their child arrives at school no earlier than ten minutes before the beginning of the morning session as staff are unable to accept responsibility for their supervision before that time.



The School Office is open from 8:30am to 4:00pm daily. Outside these hours messages can be left on the answer phone, or you can email the school office. Email address: schooloffice@allsaintscofe.leics.sch.uk.

THE SCHOOL CURRICULUM



The School Curriculum reflects our mission statement. At All Saints we follow the Early Years Foundation Stage Curriculum Guidance (**EYFS**) for the Foundation stage.

Children from Year 1 to Year 6 follow the **National Curriculum**.

The EYFS and the National Curriculum are set out by the Government, as a school we decide how to organise the teaching and learning of children to meet all their needs and make sure the best possible progress is made.

The National Curriculum Subjects taught are as follows:

English	Design Technology
Mathematics	Information and Communication Technology
Science	Music
French	History
Art and Design	Geography
	Physical Education (inc. Swimming in KS2)

The EYFS subjects are:

Mathmatics	Personal, Social and Emotional Development
Literacy	Communication & Language
Expressive Arts and Design	Physical Development



Understanding the World	
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Religious Education is also taught in EYFS, KS1 and KS2, and follows the Diocese of Leicester Syllabus.

For each subject and for each Key Stage, Programmes of Study set out what pupils should be taught, and Attainment Targets set out the expected standards of pupils performance. Learning is organised into topics and themes. At All Saints we utilise the International Primary Curriculum (IPC) to support our curriculum delivery. The National Curriculum is extended further through the provision of wider curriculum opportunities such as, outdoor and Forest School, clubs and alternative provision. More information about our curriculum and class planning can be found on our website www.allsaintsprimary.com.

Internet Safety (e-safety).

All children have access to the internet, there is an acceptance policy which requires parental permission before any child will be allowed access.

We aim to make the curriculum offered to our children: -

- | | |
|-----------|--|
| BROAD: | Covering a wide range of knowledge, understanding and skills. |
| BALANCED: | With sufficient time allocated to each area of learning. |
| RELEVANT: | To the child's own experience in today's world and in the society in which they will grow. |



DIFFERENTIATED: Matching what is taught to children's aptitudes and abilities.

Children in all classes are helped to develop basic skills of reading, writing, spelling, listening, talking, calculating, reasoning, interpreting, investigating and living together. The education we provide is continuous and progressive, setting suitable learning challenges, responding to pupils' diverse learning needs and overcoming potential barriers to learning and assessment for individuals and groups of pupils, through meeting differing learning styles and where appropriate, providing alternative provision.

At the end of Key Stage 1, assessment and testing will take place and parents will be informed, with the annual reports, of the level of attainments reached and targets for individual pupils in English and Mathematics.

Parents have a statutory right to withdraw their children from Christian Worship and Religion Education. Please contact the Head Teacher.

GENERAL ORGANISATION

In Primary Education in England children are organised into Key Stages:

0-5 Early Years Foundation Stage, (including Foundation stage Year) age 4-5.

Key stage 1. Years 1 and 2 (age 5-7)



Key stage 2: Years 3,4,5,6 (ages 7-11)

At All Saints we have pupils from age 4 to 11 (FS to Year 6).

During their first year at school the Foundation Stage children remain in the attractive, well-resourced Foundation Stage area. They have exclusive use of an outdoor classroom.

They then progress through the school which accommodates three further classes in KS1 and six classes in KS2. Each class has its own teaching space and use of a quiet room, teaching kitchen and school library.

Exact groupings of children into single or mixed age classes can vary depending upon the size of each year group and the number of teaching staff. Each year children are placed in mixed ability year groups under the guidance of a class teacher. A blend of inter-active whole class, group and individual teaching methods are used according to the learning activity that is taking place and the needs of the children.

Class Darwin is our Nurture Unit that provides alternative provision for children with specific emotional needs.

The school provides specialist instrumental music lessons in ukulele and Djembe drumming for all children from 7 years. Additional music tuition in piano, keyboard, violin and flute is also available through the school.



SPECIAL EDUCATIONAL NEEDS

Our aim: - "To provide an appropriate learning experience for all children"

We recognise that some children, for a variety of reasons have special needs of one kind or another. Some have learning difficulties, for example in reading, spelling or writing. These children may be given learning support in their classes or regular teaching in small groups by staff. Others may have emotional or behavioural difficulties which will also need special support programmes, including a nurture group at lunch times.

In all cases, children's needs are carefully assessed by the school and appropriate individual educational plans are drawn up. In some instances we may recommend referral to the Educational Psychologist or Health Service in order to get the best possible help and advice. Parents of course are always consulted before this is done. Our SEND provision is developed in-line with the 'Leicestershire local offer' and can be viewed on our website www.allsaintsprimary.com



Where children have severe learning difficulties or emotional or physical problems, they may be referred to the Local Authority for statutory assessment and the school may be given additional teaching guidance or support hours in order to provide them with more intensive individual help.

If we have any concerns over a child, parents will be kept fully informed and involved at all times. Similarly, if you have any concerns about your child's progress, please contact the school. (A copy of our Special Needs Policy is available on our website)

MORE ABLE PUPILS

Children who are identified as "more able" are provided with additional opportunities to develop their skills and talents. These might include:

- Specific project work through study groups
- Extra-curricular opportunities
- Class work is always structured to challenge the learning of more able pupils.
- Additional homework

HOMEWORK

Homework is considered to be a valuable element of teaching and learning and we therefore encourage children to work at home on a regular basis.



Initially children will be expected to read at home and share books with their parents.

Extra homework tasks are given to all children. This starts in EYFS with simple tasks and activities to share at home and continues into KS1 and KS2 with growing complexity and structure. It is an essential opportunity for parents to share and understand what children are learning, and supports practice and progress across the curriculum. We use Mymaths and Phonic Bugs which are online programmes that can be used at home. Your child will receive their own login for this. Homework is expected to be completed each week.



RELIGIOUS EDUCATION

As All Saints is a Church Aided School, the Governing Body has the responsibility for determining the Religious Education curriculum within the wider school curriculum.

Religious Education has an important place in the curriculum and should be used to "...explore the place and significance of religion in human life and so to make a distinctive contribution to each pupil's search for a faith by which to live." The Durham Report: - The Church of England Commission on Religious Education in Schools "The Fourth R" 1970.

Aims of the Religious Education Curriculum

- To acquire knowledge and understanding of religions and their associated beliefs, experiences and practices with particular reference to the Christian Faith.



- To provide information concerning faiths other than Christianity in order to foster understanding and respect for differing traditions and practices.
- To assist the pupils' own search to develop their beliefs, values and perceptions.
- To develop a sensitivity to the world around them and to help the pupil realise the need to care for others.
- To encourage the pupils to develop a personal code of morals so that they can become responsible members of society.

As a Church of England Aided School we will encourage the pupils to develop a sensitive understanding of their own beliefs as well as helping them respect the beliefs of others.

We follow the Leicester Diocese Syllabus for RE as a basis for the work through which will "... reflect the fact that the traditions of Great Britain are in the main Christian whilst taking account of the teaching and practices of the other principle religions represented in Great Britain." (The Education Reform Act 1988)

The agreed syllabus has 2 aims:-

1. Learning about religions and exploring human experience
2. Learning from religion and responding to human experience.

This will be achieved through a variety of approaches, specific topics, and threads within a topic, integrated throughout the curriculum or a mixture of all. Topics will include Authority, Celebrations (including Festivals), Religious Belief and Lifestyle and the Sacred.



COLLECTIVE WORSHIP

Worship has to do with worth and worthiness. In religion worship implies a relationship between God and the one who worships.

As All Saints is a Church of England Aided School the Collective Worship will be Christian worship, respecting different Christian traditions.

Aims of Collective Worship

- To provide pupils with the opportunity to participate in an act of worship.
- To provide the opportunity for pupils to experience a quiet time in order to pray and reflect.
- To help the pupils develop a sense of community and concern for others, and to experience a feeling of togetherness.
- To enable the pupils to share interests and enthusiasm with members of the school community in praising God and asking for his help and guidance.
- To provide the pupils with the opportunity to meet with and gain experience from the local clergy and other representatives of caring organisations and professions.
- To encourage the pupils to develop a personal code of morals so that they can become responsible members of society.

Collective Worship takes place daily, either as whole School Worship or as a Key Stage, incorporating Hymn Practice on Wednesday. Each week Collective Worship takes the form of introductory music, a hymn, quiet time with story,



talk or class presentation and prayers, and is usually led by the Head, other staff, visiting Heads and Clergy of the area.

FRENCH

French is taught to all children, from Year 1 through to Year 5. Each class has a 30 minute French conversation lesson each week.

MUSIC

Every child is given the opportunity to participate in many different music-making activities. This includes singing; listening to different styles of music; learning the basic rudiments of rhythm and pitch through playing percussion instruments and joining in music-based games.

From Year 2 children are offered the chance to learn to play the recorder. It is in these lessons that they begin to learn to read music. Those who make good progress are encouraged to join the Recorder Ensemble which may include descant, treble and tenor recorders. In year 3 all children have the opportunity to learn to play the ukulele and Djembe African drums in years 4 and 5.



Many children progress from the recorder to an orchestral instrument. From the age of 7 all children are able to learn piano, keyboard, flute, violin with a peripatetic music teacher. The cost of these lessons is subsidised by the school.

Dr Chris Jones from Choir Master at Leicester Cathedral runs our KS2 on Thursday afternoon. This is part of the 'Diosing' programme from the Cathedral where several of our pupils now sing in the Cathedral Choir.

PE

All children from Year 1 – 6 are given 1 session of specialised PE coaching each week. These lessons are taken by qualified sports coaches. In addition Teachers also teach PE weekly and in KS2 pupils have an opportunity to attend swimming lessons. We also provide specialist dance and gymnastic lessons weekly.



HOME/SCHOOL LINKS

We pride ourselves in knowing that within our school an atmosphere is created which makes it a happy place, and to which children will want to return day after day. From time to time your child may encounter problems, which can be upsetting. It is at such times that we hope parents will contact the school, as we are always available to discuss the needs of your child. When home and school work in partnership children make better progress.

Regular visits to school from parents, whether formal or informal, help to foster a strong link between home and school and it is very important that a child is aware of such a close and sympathetic relationship.

All the staff are usually available at the end of the school day and the parents are welcome to chat informally and if there is a matter for concern they can make arrangements to see a member of staff at a mutually convenient time after school. If, however, you fail to see a member of staff during this time, please ask or phone the Main Office for an appointment.

FAMILY LINK WORKERS

At All Saints we have a dedicated member of staff who are available from 9am - 10am and 2:30pm - 3:45pm daily, for parents/carers to drop-in and share any concerns they may have. There is also a range of fun and informative sessions for all parents/carers organised, including some specific work with individual pupils and their families. For example our Bright and Early is a specific early



morning group where parents and children are invited to attend to ensure a good start to their learning day.

HELPING AT SCHOOL

There are many occasions when parental help is required within school and a letter is sent home during the school year, asking for volunteers. The type of activities that parents are involved with include the making of classroom resources, educational visits, sporting activities and general help within the classroom, and fund raising.

FAMILY LEARNING

Family learning tutors work with parents with our school, to support with ways parents can help their children at home. Sessions have also enabled parents to gain formal qualifications. Information about latest session are on our website.

LETTERS HOME

Parents are sent regular newsletter, which include dates of forthcoming events. Other letters giving important information and notice of special events are sent home as and when necessary. All letters will be given to your child to bring



home (please check bags and pockets!), and can be down loaded from our website.

PARENTS' EVENINGS

There are 3 parents' evenings in the school year. The first, in October is an opportunity for you to discuss any issues with your child's teacher. The second, in February is an opportunity for you to discuss the progress your child is making, look at examples of work and discuss targets which have been set. For both of these meetings an appointment will be made. The third evening is in the Summer Term and is an Open Evening for you and your child. There will be an opportunity to speak to your child's teacher and also their new teacher and to have a look around the school.

If a problem arises at another time, teachers are available for a short time before or after school. If the problem requires more time, please make a mutually convenient appointment.

REPORTS TO PARENTS

Each summer term you will receive a written report on your child's progress

CONTACTING PARENTS



When your child starts school, you are asked to complete a form giving your address and telephone number(s). There may be an occasion when we need to contact you **urgently** so it is **vitaly important** that you keep us informed of any changes.

If you are not on the telephone, the number of a neighbour or relative is essential.

PARENTPAY

Parents/carers can register to receive information via email and text, and can also make online payments.

SECURITY

When visiting the school, you must report to the Main Office - no other access is available.

WRAP AROUND CARE

'Cool Saints' runs every morning before school (7.45am – 8.45am) and every afternoon after school (3.15pm – 5.45pm). Breakfast and dinner is included if required. Cost mornings £3.50 per session and afternoons £7.00 per session, further details available from Reception.



All Saints Church of England Primary School



STARTING SCHOOL

ADMISSIONS POLICY 2018/19

INTRODUCTION

All Saints School is a Church of England Aided school. As such the school governors are the admissions authority.

In formulating their admissions policy full consultation takes place with:

- a) Leicester Diocesan Board of Education
- b) The Department of Education of the Leicestershire County Council

STANDARD NUMBER

The pupil admission number (PAN) at All Saints is 50.

This will enable children in Key Stage 1 to be taught in classes with no more than 30 children.

The Standard Number is calculated to reflect the physical capacity of the school. The governing body sets as the planned admission limit a number no smaller than the current PAN.

ADMISSIONS CRITERIA

When considering applications for admission to All Saints, the Governors will offer places in the following order of priority:

- a) to Looked After Children (i.e. children in the care of the local authority pursuant to Section 31, 3c of the Children Act 1989 or children



accommodated by a local authority pursuant to Section 20 of the Children Act 1989)

- b) To children resident within the parish of Wigston Magna. The child's ordinary place of residence will be deemed to be a residential property at which the person with parental responsibility for the child resides at the closing date for receiving applications for admission to the school. Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including week-ends.
- c) To siblings of children in the school; this includes brothers and sisters, half-brothers and sisters, legally adopted children regarded as brothers and sisters and fostered siblings
- d) To children whose parents wish to send them to a school with a Christian ethos because they are worshipping members of a Christian Church – this to be supported by a letter from the Minister.
- e) The Governing Body reserves the right, in exceptional circumstances, to admit any child who meets the following criterion: "whose parents request admission for pastoral, medical or social reasons that can be supported by evidence from a GP, Social Services or other relevant authorities." (Special factors must be made known at the outset of the application).

TIE BREAKING



Should it become necessary to use a “tie-breaker” for applicants resident within the parish, the criteria detailed above will be applied point by point.

Should it be necessary to use a “tie-breaker” for applicants resident outside the parish boundary, the criteria detailed above will be applied point by point and, finally the child, who lives closest to the main door of the school, will be offered the place. Measurement of distance is the direct line from home to school using a computerised system.

ADMISSIONS MEETINGS

Formal applications must be submitted to the LA by 15th January 2019. Following consultation with the LA, the school governors will meet to consider formal applications for the academic year 2019/20 by 30th March 2019. Confirmation of places will be issued by the LA on 11th April 2019.

Parents are able to apply online at www.leics.gov.uk/admissions.

APPEALS

Whenever possible, parents’ wishes will be met. If for any reason an application is refused, there may be a right of appeal to an independent panel. Full details may be obtained from the Diocesan Director of Education, 3/5 St. Martin’s East, Leicester LE1 5FX. Children admitted following an appeal will have their admission confirmed by the Governors. Ratified by Governors September 2016



STARTING SCHOOL AT ALL SAINTS

Meeting with Parents

Parents of all Early Years children are invited to a meeting in the Summer Term, either during the day or the evening. This meeting is to give parents an opportunity to find out more about the school and ask any questions. There will be an input from the Head Teacher, Class Teacher, the School Nurse, County Council Catering Service our hot meal provider and other relevant bodies. All new parents will be given a Pre-school Information Booklet, together with a booklet to share with your child.

Visiting school: Induction Visits

Children are invited with their parents to attend 4 sessions in the summer term before they start school in September. A programme of phased entry starts in September for the first 2 weeks whilst children settle in to full time school.

There is also an opportunity for a home visit along with attending our annual sports day, EYFS picnic and whole school open evening.

Learning in the Foundation Stage



Much of your child's learning will be through activities they will regard as "play". Do not be surprised or worried if your child comes home from school and tells you that all they have done all day is play - they will be learning in an exciting way.

In the early years of education we will be concentrating on developing the children's social skills – such as sharing, working and playing together in a constructive and non-aggressive way.

Home School Visits

We also offer home school visits at the beginning of the Autumn term when your child starts in Foundation Stage. These visits are led by your child's new class teacher and assistant, and are an excellent way to build the deep relationship that parents, teachers and children have in their first year at school; which continues as they grow and develop at All Saints.

LIFE IN SCHOOL

LUNCHTIME

The school is served by a modern kitchen which provides excellent two course mid-day meals that are good value for money. There is usually a choice of hot dishes or a salad meal. Menus are available on our website.

All pupils in EYFS, Years 1 and 2 receive a school dinner regardless of income.



Parents wishing their child to bring their own packed lunch are expected to provide a suitable lunch box, and the drink (ideally water) in a plastic container both clearly marked with the child's name. Lunch boxes must not contain glass bottles or fizzy drinks.

Free School Meals – for every child that is registered for Free School Meals the school receives extra funding, so families and school both benefit. It is possible to register for Free School Meals and still bring sandwiches for lunch if your child does not want a school meal.

If you would like to find out more then please ask at the school office or contact the **School Food Support Service** on 0116 3056588.

Dinner money must be paid for the week, where possible **in advance on Mondays** either by cash at the school office or online at www.parentpay.com

Regrettably, any child arriving after 10 a.m. cannot be given a hot meal unless it has been ordered and paid for in advance. A week's notice is required if parents wish their child to change from hot dinners to sandwiches and vice versa.

All children should bring their dinner money in a sealed envelope which is clearly marked with the child's name and class.

We request that children do not bring sweets or drinks to school. Instead we encourage parents to send fruit for their child to eat if a snack at morning break is required.



We take part in the National School Fruit Scheme. Every child in Year R to Year 2 is offered a piece of fruit at morning break. Milk is also available – this is free of charge for pupils in receipt of Pupil Premium.

SCHOOL HOUSE GROUPS

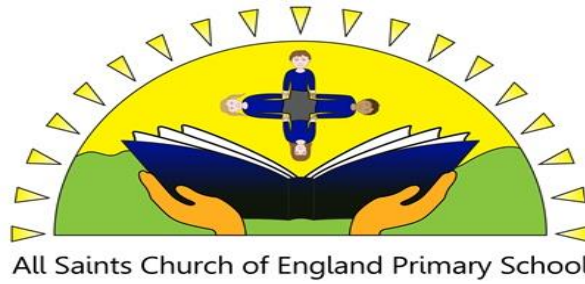
All the children are members of four Houses:

WINDSOR - YELLOW	KENILWORTH - RED
BELVOIR - GREEN	WARWICK - BLUE

House Points are given for a variety of reasons, politeness and helpfulness, for example, not just for good work. A House Point Trophy is presented each term and the overall winner at the end of the Summer Term. Similarly a House Point Trophy is presented on Sports Day. This fosters a great sense of belonging as well as team spirit.

THE SCHOOL COUNCIL

Each year children are elected to the School Council. There are 2 representatives from all classes from Year 1 to Year 6.



The School Council is a very important body in the school and they meet with the Head Teacher on a regular basis, bringing to the meeting items to be discussed.

Time is given in each class to discuss meetings and decisions made by the Council. Minutes are written and copies are displayed in each class and in the Minute Book in the main corridor.

SCHOOL RULES

The school rules are those which are necessary for the wellbeing and safety of everyone. All children are expected to behave in a responsible, thoughtful and caring manner at all times. Children will be made familiar with the rules as the need arises.



We encourage the children to be responsible for their own discipline, as we believe that understanding and caring is the best foundation for their future and adult behaviour.

ALL SAINTS GOLDEN RULES

- Do be gentle, don't hurt anybody.
- Do be kind and helpful, don't hurt people's feelings.
- Do be honest, don't cover up the truth.
- Do work hard, don't waste time.
- Do look after property, don't waste or damage things.
- Do listen to people, don't interrupt or ignore.
- Do walk around the school sensibly, don't run or push.

'So whatever you wish that others would do to you, do also to them'.

Matthew 7:12



ATTENDANCE AND ABSENCE

We ask for your fullest co-operation over attendance and punctuality at all times. The school is legally required to check all absences – however short – and we therefore ask you to ring the school by 9.30 of each days' absence and send a dated and signed letter explaining your child's absence addressed to your child's class teacher. The absences of children, which are not explained by a parent/guardian, either by note or phone call is deemed to be unauthorised and is closely monitored by the school. Holiday forms are available from the Main Office. Holiday leave is granted by discretion and is not an automatic right.

BEHAVIOUR

All pupils are expected to behave in a socially responsible and considerate manner at all times. Occasionally some children need to be reminded of this and, if there is a persistent problem then parents will be contacted by the school, so that the problem can be resolved. Individuals who choose not to conform and who let down the school and themselves by their anti-social behaviour will



be dealt with firmly. Where children have special emotional needs it may be appropriate to support the child in Class Darwin.

A range of sanctions will be used, depending on the severity of the offences. In most cases this will involve a child losing a playtime or a privilege. A child who is persistently challenging during the lunch break will not be allowed to stay at school and parents would have to make alternative arrangements for that period.

(A copy of our Whole School Behaviour Policy is available on the website.)

ANTI-BULLYING

The school has a policy to deal with bullying. If you are aware that your child may be affected by other children's behaviour, it is essential that you let us know. It is natural that fall-out will occur daily between children. Therefore, it is important that there is a distinction between this and bullying, which is characterised by verbal or physical abuse, over a period of time.

(A copy of our Anti Bullying Policy is available on the website.)

SCHOOL UNIFORM

We are very proud of our school uniform, which has a unifying effect and gives the children a sense of belonging.



Uniform List

GIRLS	BOYS
A choice of royal blue cardigan or sweatshirt	A choice of royal blue sweatshirt
Grey skirt or pinafore dress	Grey, black or navy blue trousers/shorts
Grey, black or navy blue trousers	Blue or white shirt/polo shirt
Blue or white blouse	
Blue and white striped or gingham dress	

PE Uniform consists of Royal blue shorts, plain white T-shirt or All Saints T-shirt with logo (all of which are available from the office)

The school is able to supply the sweaters and sweatshirts embroidered with the school logo at very competitive prices. Good quality outdoor coats and fleeces are also available to order with or without the school logo (samples are available in the school office). Parents wishing to purchase uniform should contact the Main Office or alternatively through our supplier www.trinityschoolwear.co.uk

We ask that children wear sensible shoes. Jeans may not be worn in school at all. Make-up including nail varnish, should not be worn for school.

It is essential that all school clothing should be clearly marked with your child's name.



All children are expected to wear school uniform.

P.E. Clothing

Physical Education is part of the National Curriculum and thus a compulsory school activity for all children. In order to meet this requirement we need your help in ensuring that children are provided with suitable kit so that they can participate fully in P.E. lessons. If kit is repeatedly missing and an extended number of lessons missed, this is a serious concern that will be addressed with the parents to ensure pupils have access to the whole curriculum.

The recommended colours are white, navy or blue. Please note that for safety reasons long socks, leggings, tights, long baggy shorts and T-shirts are not acceptable. Trainers for indoor work are not permitted, but children may work in bare feet if they wish.

Football kit is an advantage for older children. (Please speak to the class teacher for advice about this). It is important that children have their full P.E. kit in school every day since indoor and outdoor work may take place in any session.

Regrettably, storage for kit is limited. We therefore suggest, that it is best kept in a small sports bag or back pack and hung on a coat peg. (Plastic carrier bags



are not recommended since they can be a safety hazard). It is also vital that every piece of kit, including the bag, is named. A doctor's note is normally required if children are unable to take part in P.E. lessons for medical reasons.

JEWELLERY

We do not encourage children to wear or bring jewellery to school. For safety reasons, we would ask parents to consider carefully before allowing their children to have their ears pierced whilst at primary school. As the school acts in loco parentis each day, we reserve the right to refuse the wearing of anything which we feel unsuitable or unsafe.

Children who do have their ears pierced may wear flat studs only but, in accordance with Leicestershire County Council Health and Safety Circular CD 21/92, these must be removed before participation in Physical Education activities.

Watches may be worn but we cannot accept any responsibility for damage or loss.

PERSONAL PROPERTY



Children are responsible for security of their personal possessions. It is very important that all belongings are clearly marked with the child's name in the event of loss.

For PE children will be asked to remove their earrings and each teacher has a small box for watches etc. so that they are safely kept. Teachers will not remove or replace earrings for any child.

SCHOOL CLUBS

There are several after school clubs run throughout the year and are for all children from Year 1 upwards both in Sport and Performing Arts. We do hope you will encourage your child to attend the clubs provided, which are great fun and enhance their education.

There are also lunchtime clubs which are run by teaching and non-teaching staff. This includes daily sports activities and very popular dance clubs and cheerleading.

ROAD SAFETY

Throughout their stay at All Saints, children receive regular instruction, the in the important area of road safety. Children in Year 5 also take part in the Area Road Safety Competition for Primary Schools, and the school has 2 Road Safety Officers in Year 5. Cycling proficiency lessons are also now available for Year 5 children.



EDUCATIONAL VISITS

We believe that educational visits can be extremely useful in enhancing first-hand experience for your child in many areas of the curriculum.

Educational visits are used to support the curriculum and to encourage children to develop an awareness of their cultural heritage and the environment in which they live. Parents are asked to sign a generic permission form for local visits within Wigston Magna (e.g. to All Saints Church) at the beginning of the year. Written parental consent is requested when children take part in any other visits. When any visit is organised, parents are requested to make a voluntary contribution towards the cost of the transport, entrance fees and, in the case of residential visits, the accommodation. Financial support is available for pupils receiving Free School Meals/Pupil Premium.

The Head Teacher is always available to discuss financial matters with parents. Please make an appointment in the main office.

SWIMMING

The school is allocated a weekly session at the Wigston Swimming Pool. Children in Years 3, 4 and 5 visit the pool on a rota basis. By the time that they leave school the children should meet the National Curriculum standards for their age.

Parents are asked to make a voluntary contribution to cover the cost of the entrance to the pool and supervision by a Local Authority instructor with



lifesaving qualifications. Support is available for pupils receiving Free School Meals/Pupil Premium.

RESIDENTIAL TRIP

Each year a group of Year 5 & 6 pupils have the opportunity to attend a short residential trip. This is a fantastic opportunity to build confidence and new skills outside of school, and develop socially and independently away from home. Pupils enjoy a range of adventurous and teamwork building activities, and come home suitably exhausted and exhilarated!

Financial help is available to pupils in receipt of Free School Meals or Pupil Premium. Please contact the school office for further information.

PROCEDURES IN SCHOOL



HEALTH INSPECTION

The school nurse visits the school frequently and is concerned with all aspects of a child's general health. In foundation stage all children will be checked for height and weight and in Year 1 will be screened for hearing. Parents will be contacted regarding these checks.

ILLNESS

If your child is ill in school, we shall telephone and ask you to collect him/her.

A list of home and work telephone numbers, or an emergency number where someone may be contacted if you are not available, is kept in the office. **Please inform us if there are any changes.**

If your child is ill at home, please telephone and let us know by 9.30am. If it is not possible then, please send a note with your child on his/her return to school. Contacting the school is vital.

INFECTIOUS DISEASES

Some childhood diseases are contagious and have various periods of exclusion from school in order to protect other children. Please check with us if you are unsure and we will advise you of the recommended course of action.

HEADLICE



If you discover that your child has head lice you **must treat the hair yourself**, but please inform the school of what has occurred. Information on treatment is available in school and also we ask you to do this so that we can inform other parents to check their children's hair to avoid an outbreak. Lice like clean hair so there is no reason for embarrassment. Nevertheless, the information we receive is treated in confidence.

RETURNING TO SCHOOL AFTER ILLNESS

Outdoor learning and play

The children are supervised on the playground at morning and afternoon play but there are no extra staff available to supervise children inside. So it has to be assumed that if a child is well enough to be in school, they are well enough to and go outside to use the outdoor classroom or play at break times.

Medicines in school

Where prescribed by a GP we are able to administer medicine in school. In such cases, a meeting with the Head Teacher will be made to ensure the prescription, security and management of the medicine is fully understood. This is regularly reviewed with parents.

CHILD PROTECTION



Our first concern is always your child's welfare and therefore there may be occasions when we have to consult other agencies even before we contact you. Should this be necessary we want to reassure you that any concerns we have about your child will then be fully discussed with you after we have talked with the other agency. The procedures we follow have been laid down by the Leicestershire Area Child Protection Committee.

(A copy of the Child Protection Policy and Safeguarding Policies are on our website)

PHOTOGRAPHS

A Photographer visits the school each year, usually during the Spring Term, to take individual, family groups and class photographs. There is no obligation for parents to buy the photographs.

Photographs of children taken at school events

Parents and relatives of pupils should note that any digitally captured images they take at school events are likely to contain images of other children whose parents will not have given permission for them to be filmed or photographed. Such images should not be circulated more widely than the family, i.e. they should just be for the family's use. Our advice is that any manipulation or distribution of images of children could result in prosecution.

Parents are asked to sign to give consent for images of their children to be used digitally on our website or through the media.



SCHOOL JOURNEYS – TRANSPORT

There are occasions when it is necessary for children to be transported to and from school.

It is the policy of the school that all trips involving a coach will be organised and costed to allow for a maximum of two children only to a double seat.

In all circumstances, where children are to be transported, parental permission is sought. No child is allowed to travel unless the school has received a signed permission slip.

LOST PROPERTY

All items must be named. Lost property is kept near to the Main Office. At the end of each term children are given the opportunity to identify any lost items as their own. All unclaimed items are given to a charity.



COMPLAINTS PROCEDURE: (CURRICULUM AND COLLECTIVE WORSHIP)

Leicestershire County Council have set up the arrangements in respect of complaints about the Curriculum and Collective Worship, under the terms of Section 48 of the Education Reform Act 1988. This document is available for inspection at the school. In the first instance, all complaints should be directed to the Head Teacher who will take steps to ensure that all complaints are followed up quickly.

Our aim is to provide a good education for our pupils and to care properly for their health, safety and welfare at all times. All the staff, both teaching and non-teaching, endeavour to achieve this aim. However, it is possible that you feel we



have not lived up to your expectations. If this is the case please tell us, we cannot rectify anything if we do not know of its existence. If this fails to achieve a satisfactory outcome, there is now a formal complaints procedure set up by the County Council under the terms of the Education Act, which begins with a meeting with the Governors of the school and ends ultimately with the Secretary of State for Education. A copy of this procedure is available at school for consultation.

POLICY ON PARENTS RIGHTS TO SEE SCHOOL RECORDS

Under the Education Reform Act the school is obliged to allow parents of a registered pupil aged under 18, access to a wide range of information, including, where available, the following: -

- Statements of the LA's and Governing Body's curriculum policy and aims
- The agenda for Governors' meetings
- The signed minutes of Governors' meetings
- DFE orders and circulars about the curriculum
- HMI reports about the school
- The syllabus and schemes of work in use
- Pupil's educational records

These can be obtained by applying to the Head Teacher in writing.



INVITATION AND WELCOME

We extend an invitation to you and your child to call and see for yourself the facilities we have to offer, witness first hand, the standards which are achieved and the environment in which these are reached. Children, parents and staff take pride in the quality of education and the opportunities available.

We hope this brochure will give you an indication of this, but only personal contact and involvement in the life of the school can complete the picture.

Although the information contained in this brochure is accurate at the time of printing, it may be subject to change, and parents are advised to seek confirmation from the Head Teacher on those matters about which they have a particular interest or concern.

We hope that this information has answered any questions which you may have had about All Saints Church of England Primary School, Wigston Magna. If you wish to know more, or if you simply wish to come and see for yourself, please do not hesitate to contact the school.

There will always be a warm and friendly welcome at our school.



USEFUL CONTACTS

Leicestershire County Council

Leicestershire County Council
Children and Young People's Service
County Hall
Glenfield
Leicester
LE3 8RF



Telephone (0116) 305 6545

Diocesan Director of Education

Carolyn Lewis
St Martin's House
7 Peacock Lane
Leicester
LE1 5PZ

Chair of the Governors

Mrs K Green
C/O All Saints CofE Primary School,
Long Street,
Wigston Magna,
Leicestershire.
LE18 2AH

Telephone (0116) 288 0013

Wigston Academy (Abington Site A): 0116 288 1228

Wigston Academy (Bushloe Site B): 0116 2881692