2023-2024

THE SPIRES FEDERATION

PARENTS AND CARERS INFORMATION BOOKLET

"OPENING DOORS; OPENING MINDS"

HEADTEACHER WELCOME

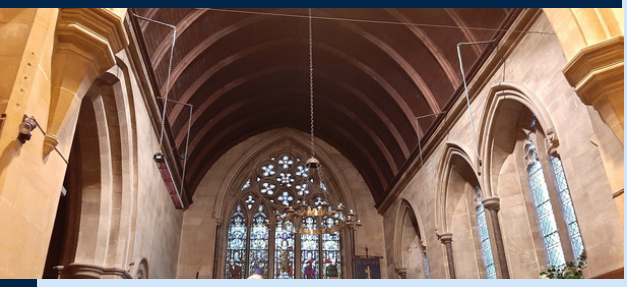
WELCOME TO THE SPIRES FEDERATION

Welcome to the Spires Federation. We are a thriving, successful federation of three small, village schools: Digby Church of England Primary School, Dunston St. Peter's Church of England Primary School and Nocton Community Primary School. Digby and Dunston have been working closely together since April 2009. They are very proud to be church schools. Nocton Community Primary School joined the federation in September 2015. All three schools are at the heart of their small village communities. We are proud to be:

MISS WINTERS

"OPENING DOORS; OPENING MINDS"

SUCCESS
HAPPINESS
INSPIRATION
NURTURE
EVERYONE



Our children are happy, well behaved and successful in their learning. Our key values enable us to realise our vision and these have recently been updated to ensure that they enable us to be successful. They focus on the key attributes that we believe every person should have to be successful in everything that they do.

We have hard-working, talented staff who are committed to supporting each and every one of our pupils and their families to ensure that we realise our vision. This has recently been written after consultation with staff, pupils, parents/carers, Governors and the Diocese. It reflects the unique qualities that every school has. It embodies where we are now and where we aspire to be in the future, to create the very best learning environments,

"I AM EXTREMELY PROUD TO BE THE EXECUTIVE HEADTEACHER AT SPIRES FEDERATION. I HOPE THAT YOU ENJOY OUR PROSPECTUS. IF YOU ARE A PROSPECTIVE PARENT, PLEASE DO NOT HESITATE TO CONTACT US TO COME AND HAVE A LOOK AROUND OUR WONDERFUL SCHOOLS."

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SAFEGUARDING STATEMENT

This statement should be read in conjunction with the School's Safeguarding Policy; a copy of which is available from the School Office or our website www.spiresfederation.co.uk. You will then be able to follow the links within it. The Spires Federation is committed to safeguarding and promoting the welfare of our children and expects all staff and visitors to share this commitment. If you have a concern that a child is being maltreated you have a duty to report this to the School's Designated Safeguarding Lead (DSL).

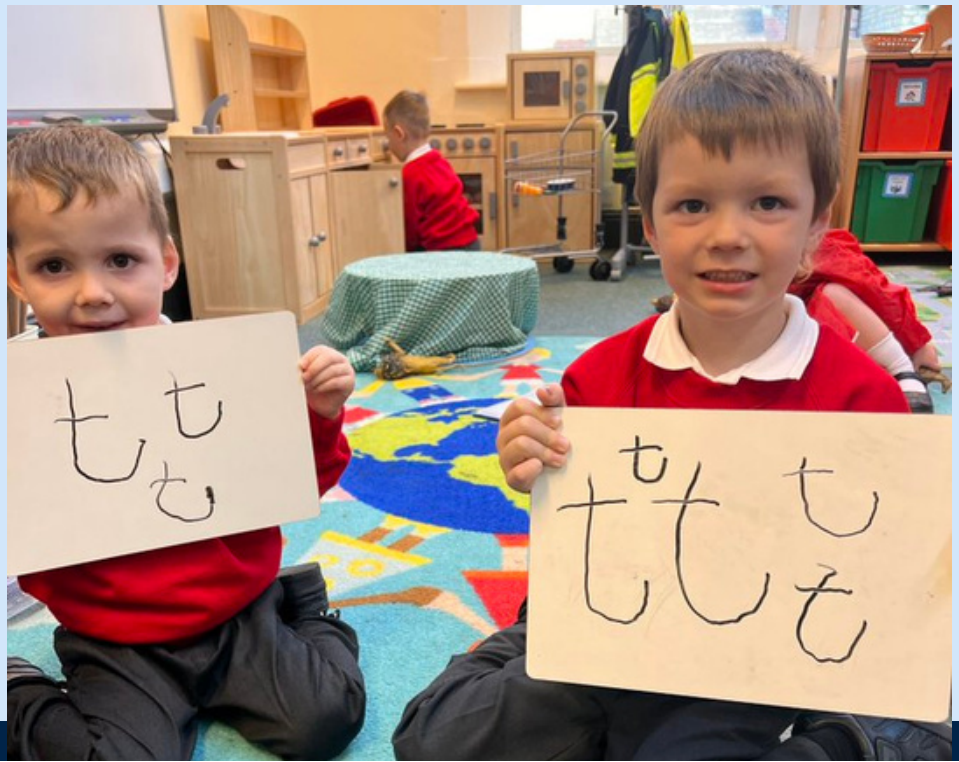
OUR DESIGNATED SAFEGUARDING LEADS

Donna Winters (Executive Headteacher)

Emma Toulson (Executive Deputy Head)

OUR CHILD PROTECTION GOVERNOR

Andrew Hancy



FEDERATION OVERVIEW

Please use this booklet for reference during your child's time at The Spires Federation.

EXECUTIVE HEADTEACHER:
Miss Winters
EXECUTIVE DEPUTY HEADTEACHER:
Mrs Toulson
SENIOR FEDERATION LEAD:
Mrs Miller
CHAIR OF GOVERNORS:
Mr Andrew Hancy

FUNDRAISING

THE SCHOOL OFFICE

The School Office can always be contacted to clarify any points about which you are uncertain. The School Office opening times are as follows:

DIGBY	DUNSTON	NOCTON
01526 320630	01526 320027	01526 230234
Open: 8:40 - 3:00	Open: 9:00 - 3:00	Open: 8:40 - 12:00

SCHOOL TIMES

		DROP OFF	SCHOOL STARTS	LUNCH	PICK UP
NOCTON	YEAR R - 2	8:40AM	8:50AM	12-1PM	3PM
	YEAR 3 - 6	8:40AM	8:50AM	12:15-1PM	3PM
DUNSTON	YEAR R - 2	8:50AM	9:00AM	12:15-1:15PM	3:15PM
	YEAR 3 - 6	8:50AM	9:00AM	12:15-1:15PM	3:15PM
DIGBY	YEAR R - 2	8:40AM	8:50AM	12-1PM	3PM
	YEAR 3 - 6	8:40AM	8:50AM	12:10-1PM	3PM

Please note: Digby drop off is by the bottom gate
Dunston drop off is by the main gate
Nocton drop off is by the side gate on The Green

TERM DATES

2023-2024

SPIRES FEDERATION TERM DATES 2023 / 2024

SEPTEMBER 2023

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2023

MON	TUE	WED	THU	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2023

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2023

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	28	30	31

JANUARY 2024

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2024

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH 2024

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2024

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2024

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2024

MON	TUE	WED	THU	FRI	SAT	SUN
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2024

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

BANK HOLIDAYS

INSET DAYS

Monday 4th September 2023
Tuesday 5th September 2023
Monday 30th October 2023
Monday 2nd January 2024
Monday 15th April 2024

TERM DATES

TERM 1 -	06/09/23– 20/10/23	33 days
TERM 2 -	31/10/23-20/12/23	37 days
TERM 3 -	03/01/24-09/02/24	28 days
TERM 4	19/02/24-28/03/24	29 days
TERM 5	16/04/23-24/05/24	28 days
TERM 6 -	03/06/24-19/07/24	35 days

OUTDOOR LEARNING

AFTER SCHOOL CLUB

OUR VISION AND VALUES

OUR VISION

'To provide an aspirational education which inspires all in our community so that they are happy, confident and equipped for life in all its fullness. .

VALUES

We believe that everybody in the Spires Federation should have the opportunity to SHINE. Our values are an integral part of school life and opportunities are provided to reflect and follow each one through our curriculum, collective worships, extra curricular activities and behaviour system.

"OPENING DOORS; OPENING MINDS"

All of our pupils SHINE.

SUCCESS HAPPINESS INSPIRATION NURTURE EVERYONE

SUCCESS

We want everyone to achieve, to be their best self, to push themselves - and be supported to reach their goal. We give all of our pupil's the tools, knowledge and opportunities to be successful, inside and outside of the classroom. We encourage all of our pupils to continue thisjourney of success into the next chapter of their education.

"I CAN DO ALL THINGS THROUGH CHRIST WHO GIVES ME STRENGTH."

PHILIPPIANS 4:13

HAPPINESS

At the Spires Federation, we believe that children learn best when they are happy and secure. Staff teach best when they are happy and fulfilled in their work. As well as trusting God, we have to create a culture where our schools are happy and harmonious for all.

"YOU MAKE KNOWN TO ME THE PATH OF LIFE, YOU WILL FILL ME WITH JOY IN YOUR PRESENCE."

PSALM 16 V 11

INSPIRATION

We want our children and staff to aspire to great things - whether that be the piece of art or writing they are doing at the moment or whether that be a career aspiration. To do that they first need to be inspired. Inspiration can come from staff, fellow pupils, visitors, visits or simply from a lesson or having someone believe in them. To be inspired is great, to be an inspiration is greater still.

> WISE MEN AND WOMEN ARE ALWAYS LEARNING, ALWAYS LISTENING FOR FRESH INSIGHTS.
>
> PROVERBS 18:15

NURTURE

One of the amazing strengths of the Spires schools is the family feel - the care, kindness and support that is tangible to all. Nurture is at the centre of everything that we do and we want all of our pupils to feel safe and cared for. Alongside this, we aim to equip our pupils with the tools and knowledge they need to nurture themselves and others through good but also challenging times.

> START CHILDREN OFF ON THE WAY THEY SHOULD GO, AND EVEN WHEN THEY ARE OLD THEY WILL NOT TURN FROM IT.
>
> **PROVERBS 22:6**

EVERYONE

Genuinely EVERYONE. We talk about the Spires Family and we mean it. Everyone here does not mean every pupil - it means every pupil, every family, every member of staff and our communities. We want to develop our pupils and our staff so that all feel valued. We want to work alongside and support our families, helping them wherever we can, involving them wherever we can. We work together to ensure all feel included, valued and bring benefit to the wider communities that we serve.

> BUT GOD HAS COMBINED THE MEMBERS OF THE BODY....SO THAT THERE SHOULD BE NO DIVISION IN THE BODY, BUT THAT ITS PARTS SHOULD HAVE EQUAL CONCERN FOR EACH OTHER. IF ONE PART SUFFERS, EVERY PART SUFFERS WITH IT; IF ONE PART IS HONOURED, EVERY PART REJOICES WITH IT.
>
> CORINTHIANS 12:24-26

BRITISH VALUES

ABOUT

Since 2014, the Department for Education (DfE) has required schools to promote British Values and to ensure they are taught in schools. The Spires Federation understands the vital role it has in ensuring that groups or individuals within the school are not subjected to intimidation or radicalisation by those wishing to unduly, or illegally, influence them. It follows equal opportunities guidance which guarantees that there will be no discrimination against any individual or group, regardless of faith, ethnicity, gender, sexuality, political or financial status, or similar.

THE VALUES

The Spires Federation is dedicated to preparing students for their adult life beyond the formal, examined curriculum and ensuring that it promotes and reinforces British Values to all its students, which are:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

OUR CURRICULUM

British Values are at the heart of curriculum delivery, and are a feature of our school aims to promote the whole child. They are prominently displayed and weekly assemblies reflect their importance to each and every member of the school, pupils understand how these fundamentally link to the school's own values. Our work, through all areas of the curriculum, help to develop pupils awareness of local, national and global understanding of how important British Values are. This level of understanding and through our Geography centred Curriculum model and rationale, has had a profound effect on the children at the Spires Federation as it has prompted a whole school awareness of people's lives across the globe, from different back grounds, faiths and cultures.

"OUR SCHOOL COUNCIL ENSURE THAT EVERY PUPIL'S VOICE IS HEARD, EMPHASISING DEMOCRACY AND THE MUTUAL RESPECT FOR ALL WITHIN SCHOOL AND THE WIDER COMMUNITY. THIS FORMS AN IMPORTANT PART OF ENSURING THAT WE EDUCATE AND IN STILL BRITISH VALUES IN OUR SCHOOLS."

"THE SPIRES FEDERATION IS COMMITTED TO SERVING ITS COMMUNITY AND RECOGNISES THE MULTI-CULTURAL, MULTI-FAITH AND EVER-CHANGING NATURE OF THE UNITED KINGDOM."

HOW THE SPIRES FEDERATION MODELS AND DELIVERS BRITISH VALUES:

- PSHE PROGRAMME
- RELIGIOUS EDUCATION CURRICULUM
- DISCUSSION WITHIN CURRICULUM SUBJECTS
- EXTRA-CURRICULAR CLUBS
- ASSEMBLIES/COLLECTIVE WORSHIP
- CHARITY WORK
- SPORTING EVENTS
- PARTICIPATION IN COMPETITIONS
- EDUCATIONAL VISITS
- SCHOOL COUNCIL

OUR CURRICULUM

Here at the Spires Federation we embrace our rural location and small school context. We want to provide pupils with an exciting and varied curriculum which enables them to appreciate where they live, but make them aware of their place in the wider-world. We strive to ensure all pupils reach their potential and become active, valuable and positive members of society, from the 'Small school, wide horizons.'

Whilst being mindful of our statutory obligation to ensure that all children access the full coverage of the National Curriculum, ensuring progressive acquisition of knowledge, our delivery model reflects our community and context. Underpinning this stimulating curriculum are three important and aspirational intentions that reflect the context of our small, rural schools:

> THE AIM OF EDUCATION SHOULD BE TO TEACH US HOW TO THINK, RATHER THAN WHAT TO THINK.
>
> JAMES BEATTIE

WELL-BEING:
Nurturing all to be healthy and happy.

WORLDLY WISE:
Awareness and respect of the wider world and the people within it.

ASPIRATION:
Opportunities for all to succeed and be best they can be.

We are committed to ensuring that ALL children have high aspirations and expectations of themselves, developing a life-long love of learning. We provide all of our children with the opportunity to cultivate their thinking skills; these skills are then developed so that they can apply them to the wider world context, ensuring purposeful and relevant outcomes, leaving a legacy for generations to come. Teachers are facilitators and pupils are encouraged to work collaboratively, self-directing their own learning journey. We are developing these opportunities with a range of approaches, where relevant, all encompassed within a creative curriculum.

Our curriculum is carefully mapped out to ensure that we offer a broad and balanced, knowledge based curriculum. Our curriculum is coherent, sequential and is taught so that ALL pupils acquire the intended knowledge and skills required to build on what they already know. We have explicitly mapped this out, so that all of our staff understand the learning journey for ALL pupils, for ALL subjects. This enables them to plan effectively and have the necessary subject knowledge to deliver a high-quality curriculum for ALL pupils, embedding and building on what they already know.

SPORTS

Across the Spires Federation, we offer a wide range of sporting opportunties for our pupils. This supports their health, well-being and education. Not only does this allow them to develop practical skills, the sporting values our pupils learn and demonstrate are key to underpinning their education and future life skills.

OUR AWARDS

Each of our schools are proud to have received the School Games Mark at either a gold or platinum level. This involves a lot of hard work and dedication to sporting activities by our schools and pupils.

CARRES OUTREACH

We are really lucky to have access to Carres Outreach. Each school has their own qualified sports coach, who visits on a weekly basis for a day to work with our pupils. They provide engaging PE lessons, active interventions and also after school clubs. This is an incredible opportunity for our pupils and also allows staff access to new and innovative ideas. The children love working with their coaches in school and also get the opporuntity to see them out of school on Friday's for extra activities.

WEEKLY COMPETITIONS AND TASTER SESSIONS

Every Friday, competitions or taster sessions are held at varying local schools or venues. All children receive regular opportunities to take part in these exciting afternoons with their peers. These activites are run by Carres Outreach and vary from Quidditch to water polo to UV dance raves.

DAILY MILE

There is a scientific link between exercise and learning. Each day, our pupils complete the daily mile. This involves them travelling around the field or playground to complete a mile in 15 minutes. This is a brilliant time to colloborate as a school and provides a really positive start to our day.

SPORTING VALUES

As well as rewarding winners and runners up, we also recognise pupils who have shown good sportsmanship and best demonstrated sporting values. These values are not only important in sport but also the wider school context and everyday life.

WELL-BEING

The welfare of all children and staff is extremely important to us at The Spires Federation, We have worked hard to develop extensive systems across our federation to support our staff and pupils. This is continous and we are always adding to our offer and receiving new training.

WELL-BEING TEAM

We have a Well-Being Team across the federation, who work together with pupils to support each other. The team involve staff who are either Youth Mental Health First Aiders or Emotional Literacy Support Assistants (ELSAs). The staff are already very active and are currently ensuring that all other staff are fully trained to broaden support for all. They work with pupils who are 'Well-Being Warriors', supporting and helping each other! This team is easy to spot as they wear purple lanyards so staff, pupils and parents/carers know who they are.

PSHE

We use Jigsaw as a federation PSHE scheme. It is extremely comprehensive and each year the pupils learn about being themselves, celebrating difference, dreams and goals, their health, relationships and personal changes. It is taught through Jigsaw piece characters in a friendly and sensitive way. Each year, it builds on the children's prior knowledge and allows them to make links in their learning.

WELL-BEING FRAMEWORK

We have developed a comprehensive Mental Health and Well Being Framework to ensure that everyone has a voice and everyone is supported. We want everyone to feel that they are listened to and have worked hard to ensure that staff are trained to be able to do this for our pupils and for each other. We also ensure everyone is signposted to supportive networks and provision beyond the federation.

CASY COUNSELLING

At each school, we are supported by the external service: Counselling and Support for Young People (CASY). A member of staff visits each school weekly and is able to run 1:1 or group sessions to support a wide variety of needs, including transition to another school, friendships and separation.

ELSA

At the Spires Federation, we are lucky to have a member of staff trained at each school as an Emotional Literacy Support Assistant (ELSA) and they are invaluable to supporting the well being of our pupils. They are able to provide carefully tailored group and one to one sessions with pupils to meet their individual needs.

SPECIAL EDUCATIONAL NEEDS

We pride ourselves on the caring and nuturing environment we provide to all of our pupils. We ensure support and provision are in place and we are considerate of any additional needs that our children may have. Our federation's Special Educational Needs Co-ordinator (SENCO) is Mrs Miller, who is based at Digby Primary School. In addition to this, Miss Barratt (Dunston), Miss Vaughan (Nocton) and Mrs Norris (Digby) form the SEND Team, who work closely together and with our families.

OUR STAFF AND SUPPORT

Our teaching and non-teaching staff are excellent at evaluating the effectiveness of any support given within the classroom and any interventions that take place. This evaluation is fed back to our SEND Team on a regular basis who will make any necessary adjustments. We are also extremely fortunate to have a number of very experienced and highly qualified Teaching Assistants who can also offer specialist support As a federation, we work with a wide range of outside agencies such as: Specialist Teachers, Speech and Language Therapists, Pediatricians and Physiotherapists. They will be involved, where needed, to support your child's needs in addition to what is provided in school.

OUR OFFER

If you feel your child has Special Educational Needs (SEN), you should intially make contact with your child's class teacher. They will then liase with Mrs Miller (SENCO) and the following next steps will be put into place:

1. **After initial consultation** - we take the time to look at the concern. We build up a learning profile of your child by gathering assessment data, observations and general notes.
2. **Meeting with SENCO -** A meeting for the SENCO, Class Teacher and Parent may take place to discuss concerns raised in the initial consultation. At this stage it may be necessary to place the child on the SEN register.
3. **Planning together -** If necessary, the SENCO will generate a plan with the Class Teacher that will help the child. These will all be explained and shared at a parents' meeting with the pupil and adults involved.
4. **Outside Agencies** - It may be necessary to seek advice from Outside Agencies to decide on the most suitable course of action. Parents/Carers are constantly informed during this process.
5. **Progress Reviewed** - Progress is reviewed at suitable times during the year with parents, children and adults involved. If progress continues to be a concern we will set new targets. If your child has made sufficient progress and attainment has improved they may be removed from the SEN register.

BEHAVIOUR REWARD SYSTEM

Across the Spires Federation, we provide a consistent approach to behaviour management. We seek to reward positive behaviour and achievements, inside and outside of school, and are always proud to celebrate these. We also have a clear definition of what we consider to be unacceptable behaviour, including bullying and we have set expectations of how children are expected to behave.

At the Spires Federation, we have a behaviour reward system that works throughout our schools. It is underpinned by our school values.

HOUSE POINTS

House points can be earned daily in and around school through learning, discussions and other positive behaviours. They are also gained through sporting competitions throughout the school year. The house points are displayed around school for the pupil to see. Each house is led by a house captain. Visual tokens or marbles are given to the pupils and added to their house jar. Each term, the winning house receives an exciting reward.

WEEKLY SHINE ASSEMBLY

Each week, you are invited to our Shine Assembly. During the assembly, children share their learning, certificates are presented, work is shared from the Headteacher's Award Book, the attendance trophy is presented and any sporting or general acheievments are shared. This is a lovely time to colloborate and celebrate as a school community.

SHINE TIME

Each week, pupils can earn minutes for this reward time, which takes place on a Friday afternoon. If a child has not earned their time, it can also be a chance for children to reflect on any values/rules they have not demonstrated over the week.

HEADTEACHER AWARD BOOK

When a child's work shines or they have really demonstrated a school value, they will be invited to share their learning with Mr Walls. Their achievement will be added to the book, they will recieve a sticker and it will be shared during Shine Assembly.

SANCTIONS

Negative behaviour is also taken very seriously. When rules are broken, we use a stage system. This ranges from missing break time to behaviour report cards. For more information, please refer to our Behaviour Policy.

FIELD TRIPS

ATTENDANCE

Our school aims to meet its obligations with regards to school attendance by:

- Promoting excellent attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Understanding how regular attendance is key to insuring high achievement as there is a clear link between regular attendance and educational progress
- Supporting parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

Children's attendance is a priority at Spires Federation and because of this we are constantly monitoring pupil attendance and punctuality. We share termly attendance reports to parents using a 'traffic light' system to show how attendance can affect your child's progress.

> "WE AIM TO WORK TOGETHER WITH PARENTS/CARERS TO ENSURE EXCELLENT ATTENDANCE AND PUNCTUALITY FOR ALL PUPILS."

We continuously aim to raise the profile of attendance with parents and the wider community through the use of home-school agreements, pupil conferences school newsletters and termly attendance letters. When welcoming and inducting new parents we raise the importance of punctuality and attendance and introduce them to their responsibilities.

RAISING THE PROFILE OF ATTENDANCE

INVOLVE PARENTS

We communicate with parents about positive achievements through weekly Shine assemblies, termly letters and meetings with parents. We also ensure parents are able to discuss their concerns and difficulties with managing their child's attendance with staff.

REWARDS AND SANCTIONS

Letters to parents praising their support with excellent and good attendance are sent home termly. In addition, children receive certificates, House Points, stickers and prize pencils to congratulate them. The attendance award is presented to the class with the week's highest attendance in the weekly Shine assembly.

POSITIVELY REINTEGRATING ABSENTEES

When a pupil has been late or absent it is important to positively welcome them into the class on their return. By offering extended support and ensuring absent pupils have work adapted to help them catch up will help minimise problems on their return to school.

GETTING THE MOST OUT OF SCHOOL

FAMILY ROUTINES

Children need structure to feel safe and secure.

- A routine is important
- Regular time for going to bed and getting up
- Meal times (a healthy breakfast sets you up for the day)
- Agree rules and expectations for behaviour and stick to them-children appreciate clear boundaries and consistent expectations
- Ask for help if your child's behaviour is proving difficult or worrying you

SPENDING TIME TOGETHER

Children enjoy spending time with their family. Ensure you set time aside away from the TV and electronic devices to carry out quality activities that ensure you are communicating with your child. This could include:

- Sharing books and jigsaws
- Craft activities, art, cooking and baking
- Talking about the world around you
- Playing games as a family
- Encourage physical activity –a walk, ball games, trips to the park or leisure centre
- Lots of love, hugs and praise

TALKING AND LISTENING

Talking and listening are important for your child to develop.

- Talk to your child about their day and tell them about yours–turn off distractions (no TV or phone!)
- Don't interrupt -give your child time to speak and value what they say
- Even as they get older keep communication and talking open
- Speak clearly, model correct language and speak in full sentences.

"WORKING TOGETHER TO ENSURE EVERY SCHOOL DAY COUNTS! COLLABORATION IS ONE OF OUR CORE VALUES AND WE KNOW THAT IT IS IMPERATIVE TO MAXIMISE YOUR CHILD'S HAPPINESS AND ACHIEVEMENTS WHILST THEY ARE ON THEIR JOURNEY THROUGH SCHOOL."

GETTING ENOUGH SLEEP

A good night's rest will help your child feel happy all day long.

- Sleep deprivation is one of the biggest factors that contributes to lack of concentration and can be a barrier to learning
- Under-fives need up to 15 hours of sleep
- Primary aged about 10 hours
- Earlier bedtimes help children to concentrate
- Children need sleep to develop both physically and mentally

BEING PREPARED

Children build on experiences from home. Help them to become independent with:

- Personal hygiene; starting with using the toilet independently in Early Years
- Uniform practise e.g. buttons in early years
- Recognise their name to make finding belongings easier
- Tidy away when they have finished
- Take turns and share
- Organise their personal school belongings at the start and end of the day without needing to be reminded

HELPING HANDS

- Children love to see their parents getting actively involved in the life of the school
- Ask your child's teacher how you can help in class e.g. with reading, practical activities
- Attend as many meetings for parents as you can
- Support your child with their reading and Home Learning
- Become involved in school life through the Friends of the School

"WE WANT TO WORK IN PARTNERSHIP WITH YOU TO MAKE SURE YOUR CHILD FEELS HAPPY, SAFE AND CARED FOR WHILST DEVELOPING A LOVE OF LEARNING AND SCHOOL."

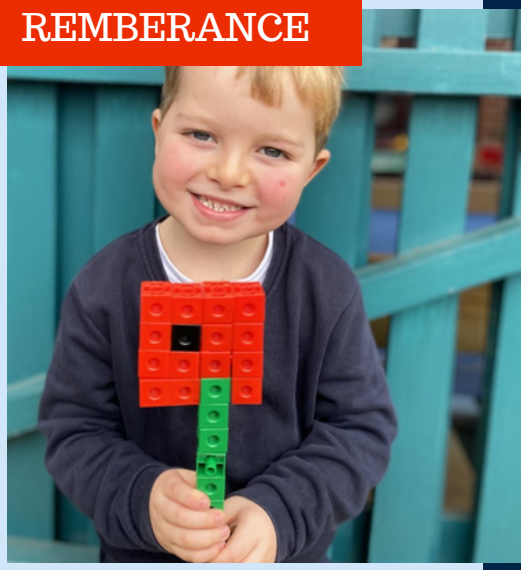
A to Z

SUMMARY OF INFORMATION

WRITING

ABSENCE

The best place for a sick child is at home in bed! Therefore, in the event of absence from school, parents must contact the School Office before 9:00am, giving the reason for absence and an approximate estimation of how long the absence is likely to last. This can be done by telephone, a dedicated message facility Is available for parents or via e mail to admin@spiresfederation.co.uk. If we do not hear from a parent then the absence will be marked as unauthorised.



REMBERANCE

ADMISSIONS FORM

An initial admission form needs to be completed prior to your child starting school. We must also see an original copy of your child's birth certificate which will be copied and held on their individual pupil file. Parents are expected to keep the school fully up to date with any changes required to their child's admission form. All changes must be provided in writing and signed prior to us making any amendments on our record system.

CAMP OUTS

AFTER SCHOOL CARE

Our schools provide a breakfast and after school club facility.

ARRIVAL AT SCHOOL

Children must be brought to and collected from school by an adult over the age of 18. It is our policy at Spires Federation that only children in Year 5/6 are able to walk home unaccompanied. You need to decide whether your child is ready for this responsibility, taking account of their maturity and confidence; an agreement between school and parents will need to be signed before implementing this. Please request this from the school office.

Parents need to bring their children to the gate which is opened at drop off time. A member of staff will be on the gate, who will relay any messages to class teacher/the school office. Parents are asked not to enter the playground unless your child is in reception for the first term only where you can take your child to the door of the classroom. Please be on time, the gate will close at the school start time, late entry is via the school office only where you will be asked to sign your child in. For timings please see the timetable on page 5.

LOCAL VISITORS

ASSEMBLIES

Children and staff take part in assembly or Collective Worship each day. Whole School Collective Worship is where we come together as a school to present a thought-provoking stimulus and then provide a few moments of quietness in which the participants are given the opportunity to reflect on what they have just seen and heard. A singing assembly takes place weekly. Shine Assembly takes place on a Friday at 9.00am. Parents and younger siblings are welcome to join us. Children will be recognised for their achievements and dates will be advised via a newsletter.

BEHAVIOUR REWARDS

We have a behaviour reward system that works throughout the Spires Federation. It is underpinned by our school values. Each class uses a visual behaviour system which builds points for each house team. Children's hard work is also recognised in the Headteacher's Shine Book and during the weekly Shine Assembly. Each week, children can earn Smile and Shine time on a Friday afternoon. For more information please refer to our Behaviour Policy or page 15.

BIRTHDAYS

Sweets or cake can be brought into school to share with your child's class on their birthday. Please ensure these are shop bought rather than homemade. There may be children with specific food allergies within the class.

CLASS TEACHER

If you need to speak informally to your child's teacher, then we ask that this takes place at the end of the school day, however it is usually best to make an appointment to see staff so that time and concentration can be given. Please contact the school office.

CONTACT THE SCHOOL

The school office is open every day in term time. For your schools office hours and phone number please see page 5. You are able to contact the office by ringing or via email at admin@spiresfederation.co.uk. If the administrator is not available at the time of your call, please leave a message and we will contact you accordingly. Please note staff's individual email addresses are not to be used.

CLUBS

We run various school clubs, either at lunchtime or after school, which are very popular, a club overview is sent out via Parentmail termly. A signed permission form is required for your child to attend a club, this is available from the school office if required.

COOL MILK

Your child will automatically be registered to receive free milk until their 5th birthday via Coolmilk our milk provider. If you would like your child to receive milk after this period please register with Coolmilk via their website www.coolmilk.co.uk .The children receive their milk at morning break time. Spires Federation does offer free milk to all pupils, in Reception, Year 1 and Year 2, who are eligible for Pupil Premium. For children who are eligible for Pupil Premium to receive free milk please contact the School Office.

CURRICULUM

We hold curriculum meetings for parents to come and learn more about how the curriculum works in school and how parents can support at home. Please see page 10 for more information about our curriculum.

DOGS

Dogs of any size or variety (other than guide/ assistance dogs) are not permitted anywhere on our school sites.

ELEVEN PLUS TESTING

The Eleven Plus takes place in September when your child enters year 6. This exam is in place for entry to the local grammar schools as opposed to the secondary schools. If you are wanting your child to take this test, a registration form will be sent to you. The mock and final test will take place at the local grammar school (Girls High or Carres Grammar)

LIBRARY

END OF DAY

Please arrive promptly and wait for your child in the playground. It is essential that you inform the school office if somebody else is to collect your child. Adults not named as an emergency contact will not be allowed to take anybody else's child home, before the school has verified this arrangement with the parents. We are fully aware that there can be valid reasons where a parent /carer is unavoidably delayed at the end of the school day. On these occasions families should always seek to make alternative arrangements.

FEARS AND WORRIES

Please talk to us as soon as possible. Small problems can become much larger in the minds of children if left and not dealt with. Please support us, by reminding your child that they must talk to a member of staff if something makes them unhappy during the school day. We offer a comprehensive programme of support for mental health and wellbeing. Details of this can be found on our website and on page 12.

FESTIVALS

The school celebrates festivals such as Harvest, Christmas, Diwali, Chinese New Year, Eid, and Hanukkah. Specific details are communicated via newsletters. We have close relationships with our local churches and our church schools will visit these termly for services which you are invited to join. .

FOOD - GOOD LOOKIN' COOKIN'

All children in reception, year 1 and 2 are entitled to free meals from Farm Kitchen our meal providers. Children in KS2 are able to have meals ordered via the Good Lookin' Cookin' website.

FRIENDS OF SCHOOL

We are very lucky to have such an active group who raise money for activities and equipment in school. If you would like to become a part of this please contact the school office and your details will be passed on to one of the committee members.

SCHOOL TRIPS

WORLD BOOK DAY

FRUIT

Reception, Year 1 & 2 are offered fruit daily to promote healthy eating. Please Inform us of any fruit allergies.

GOODBYES

Please make your goodbyes as quick as you can. The vast majority of tears stop before you have even left the school gate! If children are really not settling into school we will work with individual families to resolve the issue. However children look for their parent's reactions when anxious, and are more likely to be upset if you look unhappy yourself.

GOVERNORS

We have a very committed and active Governing Board who meet regularly. Governors are always happy to discuss issues with parents. A full list of members is available on the school website. We will notify parents when a vacancy becomes available on the Governing Board.

HAIR

Please note that for safety reasons we ask all children with long hair to have their hair tied back throughout the course of the school day, but especially during PE and games lessons. Hair must be neat and tidy, any hair accessories such as clips, slides, beads etc. must be kept to a minimum and must be in school colours.

HEAD LICE

Unfortunately, these seem to be an occupational hazard for school age children and therefore parents must check hair regularly! Please let us know immediately if you find your child does have headlice so that other parents of the class can check their families.

GARDENING

HEALTH AND FIRST AID

Our admission form will capture any known allergies or medical conditions in the first instance. Please inform us in writing immediately of any allergies or conditions that may develop over the course of your child's attendance at school. First Aid provision is available at all times whilst people are on school premises and also off school premises whilst on educational visits. We obviously have a number of bumps and scratches each day, some of which are more severe than others. The school comforts children with bumps and bruises with a cold compress. Cuts are cleaned with water and if necessary a plaster applied. We fully appreciate the importance of informing parents in order that you can monitor or treat your child further at home. We will do this by issuing a note to be brought home by your child. If your child has vomiting and diarrhoea, to prevent spread of infection please keep your child off for 48 hours after the last bout of either.

HOLIDAYS

Holidays during term time will not be authorised. Please refer to page 15 of this booklet and our Attendance Policy which is available on our website or from the School Office.

HOME LEARNING

Each class will be set home learning each week. This can include reading, spelling. maths and topic. The tasks will vary for each class depending on age. Children also have access to tablet games such as Times Tables Rockstars.

HISTORICAL ENQUIRY

HOME SCHOOL AGREEMENT

When your child starts at the Spires Federation, you will be asked to read and sign our home school agreement. This focuses on behaviour, social media, home learning and other elements of school life.

INDEPENDENCE

This is key to a successful school career.

INSET DAYS

School staff are required to undertake five training days each school year. Children do not attend on these days. For term dates and training days please see page 6.

INTERNET/SOCIAL MEDIA/WEBSITE

Parents are asked to sign a consent form relating to the use of their child's image on the internet/social media and the school website. Use of social media is also part of our Home School Agreement.

JEWELLERY

One single or pair of plain studded earrings can be worn. In addition to this, items that have a significant cultural/religious significance or are for medical reasons may be worn. Children may wear an ordinary watch when they are able to tell the time; to clarify 'ordinary' this means a watch that tells only the time/date and has no other feature such as camera, internet facility or fitness. It is our policy that no other jewellery and/or make up (including nail varnish) can be worn by children during the school day.

LOCAL VISITS

Where possible, we try to use and explore our local area. School trips and in-school visits are also a key part of our curriculum. Information will follow on these when they are coming up.

LOST PROPERTY

At the end of each half term it is displayed in the playground; we dispose of any remaining items. Named articles are returned to their owners.

MEDICINE IN SCHOOL

Spires Federation will accept prescribed medicines only, where it would be detrimental to the child's health if not taken during the school day. No child will ever be given medication without written consent from their parents; unless instructed by Emergency Service personnel. All medicines must be accompanied by written instructions from the parents and/ or doctor specifying the type of medicine, the circumstances under which it should be given, the frequency and dosage. A standard proforma is available from the office or on our website for downloading to collate this information. Please note all medication must be brought into school by an adult (it will not be accepted if brought in by a child under the age of 16).If your child has an ongoing medical condition, for which they take medication outside of school hours please can you let us know.

CHURCH SERVICES

RESIDENTIALS

MEDICALS

Once Reception children are settled into school, the School Nurse visits to check their weight, height and hearing; parents are always informed in advance of any visit. You will be informed of the outcome and be advised if any treatment is recommended. This process repeats itself for children in Year 6.

MOBILE PHONES

Only children in Years 5/6 who walk home without an adult are permitted to bring a mobile phone to school. There must be an agreement between home and school before the following arrangements can be put in place. When permission has been provided by the school to bring a mobile phone it must be handed in to the School Office every morning, switched off and collected after school. (use by children) The mobile phone must be named. Parents will not be allowed to contact their child via mobile phone; this must be done, following school procedures, via the School Office. If it is found that a pupil has taken photographs /videos or equivalent then this will be treated as a serious breach of the Behaviour Policy and will be treated accordingly. Spires Federation accepts no liability for the loss or damage to phones that are brought onto school site for any event/reason.

NATIONAL ASSESSMENTS

Reception: Children will undertake a baseline assessment and at the end of the year are assessed against the Early Learning Goals.

Year 1 : Children undertake the statutory Phonics Screening Check. Any child who does not meet the expected standard is retested in Year 2.

Year 2 – Children undertake the National Curriculum Tests.The Class Teacher uses the results of these tests along with what they see in class to make an end of Key Stage assessment.

Year 4-Multiplication Times Table Check. All year 4 pupils will undertake a screening to check their fluency and knowledge of the times tables. This takes pace in June each year and is carried out electronically.

Year 6 - The Key Stage 2 tests are taken on set dates. Children are assessed in English reading, English grammar, punctuation and spelling and mathematics. As there is no test for English writing; this is reported as a teacher assessment judgement. You will also receive separate overall teacher assessment judgements for English reading, mathematics and science

NO SMOKING

It is the policy of the school that NO SMOKING will be allowed anywhere within the school grounds.

NON-UNIFORM DAYS

On occasions we ask children to bring specific items for events in return for children not wearing uniform. Please ensure that the clothes worn on these days are appropriate for a day at school.

ONLINE PAYMENTS

Parentmail is a secure online payment service that allows parents to make payments to the school using their debit or credit cards.

ONLINE SAFETY

The internet has changed all of our lives, particularly our children's. For parents and carers this opens up a whole new world of things to be aware of. For ideas and support on how to keep your child safe please go to https://www.thinkuknow.co.uk/. Internet safety is part of our computing curriculum and will be taught to pupils.

PACKED LUNCHES

We encourage healthy eating with the provision available from Farm Kitchen. However, your child can also bring in a packed lunch.

PARENT HELPERS

Yes please! We very much want and need parents to become actively involved in school life. Over the years, we have had help with classroom activities, displays, gardening, educational visits, after school clubs and support etc. Helpers must sign in and out at the School Office and wear a Spires 'Visitors Badge'. All Helpers must read the Guidance Booklet, sign a Confidentiality and Safeguarding Disclosure form and complete a DBS. Parent help is always looked for at the Friends of School events too.

CHRISTMAS LUNCH

READING WITH PARENTS

PARENT MAIL

Fortnightly newsletters are the main means of communication between school and home. Please read them carefully and make a note of important times and dates. You will automatically receive an email and a text message link to register and activate your account. Please note that the school office are unable to update contact numbers or email information, this needs to be done by yourselves.

YOGA

PARKING

Please note the school carpark is for staff use only. Please can all parents using cars to bring and collect their child from school ensure they park legally and be considerate to our neighbours, pedestrians and the school bus. At Digby, parents have permission to park at the village hall on North Street if required. At Dunston, parents have permission to park at the Red Lion pub on Middle Street if required.

PHYSICAL EDUCATION

PE is a National Curriculum subject and a legal requirement. Children will not be allowed to miss these lessons unless absolutely necessary. Therefore please remember that their PE kit for inside and outside lessons must be in school all week (usually sent home at half term for washing). As a Federation, we buy in to Carres Outreach package with a dedicated coach attending school one day per week. The activities are varied and there are opportunities for external interschool sporting competitions for all year groups. Children in KS2 will attend an initial assessment and if necessary a series of swimming lessons. They will require a swimming costume/trunks, swimming hat and towel in a waterproof bag. Children with hair that can be tied back will be required to do so. Goggles may be worn. Earrings must be removed for any physical activity.

PHOTOGRAPHY

Each year, individual, class and sibling photographs are taken professionally and available to purchase.

PLAYGROUND

Playtime is an important part of school life. It allows children time to exercise, socialise and be independent in their actions. Staff members supervise playtimes and equipment is available for children to enjoy.

PRE-SCHOOL

Digby Primary has an onsite pre-school called Digby Village Pre-school. This is a separate entity to the school, however we work together closely. Nocton also has its own pre-school onsite called Little Sparks.

SPORTING EVENTS

PARENT'S EVENINGS AND END OF YEAR REPORTS

In the Autumn Term, parents are invited to an appointment to discuss academic issues. There is another pupil conference in the Spring Term and a written report in the Summer Term. Appointments are made through a Pupil Conference Booking System on Parentmail. Instructions of how to book appointments will be sent out prior to the date.

READING

We cannot put enough emphasis on finding five minutes a day to share your child's book with them. This should be in addition to any books you read at bedtime/in the library etc. Reading Volunteers are people who come into school on a regular basis to help children practise their reading. If you are interested in knowing more, please contact the School Office.

SCHOOL COUNCIL

School Council Representatives represent the views of their class as part of a wider school meeting. Children vote at the beginning of the academic year as to who they would like to represent their year group.

SCHOOL LEADERSHIP

Mr Walls is the Executive Headteacher of the Spires Federation. Although not on site every day, he is always happy to meet and talk to parent whenever possible. In the first instance parent/carers should speak to the individual school Deputy headteachers: Digby- Miss Winters, Nocton- Miss Winters, Dunston-Mrs Toulson, please make an appointment via the School Office.

GROWING FOOD

SCHOOL OFFICE

It helps the efficiency of the School Office that any correspondence is sent to school in named envelopes. Envelopes and reply slips can be posted in the box on the wall in the bottom playground, which is emptied daily or items can be handed to the member of staff on the gate before and after school.

SCHOOL TRANSPORT

Lincolnshire County council organise a dedicated school bus for Digby through Mark's Transport for children living in Ashby, Scopwick and Rowston. A bus pass is issued for each academic year. Taxis are also available at other schools if you qualify.

SCHOOL TWITTER ACCOUNT

We regularly use our twitter account, this is a great way to share all of our events, achievements and to communicate with parents/carers and the wider public. It is a super way to share the wonderful things that we do at each school and across the whole federation. Each school has its own Twitter account as does the federation. Please follow us!

@SpiresFed
@NoctonPrimary
@DunstonPrimary
@DigbyPrimary

SCOOTERS AND BIKES

We have storage facilities for bikes/scooters. At Digby, this can be found in the bottom playground. At Dunston it can be found at the front of school.

SUNCREAM

During the summer months an application of high factor sunscreen should be administered by parents before school. This coupled with sunhats, water, use of shade and our uniform should significantly reduce the risk of heat stroke and sunburn.

STAFF

A list of staff is available on the school website.

TEAM GAMES

DAILY MILE

UNIFORM

We have a school uniform and expect all children to wear it. Please no laces before your child can tie them independently. Coats in school every day for playtimes and all items clearly named. Please refer to Section 5.

WATER

Children will have access to water throughout the day. Please provide your child with their own names bottle which they can take home every day to be cleaned and replenished. At lunch time, cups and water are available in the hall.

WEBSITE

Do take a look at the school's website for useful information and where you will find copies of newsletters and policies. You will find it at: www.spiresfederation.co.uk

WELFARE

The health and welfare of your child is always our first priority. If we are concerned about your child in any way, we will make contact with you. Please always ensure we have up to date contact details for all emergency contacts - especially mobile phone numbers and email address.

WRAP AROUND CARE

We are able to offer before and after school care for your child. This is run in school and by our own employed staff.

YOU

... are the most important people in your child's life and they will want you to take an active interest in their school life. You know them best and we want to work with you in partnership to ensure they receive the highest level of education whilst they are with us. Please keep us informed of any issues, however small, which may affect you child in school. We can only help if we know!

CONSTRUCTION