

WELCOME TO KIRTON PRIMARY SCHOOL





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ABOUT KIRTON PRIMARY SCHOOL

Kirton Primary School is a proud member of the Parliament Federation. It is situated in the thriving village of Kirton, approximately 4 miles south of Boston. The school also serves the outlying villages of Frampton, Kirton Holme, Kirton End and Kirton Skeldyke. Some children are brought to school by local authority transport.

There are approximately 550 children on role, including a 26 place Nursery unit which provides education for up to 52 children aged over 3 years.

The school is situated in spacious grounds, offering hard play, grass and environmental study areas.

School Contact Details

Kirton Primary School and Nursery
Station Road

Kirton
Boston

Lincs
PE20 1HY

Tel: 01205 722236

Fax: 01205 722108

Web Site: www.parliamentfederation.co.uk

Email: enquiries@parliamentfederation.co.uk

Head of School: Mrs T Stephenson

Executive Headteacher: Mrs N Donley

Chair of Governors: Mr P Holmes

SCHOOL STAFF

Executive Headteacher: Ms N Donley

Head of School: Ms T Stephenson

Deputy Head of School: Ms C Fovargue

Assistant Headteachers:

Mr M Neall

Ms J Wells

SENDCo:

Ms J Rose

Teachers:

Mr J Batterham	Ms E Rennie
Ms C Brine	Ms C Roberts
Ms A Cairns	Ms F Salvidge
Ms S Chandley	Mr E Saw
Ms R Farrar	Mr B Slaughter
Mr K Greaves	Ms H Sturt
Ms J Harrison	Ms S Taylor
Ms M Houghton	Ms Z West
Ms L Lewis	Ms C Wateridge
Ms L Morris	Ms A Wilkinson
Ms C Murchington	

Support Staff:

Mrs E Booker
Mrs B Cook
Mrs R Goodman
Mrs L Lea
Ms T Shaw

School Business Manager
Administrator
Administrator
Administrator
Clerk to the Governors

Ms A Bergman
Ms J Bignall
Ms S Bradshaw
Ms K Chapman
Ms S Clarke
Ms A Cooper
Ms K Daniels
Ms T Frankish
Ms B Gilliatt
Ms Z Gilliatt
Ms S Harris
Ms S Heath
Ms B Herd

Teaching Assistant
Teaching Assistant
Teaching Assistant
Teaching Assistant
Higher Level Teaching Asst & IT Technician
Higher Level Teaching Asst.
Teaching Assistant
Higher Level Teaching Asst
Teaching Assistant
Teaching Assistant
Apprentice Teaching Assistant
Teaching Assistant
Higher Level Teaching Asst.

Ms C Mackay	Higher Level Teaching Asst.
Ms C Melton	Teaching Assistant
Ms H Newson	Higher Level Teaching Asst
Ms S Padley	Teaching Assistant
Ms J Prendergast	Teaching Assistant
Mr W Steed	Teaching Assistant
Mr M Taylor	Teaching Assistant
Ms H Turner	Teaching Assistant
Ms T Williams	Teaching Assistant
Mr P Young	Site Manager
Mr C Baker	Assistant Caretaker
Ms Armstrong	Cleaner
Ms Barton	Cleaner
Ms L Harrison	Cleaner
Ms L Dent	Cleaner
Ms C Lyall	Cleaner
Ms S Saunby	Cleaner
Ms J Southgate	Cleaner (Relief)
Ms B Goodman	Midday Controller
Ms K Barnes	Midday Supervisor
Ms N Barton	Midday Supervisor
Miss Bergmann	Midday Supervisor
Ms J Bignall	Midday Supervisor
Ms S Bradshaw	Senior Midday Supervisor
Ms K Chapman	Midday Supervisor
Ms S Clarke	Midday Supervisor
Ms K Daniels	Midday Supervisor
Ms M Fitzer	Midday Supervisor (Relief)
Ms N Fuller	Midday Supervisor
Ms B Gilliatt	Midday Supervisor
Ms S Harris	Midday Supervisor
Ms S Heath	Senior Midday Supervisor
Ms K Hemingway	Midday Supervisor
Ms S Hines	Midday Supervisor
Ms S Jones	Midday Supervisor (Relief)
Ms C Lyall	Midday Supervisor
Ms C Mackay	Midday Supervisor
Ms C Melton	Midday Supervisor
Ms J Newton	Midday Supervisor
Ms S Padley	Senior Midday Supervisor
Ms E Patterson	Midday Supervisor
Ms J Prendergast	Midday Supervisor
Ms S Saunby	Midday Supervisor
Mr M Taylor	Midday Supervisor
Ms S Thorn	Bus & Midday Supervisor
Ms H Turner	Midday Supervisor

Mr W Steed
Ms M Watt
Ms A Young

Midday Supervisor
Bus & Midday Supervisor
Midday Supervisor

THE PARLIAMENT FEDERATION GOVERNORS

Governors

Ms N Donley, Executive Headteacher
Mr P Holmes - Chair
Ms T Stephenson
Mr S Johnson

Mr M Bean - Vice Chair
Ms A Smith
Ms R Bemrose
Ms S Ransome

Associate Members

Ms S Clarke

Clerk to Governors

Ms T Shaw

PTA MEMBERS

Mr M Bean
Ms E Booker - Treasurer
Ms S Clarke - Chair
Ms N Donley
Ms R Goodman - Secretary
Mr P Holmes
Ms A Smith - Vice Chair
Ms T Stephenson

KIRTON NURSERY

Kirton Nursery stands in the grounds of the primary school and includes classrooms, cloakrooms, a sunroom and gardens. It provides a happy, secure and stimulating environment where children discover that learning is fun.

The Nursery provides quality education for children in the year before they start full-time at primary school.

The Nursery is managed by a qualified teacher who has specialised in Early Years Education. She is supported by fully qualified Teaching Assistants.

Children are able to take part in structured play, discovery, craft and construction. A quiet area, outdoor classroom and climbing equipment complete the requirements for fulfilling the areas of learning recommended in the Early Years Foundation Stage document.

Kirton Nursery offers far more than these basic requirements. The curriculum is enriched for the children by taking them out into the village as well as further afield, and by bringing visitors in to share their expertise and experiences.

Special events are arranged throughout the year. The seasons of harvest, Christmas and Easter are celebrated. During the year, special events and 'theme days' are part of our curriculum. We have picnics, parties and outings during the year.

Children are encouraged to celebrate their successes by sharing them with others, including their parents.

We believe that educating young children can only be successful when parents are part of the process. Parents are children's first and most enduring educators. We consider that the partnership with parents is vital to children's development. We make every effort to involve parents in the education of their child.

Starting Nursery can be an anxious time for a young child and their family. We make every effort to ensure this is a smooth and positive process. Equally, the transition from Nursery to Reception class is carefully planned. As the year progresses, Nursery children are taken into the main school for special occasions or joint activities with the Reception class.

ADMISSION TO THE NURSERY

The Nursery admits children for the year prior to them starting primary school i.e. the September of the academic year during which they become four. Application should be made by mid March for admission the following September. Occasionally, we are able to admit a child earlier than this. Please ask at the office if you wish to know more.

Criteria for admission

Please ask to see our Admissions Policy.

In addition to the 15 hours free entitlement, the Nursery offers additional hours where places are available.

The cost for the extra hours are:

3 hr session - £12.00

Lunchtime - £2.50

This is to support flexible use of the Early Years Entitlement Funding.

Collecting Children from the Nursery

Great care is taken with the hand over of children between parents and staff at the beginning and end of each session. If there are alternative arrangements for collection at the end of a session, please let the staff know in advance, either in person or by letter. Please do not telephone unless there is an emergency. We do not hand children to strangers.

The front door of the Nursery is kept locked during sessions.

**PLEASE DO NOT DRIVE DOWN TO THE SCHOOL GATES OR
PARK IN THE BUS PARK**

ADMISSION TO SCHOOL

By law, children must start school at the beginning of the term after their fifth birthday. At Kirton, the policy is to admit children annually in the September of the academic year during which they will become five years old.

The Kirton Primary School PAN for Years Reception, one, three, four, five and six is 90. The PAN for Year two is 60.

Application should be made to the Local Authority by the end of December for admission in the following Autumn Term.

[TO VIEW THE LATEST LINCOLNSHIRE COUNTY COUNCIL PRIMARY SCHOOL ADMISSION POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS, PLEASE GO TO THE LINCOLNSHIRE COUNTY COUNCIL WEBSITE](#)

VISITS TO SCHOOL

We are happy to show you around school. Please telephone to arrange an appointment.

ATTENDANCE AT SCHOOL

Please be sure to send us a note or telephone on the first day of absence if your child will not be in school. We need to know where children are for reasons of safety. We also need this information for our records as we may have to report unexplained absences to Lincolnshire County Council, who will choose the appropriate action to take.

Attendance registers are marked at the beginning of each school session (8:55am and 1:00pm). Lateness and absence are recorded. If a child is absent and there is no communication from home, it is likely to be recorded as an unauthorised absence.

Absence may be authorised for sickness, medical appointments and treatment. Please bear in mind, however, that absence from school will affect your child's progress. Therefore, if at all possible, try to avoid arranging routine dental, medical or optician appointments during the school day.

Due to a change in legislation in 2013, the school cannot authorise absences during term time for family holidays.

If you have any concerns about your child's attendance, please do not hesitate to contact the office.

HEALTH & YOUR CHILD

Please do not send your child to school if they are not well. Illness spreads very quickly through school amongst both pupils and staff. Please ring and let us know that your child is absent through illness on the first day of their absence.

If you consider your child well enough to be at school, we expect them to go out to play at the usual times and take part in normal school activities. If you think that your child's health is affecting their performance at school, please contact the class teacher.

Sickness in School

If a child becomes ill during the day, we may bring them to the Medical Room. If they are unable to return to class, we will contact you so that they may be collected. If your child has vomiting or diarrhoea due to a stomach bug, the guidance from Public Health England states that your child should be absent from school for 48 hours from the last episode.

Injuries in School

Minor injuries are dealt with by staff and you will be notified as appropriate. In the case of serious injury or illness, we seek professional medical aid. Such emergencies may involve sending your child to hospital. We will make every effort to contact you immediately in such cases.

Medication in School

School staff do not administer medication. However, a parent may use the medical room for this purpose.

FOR THE SAFETY OF ALL CHILDREN, NEVER SEND YOUR CHILD TO SCHOOL WITH MEDICATION. THIS INCLUDES PAINKILLERS SUCH AS PARACETOMOL OR ASPIRIN.

Special arrangements are made for children with medical problems such as asthma.

THE SCHOOL DAY

Main School

Morning session: 8.55 - 12 noon
Morning break: 10.30 - 10.45 (KS2)
10.45 - 11.00 (KS1)
10.05 - 10.25 (Foundation Stage)
Afternoons: 1.00 - 3.20
Afternoon break: 15 mins (KS1 only)

Nursery

Mornings: 8.45 - 11.45
Afternoons: 12.30 - 3.30

SCHOOL CLOSURES

School is dismissed at the normal time on the last day of each term.

In the event of severe weather or other emergencies, local radio, Lincolnshire County Council's website, the school's website and/or Parentmail text service is used to advise parents if the school is to close.

MEALS IN SCHOOL

Morning snacks: many children like to eat a snack at morning break time. We encourage they eat **fruit**.

Lunch: children may bring a packed lunch. Drinks must be brought in unbreakable containers. No glass bottles, no fizzy drinks, or ring pull containers and nothing hot please.

Kirton is a **nut-free school**. Please do not send your child with any food containing nuts, such as peanut butter or chocolate-hazelnut spread.

Hot dinners are available to order online in advance from Willoughby Foods. We work closely with our supplier to provide a healthy cooked lunch. A sample menu is shown below;

- Chicken & Bacon Pasta Bake served with salad.
Fruit jellies.
- Lasagne served with salad.
Strawberry Mousse.
- Roast Turkey with stuffing, potatoes broccoli & carrots.
Ice Cream with wafer.
- Chipolatas with mashed potatoes & green beans.
Fruit Yoghurt.
- Fish cakes with chips & peas.
Apple crumble & custard.

The school provides free, cooked meals for all pupils in Years Reception, one and two.

Pupils in Key Stage 2 may purchase a school meal.

Free meals are available for some children in Key Stage 2. If you think your family may be entitled, you may apply by asking at the school office for an application form.

BEHAVIOUR POLICY

At Kirton, we operate a positive behaviour management policy which promotes high standards of behaviour and a consideration for others.

Good behaviour is celebrated in a number of ways, including a house point system, the possibility of receiving a certificate in a weekly assembly or being allowed privileges.

Inappropriate behaviour is sanctioned in accordance with our agreed policy. In cases of persistent inappropriate behaviour, parents are encouraged to work with the school on a behaviour modification programme.

Our behaviour management policy is available to any parent who wishes to read it.

ANTI BULLYING

We believe strongly at Kirton that children need to be assured that they are safe and secure and, therefore, able to learn.

We take any allegations of bullying extremely seriously and investigate the incident thoroughly. Parents are kept fully informed, and appropriate action will be taken to ensure that the situation is resolved.

EXTRA CURRICULAR ACTIVITIES

These are run at lunchtimes and after school and include activities such as art, cheerleading, choir, recorder playing, cooking and football.

Clubs may run continuously or for a set period. A signed permission slip is required before a child is allowed to stay for an after school club.

COMING TO SCHOOL AND GOING HOME

Please do not send your children to school early. **We cannot accept responsibility for children who are on the school site before 8.55 am.**

Accompanying Your Child

We would ask that older children are left on the playground at 8.55 am. You are welcome, of course, to stay with younger children. At the end of the day, we ask that you do not arrive too early to collect your children. Our playgrounds are not very big and they soon become overcrowded which makes supervision difficult. No dogs, other than guide or hearing dogs, are permitted on the school grounds and the whole site is designated non-smoking. E-cigarettes/vaping is not allowed.

Please note that there is **no parking or turning** in the school cul-de-sac or car park for safety reasons.

PLEASE DO NOT DRIVE DOWN TO THE SCHOOL GATES OR PARK IN THE BUS PARK

If your child is being collected by someone other than the contacts provided on the admissions form, please let the class teacher know or phone the office.

Collecting Children from the Reception classes at the end of the school day

Unlike other year groups, we do not send the children out to meet you until we have seen the person collecting them.

Cycling to School

We have a limited number of cycle and scooter storage spaces.

Riding bicycles or scooters is not permitted on school premises - please ensure your child dismounts.

Travelling by Bus

If you live more than 2 miles away and Kirton is your designated school, your children may be entitled to free transport. You may apply online at www.lincolnshire.gov.uk or telephone the Customer Service Centre on 01522 782020. Children who travel on the Lincolnshire County Council School Transport are looked after by a team of Bus Supervisors on arrival and departure from school.

***If children are not travelling on the bus in the usual way,
please ensure the school has been informed.***

DRESSING FOR SCHOOL

SCHOOL UNIFORM

We believe a uniform looks smart and helps children to feel that they belong to the school. It is also useful in identifying our pupils when we take them out of school for various activities.

Our uniform has been chosen both for its looks and its practicality. We are fortunate in that all parents support us in this policy.

Items of clothing and colours are:

Royal blue sweatshirts, cardigans, fleece jackets, peaked caps, woolly hats
Grey trousers, skirts, pinafore dresses
White shirts, blouses, T-shirts, polo shirts
Blue and white striped or checked summer dresses

HOMEWORK BAGS

Printed with the school logo are available to buy from the school office.

SHOES

Black school shoes (not trainers) with no heel and no platform sole.
No boots, please.

For Physical Education

- Black shorts
- White T-shirt
- Trainers for PE
- Sweatshirts or track suits should be worn in cold weather

For football and winter games on the field

Although football boots are not essential, children must have a change of footwear eg trainers, which should offer protection and will not be spoiled by wet or muddy conditions.

For School Playtimes

For colder weather, children may need hats, gloves, warm coats and water-proof footwear.

Buying Uniform

Sweatshirts, cardigans, fleece jackets, peaked caps, woolly hats, T-shirts and polo shirts with our school logo are available from Oldrids Department Store in Boston or "My Clothing" online.

CARING FOR PERSONAL PROPERTY

ALL ITEMS OF CLOTHING AND FOOTWEAR MUST BE CLEARLY NAMED

- Please ensure that coats have a large loop in the back of the neck so that they can fit over our cloakroom pegs.
- Cloakrooms are crowded places and storage facilities are limited; it is wise to limit the amount and size of your child's 'luggage'.

Lost Property

Unnamed items are kept for two weeks only. If your child has lost anything, please encourage them to look for it themselves before asking their teacher to help them. If this does not succeed, you may come to the school office and ask to look through lost property.

Personal Property

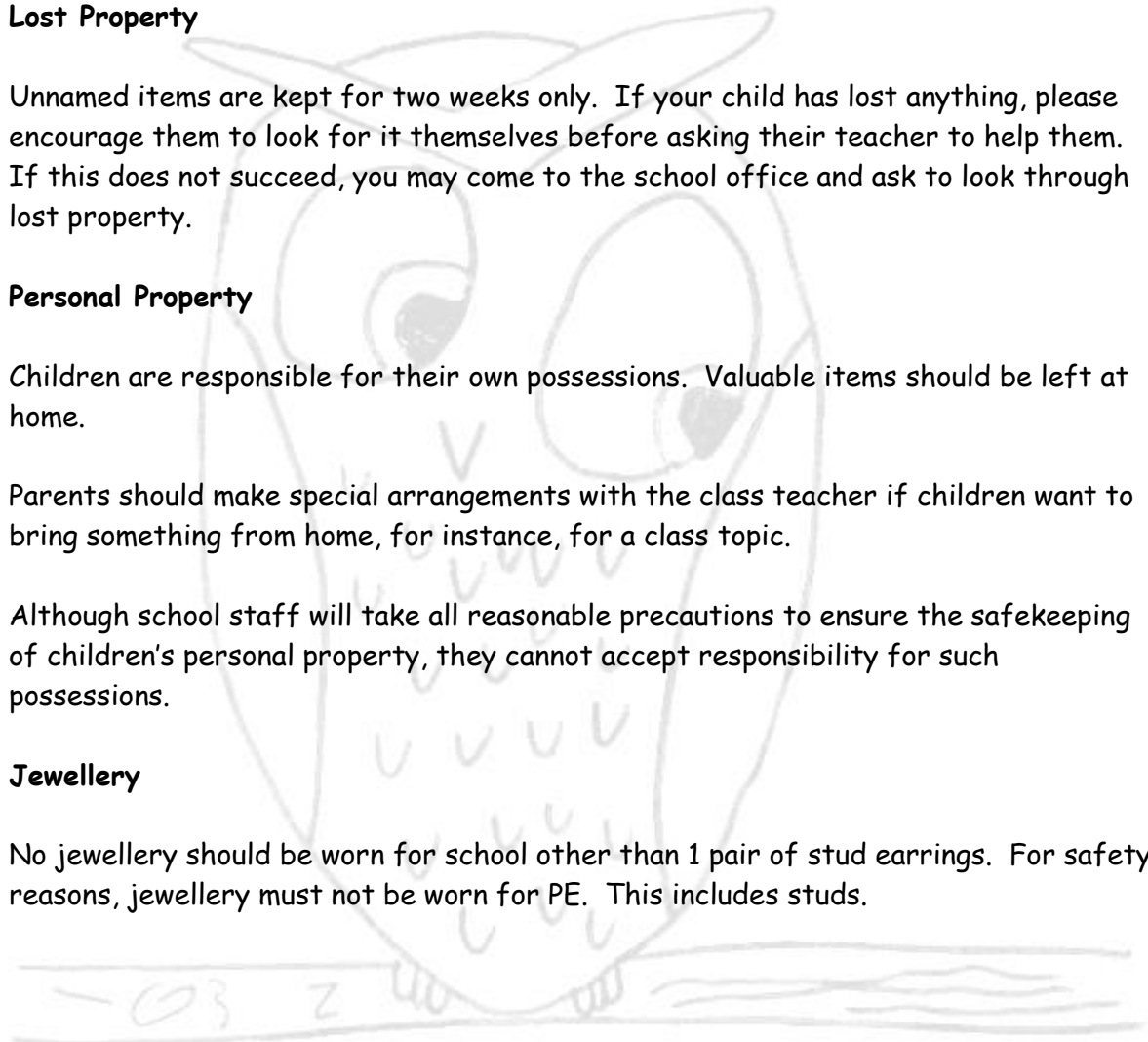
Children are responsible for their own possessions. Valuable items should be left at home.

Parents should make special arrangements with the class teacher if children want to bring something from home, for instance, for a class topic.

Although school staff will take all reasonable precautions to ensure the safekeeping of children's personal property, they cannot accept responsibility for such possessions.

Jewellery

No jewellery should be worn for school other than 1 pair of stud earrings. For safety reasons, jewellery must not be worn for PE. This includes studs.



WHAT DO WE TEACH AT KIRTON PRIMARY SCHOOL?

All subjects (except RE), which are taught in school, follow the guidelines set out in the National Curriculum Document.

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
<u>Nursery</u> 2019/20	Me and My World	The Sky and Space	Colour and Artists	The Past	Farms and Zoos	Transport
<u>Reception</u>	Me and my Family	Celebrations	Toys	Fantasy	Let's look Outside	Animals
<u>Year 1</u>	Amazing Me	Look Where I Live	In the Wild	Flying Machines	Lincolnshire Life	Holidays
<u>Year 2</u>	Food	Toys	At the Zoo	Famous People	Who Lives Here?	Robots
<u>Year 3</u>	Brilliant Bodies	Light up the World	Forces	The Earth	Plants	From the Stone Age to the Iron Age
<u>Year 4</u>	Living Things and Their Habitats	Roman Britain	Electricity	The Mayans	Sound	Invaders and Settlements
<u>Year 5</u>	Raiders and Invaders	Materials	Our World	Lifecycles	Local History	To Infinity and Beyond!
<u>Year 6</u>	Alive and Kicking	Greeks	Dr Who	Food and Farming	Egypt	Jurassic Park

Please see the website for further details.

PREPARING CHILDREN FOR LIFE IN MODERN BRITAIN

Please see the website for further details.

RELIGIOUS EDUCATION

In the teaching of religious education, we follow the Lincolnshire Agreed Syllabus. Please see the website for further details.

COLLECTIVE WORSHIP

This is distinct from R.E., although the two are linked by the requirement that schools should promote the spiritual, moral, cultural, mental and physical development of pupils.

Our school has no religious affiliation, but we have connections with the local churches. Collective Worship takes place regularly in school assemblies. These are varied and take account of the needs of all children. The worship is largely Christian in nature, but we familiarise children with worship from other religions.

Assemblies also provide the opportunity for children and teachers to come together as one family and share in the life of the school.

PERSONAL, SOCIAL AND HEALTH EDUCATION

Areas covered are:

- Health Education
- Drugs Education
- Sex Education (Parents have the right to withdraw their children from sex education should they wish. This must be done by writing to the Head of School)
- Personal and Social Education
- Parents and Teachers working together

YOUR CHILD'S PROGRESS IN SCHOOL

We aim to let you know as much detail as possible about your child's progress.

We keep records of the work that has been covered by the class and the achievements of individual children. Towards the end of each summer term, you will be sent a School Report. If your child is in Year 2 or Year 6, they will have been assessed on their achievements in relation to the National Curriculum. You will be sent a copy of their results. You will also be given the opportunity to come and discuss these with the class teacher.

In the autumn and spring terms, Parent Consultation evenings are available. You will be invited to make an appointment to come to talk to your child's teacher about their progress and, in the spring term, look at some of your child's work.

In addition to the above arrangements, you may make an appointment to speak to the teacher about any concerns you may have. Such appointments are best made between 3.30 and 4.00 p.m.

SPECIAL EDUCATIONAL NEEDS

IDENTIFICATION

Most children enter school happy, healthy, eager and able to learn. Some children come to us with problems that have been identified already. Other children may develop problems at a later stage.

Whatever a child's situation, we aim to ensure that all our pupils have access to the whole curriculum, and that they develop to their full potential.

If you feel that your child has special educational needs, please do not hesitate to contact the class teacher.

If your child has needs that have already been identified, please make sure that we have all the relevant information, including paperwork from specialist agencies eg community paediatrician.

It is important that special educational needs are identified as early as possible. Class teachers are constantly monitoring children's progress and will refer concerns as appropriate.

THE CODE OF PRACTICE

The school has a Special Educational Needs Co-ordinator (SENCO). It is their job to implement the Special Educational Needs Code of Practice and to maintain and develop resources.

The Code of Practice is a statutory procedure which ensures that children's needs are met. For further information please see the link on our website to the school offer for [Special Educational Needs](#).

Throughout this process parents will be consulted and kept informed.

Fortunately, in the majority of cases, problems can be dealt with satisfactorily within the normal provision of the school. Additional Support Plans (ASPs) are devised for children whose needs are not being met by the differentiated curriculum in the classroom. These set out agreed learning targets.

SUPPORT SERVICES

We work closely with the LA Support Services.

At Kirton, we have a good special educational needs team composed of teachers and teaching assistants, who are experienced in helping children with a wide range of needs.

MORE ABLE AND TALENTED CHILDREN

Class teachers cater for a wide range of abilities amongst their pupils. Children who are identified as being more able or talented are supported through differentiated class work.

If you feel that your child is particularly able, please talk to the class teacher.

CHILDREN WITH DISABILITIES

We make every effort to accommodate pupils with disabilities.

It is the aim of the school to welcome children with disabilities as far as possible, and to ensure maximum participation in all activities.



SCHOOL TERMS & HOLIDAYS

KIRTON PRIMARY SCHOOL

SCHOOL TERMS - ACADEMIC YEAR 2019/2020

TERM	DATES	NUMBER OF SCHOOL DAYS
1	Monday 2 nd September 19 - Friday 18 th October 19	35
2	Monday 4 th November 19 - Thursday 19 th December 19	34
3	Wednesday 6 th January 20 - Friday 14 th February 20	30
4	Monday 24 th February 20 - Friday 3 rd April 20	30
5	Monday 20 th April 20 - Friday 22 nd May 20 May Day Friday 8 th May	24
6	Monday 1 st June 20 - Tuesday 21 st July 20	37
Total number of school days in 2019/2020		190

SCHOOL TERMS - ACADEMIC YEAR 2020/2021

TERM	DATES	NUMBER OF SCHOOL DAYS
1	Wednesday 2 nd September 20 - Friday 16 th October 20	33
2	Monday 2 nd November 20 - Friday 18 th December 20	35
3	Monday 4 th January 21 - Friday 12 th February 21	30
4	Monday 22 nd February 21 - Thursday 1 st April 21	29
5	Monday 19 th April 21 - Friday 28 th May 21 May Day Monday 3 rd May	29
6	Monday 7 th June 21 - Thursday 22 nd July 2021	34
Total number of school days in 2019/2020		190

COMPARATIVE NATIONAL SAT RESULTS KS2

This table shows the key stage 2 results in 2018

2019	Reading	Writing	Maths	Combined Reading, Writing and Maths School	Combined Reading, Writing and Maths National
Average Progress Scores	5.5	10.5	7.2	n/a	n/a
Average Scaled Scores	101.1	-	103.5	n/a	n/a
% of Children Achieving Expected Standard	58	89	82	57	65
% of Children Achieving a High Level Attainment	16	25	18	11	11

RATES OF AUTHORISED AND UNAUTHORISED ABSENCE

Autumn Term 2018	Spring Term 2019	Summer Term 2019
Authorised 2.48%	Authorised 3.37%	Authorised 3.13%
Unauthorised 0.71%	Unauthorised 0.67%	Unauthorised 1.80%

SAFEGUARDING

Because of the nature of their job, teachers are able to see when children become seriously upset or do not develop as they should. There may be many reasons for such occurrences and there are several agencies with whom we work.

COMPLAINTS PROCEDURES

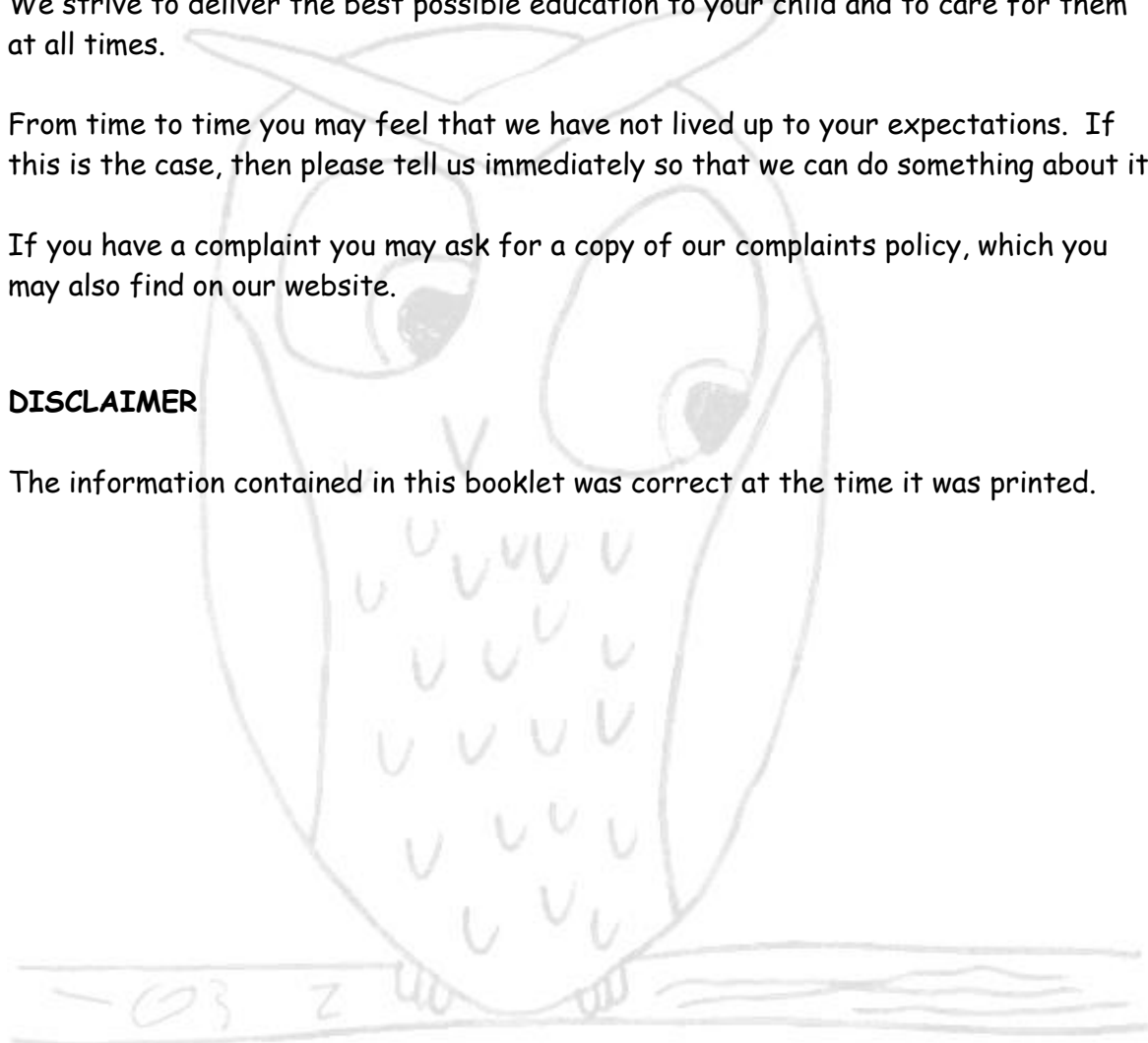
We strive to deliver the best possible education to your child and to care for them at all times.

From time to time you may feel that we have not lived up to your expectations. If this is the case, then please tell us immediately so that we can do something about it.

If you have a complaint you may ask for a copy of our complaints policy, which you may also find on our website.

DISCLAIMER

The information contained in this booklet was correct at the time it was printed.





Kirton Primary School

Station Road, Kirton, Boston, Lincs PE20 1HY

Tel: 01205 722236

enquiries@parliamentfederation.co.uk