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Flintham Primary School

Welcome Pack



‘Inspiring a love of learning’

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Welcome to Flintham Primary School

Dear Parents/Carers,

Welcome to Flintham Primary School. We are proud to be a rural primary school who serve the community of Flintham and the surrounding villages. As we are a small school, there is a warm, friendly, family feeling to the school. All the staff and children take care of one another to create a safe and happy environment where everyone is respected and valued and where everyone can develop an appreciation of the cultures and beliefs of others in our school community and beyond. Our grounds are extensive and contain a wildlife pond, adventure trail, climbing frame, all weather area, playing field, vegetable garden and a quiet millennium garden.

Flintham is one of twelve schools who are part of Equals Trust Academy. The school take children from 3 (Early Years) to 11 years old (Year 6). The admission of children into reception through to Year 6 is organised through Nottinghamshire County Council to ensure there is a fair and equal process for all children who wish to attend their local school. The children who join us in the Early Years is organised through the school.

It is a great privilege for me to have the opportunity to lead a team of experienced, talented, professional, and dedicated staff who aim to create a school in which every pupil will flourish in a caring, happy environment. Our staff really do care for the children, and they develop strong and meaningful relationships as well as providing a curriculum that excites, motivates and challenges our children to succeed.

We have high expectations of every one of our children. Our ethos is to 'Inspire a love of learning' and to teach children how to be responsible citizens both now and in the future through our Super Six Aims (Be Determined, Be Responsible, Explore, Aspire, Make Good Choices and Show Respect). Teachers harness children's natural curiosity and desire to learn, making learning stimulating and enjoyable through our exciting and rich curriculum based on the local area, giving them a real reason for learning. We support all children at an individual level, whatever their learning strengths and needs.

We strongly believe in the importance of developing a supportive partnership between home and school. This is essential if children are to achieve their full potential and to grow as individuals. Working together, we can help your child to develop the skills that they will need in later life. We want all our children to be happy, confident learners and to aim high!

We are at the heart of our community and make excellent use of the local resources through visitors and visits which enrich our curriculum and the children's understanding. We hope that you will share our ambitions and aspirations for your children.

We hope our website will answer many of your questions, but should you have further queries, please telephone, email or visit the school – you will be most welcome to see at first-hand how we work and what we can offer your child. We aim to provide a happy and secure school life for the children at Flintham Primary School.

Yours faithfully,
Mrs Janette Dunderdale
Headteacher

Mrs Caroline Aldrich
Chair of Governors

Our Vision and Mission

VISION STATEMENT

A **VISION** statement is a statement of intended impact of provision

We aspire to provide everyone with...

- an excellent holistic education through an inspiring, creative and ever evolving curriculum.
- an understanding that there is no limit to their potential.
- the foundations to face the various challenges of life and be respectful, responsible and caring citizens making a positive contribution to their community and wider society.
- a love of learning which continues to develop enquiring minds and enrich their lives.

MISSION STATEMENT

A **MISSION** statement is a statement of aims relating to provision

We are committed to our mission, with the collaboration and support of pupils, parents, staff, governors and the local community, to provide a caring and inclusive school. We aim to deliver an ever-evolving education where teaching and learning is engaging, challenging and creative within a safe, nurturing environment. We promote self-esteem, independence, resilience, motivation and respect for all. We aim to assist pupils in developing skills to become independent life-long learners who will succeed and contribute responsibly in the changing global community. We aim to enable pupils to realise their potential academically, socially, morally, spiritually and culturally within a caring environment, underpinned by our Super Six Aims:

Be Determined

Be Responsible

Explore

Aspire

Make good choices

Show Respect

Our values are our 'SUPER SIX AIMS'

*At Flintham Primary School we all use the super six aims to help us
"Inspire a Love of Learning"*

Be Determined

'We have pride in our efforts and develop confidence, positive attitudes and resilience'

Be Responsible

'We expect high standards and excellent behaviour in all aspects of school life'

Explore

'We develop enquiring minds, encouraging pupils to work independently secure in the knowledge that Flintham is a safe place to make mistakes'

Aspire

'We have a creative curriculum which inspires and motivates'

Make Good Choices

'We encourage a healthy lifestyle and support pupils to make informed life choices'

Show Respect

'We are a happy, safe and caring school where all people are respected'

Our School Organisation

Our school is organised into four classes.

Fire Class	Early Years and Reception
Air Class	Year 1 and Year 2
Water Class	Year 3 and Year 4
Earth Class	Year 5 and Year 6

Our Staff Team

Head Teacher	Mrs J. Dunderdale
School Business Manager	Mrs G. Otton
School Administrator Manager	Mrs A. Bufton
Deputy Head, SENCo and Air Class Teacher	Ms K. Halliwell
SLT and Fire Class Teacher	Mrs J. Sharphouse
Fire Class Teacher	Mrs J. Dunderdale
Air Class Teacher	Mrs S. Smith
Water Class Teacher	Mrs V. Ridgway
Water Class Teacher	Mrs L. Smith
Earth Class Teacher	Miss E. Doherty
Teaching Assistant	Mrs S. Witham
Teaching Assistant	Miss G. Pykett
Teaching Assistant	Miss A. Moisey
French Teacher	Mrs C. Burdell
Pianist	Mr R. Starr
Senior Dining Room Assistant	Mrs K. Scruton
Senior Midday Supervisor/Cleaner in Charge	Mrs L. Sanderson
Midday Supervisor	Mrs M. Wood
Midday Supervisor	Mrs A. Hill
Midday Supervisor	Mrs A. Kwun
Class 1 Midday Supervisor	Mrs S. Witham/Miss A. Moisey
Extended Services	Miss K. Witham, Mrs S. Witham & Mrs C. Cheng

The School Day

Start of the Day 8:45 am

The gates are opened at 8:40am for children and their parents/carers to enter the playground before the start of the day. Children are to go and wait in their lines straight away (please see below for details about this). *Please stay with your child until the class teacher collects the children or a member of staff is on the playground for the older children.* The bell will be rung at 8:45 am. To avoid congestion, we would appreciate if parents say goodbye to their child and leave the playground once the teacher has come out to the class following the bell being rung.

If it is raining heavily children can come straight into school as they arrive after 8:40am.

Lining Up

CLASS	DETAILS
NURSERY AND RECEPTION	Line up on the playground, on the caterpillar near the fencing to the reception outdoor area.
Y1 AND Y2	Line up on the playground nearest the trim trail.
Y3 AND Y4	Line up on the small area of Astro turf nearest the reception outdoor area.
Y5 AND Y6	Line up on the small area of Astro turf furthest away from the reception outdoor area.

Access to School

The school gates will be opened at 8:40 am every morning for parents and their child(ren) to wait on the playground for the start of the school day. The gates are closed as soon as children go into their classes at 8:45am.



If Children are Late at the Start of the Day

Please try to get your child to school promptly, it is very unsettling for them to arrive when school has already started. If class lines have already left the playground, **parents** will need to report to the school office with their child to sign them into school.

Morning Break

10:45 am until 11:00 am.



Children can have a piece of fruit or a healthy cereal type bar only for snack at playtime. (Fruit is provided for all children in Fire and Air classes).



Lunch and Playtime

12:00 pm until 1:00 pm

End of the Day 3:15 pm

In an afternoon the school gates are opened at 3:10 pm. Unless your child is in reception you will not need to come through the gates in an afternoon.

CLASS	DETAILS
NURSERY AND RECEPTION	Collected from the playground near the fencing to the reception outdoor area.
Y1 AND Y2	From the gate to the right of reception.
Y3 AND Y4	From the gate nearest the bike shed.
Y5 AND Y6	From the gate to the left of reception.

Please ensure you collect the children **promptly** and make sure your child's class teacher knows if someone else will be collecting them.

If there are last minute changes, unexpected delays or if someone else is collecting your child please telephone the school office as early as possible. Telephone number 01636 525371.

Parking

For the safety of everyone and to avoid congestion, we ask parents to park on Inholms Road outside of the school safety zone. Please park carefully away from our neighbours' drives. Please do not park opposite the school gates outside the cemetery as this obstructs the footpath and makes it dangerous for traffic passing on the blind bend. Where possible we encourage our families to walk or bike to school – it's much healthier for the children and our environment. Parents should not park in the school car park to drop off and collect, unless this is for before and after school club.

Help From Our Parents

Parents are always welcome at Flintham Primary School. The following are some of the ways you can help at school:

- Hearing children read.
- Playing language games.
- Playing number games.
- Gardening.
- Cooking.
- Craft/art work.
- Giving talks to small groups to support topic work or RE.
- Offering a skill or talent e.g. art, dance, PE, music, computers, design and technology.
- Helping with transport to sports fixtures or special events.
- Making costumes, props and scenery.
- Accompanying groups to swimming or on trips.



If you would like to help with any of these or have any other talents to share with us we would be delighted to hear from you. Please contact your child's teacher or the school office.

NB: All parent helpers are required to complete a volunteer DBS check, which is free of charge, as well as a risk assessment for volunteers. We hold a short informal meeting for volunteers to complete the assessment, go through procedures and answer any questions you may have about volunteering in school. These must be completed before parents can help in school.

School Uniform



- Green logo sweatshirt/cardigan or green cardigan/jumper
 - Gold/Yellow polo shirt
 - Grey pinafore dress/skirt/trousers/shorts. (no canvas, jeans or jogging trousers)
 - Gingham green dress in the summer term
 - Black shoes (no logo and flat, no trainers)
- Boots can be worn in winter months (flat, without heels)
- Boots/wellies if bad weather
 - Plain grey tights or grey/black/white socks
 - Warm/waterproof coat
 - Sunhat when it is sunny (no sunglasses)

All uniform can be purchased and ordered from the school office.

If your child has shoes with laces, please help them to learn to tie them.
A school book bag is also available from the office.

FOR PE:

- Plain white t-shirt
- Black shorts, of a reasonable length, and tracksuit bottoms or leggings for colder weather
- School jumper for cold weather
- Trainers

Hair should be tied back and earrings removed for PE



Please send your child to school in their PE kits on their PE days. Occasionally PE days are changed at short notice due to the weather or other events. These will be communicated with the children and parents.

Swimming

Children need a swimming costume and towel in a named bag to take to the swimming pool. Children with long hair should wear it tied up, and no jewellery, including earrings, is allowed during swimming lessons. Boys are to wear tight legs trunks and not baggy shorts and girls are to wear a one-piece swimming costume.

PE/Swimming Bags, Book Bags and Water Bottles are available from the school.

PLEASE NAME ALL YOUR CHILD'S CLOTHES CLEARLY- PREFERABLY WITH NAME TAPES- INCLUDING THEIR COATS.

JEWELLERY AND HAIR

No jewellery should be worn in school other than studs only if wearing earrings and these must be removed for PE (please consider this when getting your child's ears pierced). Watches (excluding smart watches), religious jewellery and stud earrings only. Please discourage your child from bringing any valuable jewellery/watches to school. Long hair should be tied up at school with appropriate accessories e.g. bobble, small scrunchie or plain head band (no big bows or headbands with bits sticking up such as ears). Nail varnish is not allowed in school.

Admissions

Admissions applications for Flintham Primary School are received through Nottinghamshire County Council's co-ordinated scheme for first admission to school, and for in-year transfers. For more information and our admissions policy please see our website by [clicking here](#).

If you wish to make an application, please click on the following link:

<https://www.nottinghamshire.gov.uk/education/school-admissions/hub>

This does not guarantee you a place at Flintham.

Early Years Admissions

Admissions for our Early Years Provision is available for children who have their 4th birthday during the academic year, September 1st to August 31st, (the year prior to starting reception) and these are dealt with within school. Please look on our website by clicking [here](#) or contact the school for more information.

Early Years Provision

Our nursery class serves the local community of rising 4s. It consists of an indoor area, demarcated into specific learning zones and a large enclosed and partly covered outdoor area which is accessed all year round. The children spend as much of their time outdoors as they do indoors. It is a vital part of how the school nurtures both academic and social progress. The highly stimulating environment allows children to play together in a multitude of different areas. The Early Years children (N2) are part of our Foundation class, alongside our Reception children; this has proved highly successful. We offer 15 hours and 30 hours provision and this can be split across different providers.

Within EYFS we provide a balance of adult led and child initiated activities that help children to think critically, play and explore and become active creative learners. The environment is purposely set up to ensure excellent Early Years provision. High expectations, dedicated staff, clear systems and procedures with detailed induction processes (for children and families) ensure a smooth transition into the EYFS. Information from home visits, baseline assessment and ongoing observations are effectively used to plan personalised support for every child, ensuring that children achieve as much as they can from their individual starting point. The needs of all groups are catered for to ensure that we are inclusive and every child receives an enjoyable and challenging experience across all areas of learning.

Breakfast and After School Club

Our breakfast and afterschool club is available each morning from 7:30am until 8:45am and 3:15pm until 6:00pm at Flintham Primary School. Parents are able to book a shorter afternoon session (3:15pm until 4:45pm). If parents collect after 4:45pm they will be charged the full afternoon session price. Children are given breakfast which consists of toast or cereal. In the afternoon they are provided with a snack, such as a cheese sandwich or bagel. Children attending the short afternoon session will be provided with a piece of fruit. The Club is run by our school, however The Lime Trees deal with the booking and payment of this club. Visit their website [here](#) for more information and booking details.

The cost per session for breakfast club is £6.60 per child and afterschool club is £6 per child for the shorter session and £12.85 per child for child care after 4:45 until 6:00pm. Places can be booked in advance or on the same day and are payable through The Lime Trees online payment system, or by childcare voucher, Government Tax Free Scheme.

Lunch Time

At Flintham Primary School the children have a choice of having a hot school meal (either meat, vegetarian or jacket potato) or bringing in a packed lunch. Meals are served by our cafeteria system.



Our catering is provided by Taylor Shaw. School meals are cooked on at Robert Miles Junior School and collected by our kitchen staff in time for lunch. The menu provides a varied and balanced menu throughout the week. The menus are on a 3 week rota and can be found on the [school website](#).

Meals are charged at £2.95 per meal, £14.75 per week, children in Reception, Year 1 and 2 are entitled to an Universal Infant Free school meal (UIFSM), meaning all hot meals are free throughout

these year groups.

Packed lunches may be brought from home, but we ask parents to maintain a good nutritional base to these. We do not allow the children to bring in hot food, chocolate or fizzy drinks. Please also avoid pottery or glass containers because of the obvious breakage issue.



Special Diets and Allergies

We aim to ensure all pupils have access to healthy school dinners regardless of any special requirements. If your child's diet does not suit our menus due to any food allergies or intolerances, religious or ethical beliefs please let us know so we can make alternative arrangements. Please complete the food allergies request form using this link which can be found on our website <https://orders.lunchhound.co.uk/medicaldiets/request>. Any allergies and intolerances must be accompanied and supported by medical documentation from the child's GP or other medical professional.

Claiming for Free School Meals

We want to make sure that as many eligible pupils as possible are claiming their free school meals - even if your child is in Reception, Year 1 or Year 2 and receiving an UIFSM. Registering for free school meals will enable your school to claim their 'pupil premium allocation'. Pupil premium is additional funding that can help support your child in school. More information about pupil premium can be found [here](#). To check if you are entitled please click on this [link](#).

Free School Meal Qualifying Benefits

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the qualifying benefits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child may also get free school meals if you get any of these benefits and your child is both:

- younger than the [compulsory age for starting school](#)
- in full-time education

Registering for Free School Meals

Registering for free school meals can be done online via Nottinghamshire County Council by [visiting this website: Apply for free school meals - GOV.UK](#) The information you will need to register includes:

- Personal details (including national insurance number and date of birth) for the parent/carer
- The child's full details including their date of birth and the school they attend.

Parents unable to apply online should contact Nottinghamshire County Council on 0300 500 80 80.

More information regarding Free school meals can be found [here](#).

Milk and Fruit

Free milk is provided for all children under the age of 5 and for those children receiving free school meals.

Milk can also be provided for all children at cost of approximately £15 per term, this is paid directly to cool milk.

All children who wish to have milk in school must be registered on the [cool milk website](#).

Registration and payments must be made by Tuesday evening to receive milk the following week.

1 Piece of fruit is available to all children in Early Years, Reception and Years 1 and 2. This may be an apple, banana, pear, tomato or something similar.

KS2 children can bring in their own fruit for break time.



Payments to school

School operates a cashless payment system and all payments for school meals, trips and uniform are to be made on the Arbor app.

School meals can be booked and paid for in advance, uniform can be purchased from the shop area and trips will be added to the payments area when applicable.



Further guidance and login details will be issued when your child starts school.

Attendance

School attendance is a priority for our school and we are constantly monitoring pupil attendance. We want to work together with parents/carers to help ensure excellent attendance and punctuality for all pupils from an early age. The following information shows how school attendance can affect your child's future progress.

Above 97%:	Above 97%. Less than 6 days absence a year: Excellent attendance! Pupils with this attendance should achieve the best grades they can leading to best possible start in their secondary education.
95%:	95%. Less than 10 days absence in a year: Pupils with this attendance are likely to achieve their target grades and will be well prepared for starting secondary education
90%:	90%. 19 days absence over the year: Pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best.
85%:	85%. 29 days absence in a year: These pupils are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their best.
80%:	80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work. Parents of pupils with this level of attendance could be issued with a Penalty Notice.

[Click here](#) for more information about our school attendance policy.

Absences

If your child is absent from school, please contact the school office on the first day of absence and every subsequent day before 9 am. Our telephone system gives you the option to leave a message to report your child's absence; please leave your child's name, class and reason for absence.

If your child is absent from school without notice, the school will telephone the parent on every day of absence if the school have not been notified.

Children returning to school after illness should clearly be fit to do so and free from infection. If your child suffers from a bout of sickness or diarrhoea then you should keep your child off school for a minimum of 48 hours after the last episode.

Holidays During School Time

New government regulations state that 'head teachers may not grant any leave of absence during term time unless there are exceptional circumstances'. As a consequence, holidays taken during school time will be recorded as unauthorised and will lead to a fine. These regulations have come into place because of the negative impact non-attendance has on the progress and learning of children. The guidelines have been updated in line with government expectations and parents whose children's attendance is in the amber and red section for attendance will be contacted for a meeting and may be subject to a fine.

It is strongly advised that holidays are only taken during school holiday times, thereby ensuring the minimum disturbance to your child's education. For further details relating to this matter [click here](#).

If you do find it necessary to request a leave of absence during term time, it will continue to be necessary to complete a leave of absence form. These are available from the school office and the school website. The request will be considered in line with the government's guidelines.

Click below to download and print a school holiday request form or access a form from our website. Please take the completed form to the school office. The form recommends that you hand it in to school, giving at least 4 weeks notice.

[Application for Leave of Absence](#)

Medicines

If your child needs to receive medication during the school day, the medicine should be taken to the school office in the original container and a medicine form should be completed giving written details regarding dosage, time etc.

The school is unable to administer any medicines unless they are prescribed by a doctor. Children who use inhalers will have them stored in the classroom. These must be clearly named.

School Closures

On very rare occasions the school may be unexpectedly closed due to very severe weather or internal problems (e.g. flooding, no heating). Parents will be contacted by text/email (please ensure we have your up to date mobile number/email address).

If severe weather occurs overnight, please do not telephone school, but listen to Radio Nottingham or Capital FM. All school closures are broadcast at regular intervals when we have unexpected weather conditions.

If the weather deteriorates during the day, and you are concerned about travelling, you may collect your child from school early, but they will not be allowed to make their way home unaccompanied.

Friends of Flintham Information

The Friends of Flintham PTA is registered charity made up of a group of people – Mums, Dads, Carers, Grandparents etc who like to get involved with activities and help to organise fundraising for our school.

Parental support comes in many shapes and forms across various schools. We are fortunate at Flintham to have 'The Friends of Flintham' PTA team to harness this support.

Some of the events organised by The Friends of Flintham are Summer and Christmas Fayres, A Race Night, Casino Night, and Jumble Sale, that have all benefited the children significantly. Look out for any future events.

Of course, the financial benefits of such a group are obvious. However, we believe that the social element and overall benefits to our school community are of utmost importance. Essentially, we think that we can all gain something from having a strong Flintham family all working together for the good of the school community.

By becoming a member of The Friends of Flintham PTA team you can become an important part of helping to ensure that this idea become a reality. See our website [here](#) for more information.



Dear Parent/Carer,

Welcome to Flintham Primary School, which is a member of **Equals Trust**. We hope you and your child will be very happy with us and that we will be able to work together to achieve the best we possible can for you.

Equals Trust is a multi-academy trust comprising 12 primary schools in the Rushcliffe and Gedling areas. Being geographically close means that the schools can work together on developing good practice, sharing ideas and school improvement priorities. It also means we can provide excellent cost-effective services for the schools through joint commissioning. The Leadership Group of Head Teachers organise school improvement and is involved in the strategic direction of the Trust. This is unique to **Equals Trust** and means that decision making is consulted on at all levels, with school leaders, local governing bodies and their communities maintaining their school's ethos and unique identity. They also have a wider perspective through mutual accountability and a strong collaborative approach. This enables everyone to have ownership of the strategic direction of **Equals Trust** and a strong sense of belonging. We hope you will enjoy being part of the **Equals Trust** family.

Everyone involved with **Equals Trust** believes passionately that collaborative working raises educational standards and improves life chances for the children within the trust partnership. Teaching and Learning are at the centre of all we do, providing an exciting curriculum and enrichment opportunities that challenge and excite them; for example each of our schools is part of a British Council global education project 'Stories of a lifetime' linking and exchanging with schools in Tanzania. We share expertise and great practice, providing professional development and the resources to achieve this; for example through joint curriculum INSET days. The schools work on curriculum development together, but they retain the essence of what is distinctive to their school and local community. We strongly believe in providing a wide range of enrichment activities to the children in our care in addition to a national curriculum to ensure that children make the best possible progress and social development. Through our EQT Improvement Planning process we are always looking for innovative ways to enhance our pupils' experiences; for example an e-safety project that produces a regular e-magazine, a maths hub with Southwell Minster Teaching School and an iPad maths project organised by our Distinguished Apple Educator. We hope your child will be involved in our inter-trust activities including storytelling, football, Boccia and frisbee competitions and a whole Trust singing extravaganza at the Albert Hall.

Our Governance Structure ensures there is support and accountability in all areas at all levels. This includes Local Governing Bodies and Head Teachers at a local school level through to overall Board Level and ultimately the Members who ensure the principles of our philosophy are the basis for all decisions. As parents you will be asked for your views on your school and consulted on areas of your child's education. On occasion we will also ask for your support in shaping the direction of **Equals Trust**. We hope this has given you some insight into **Equals Trust** and the exciting advantages for your school of being a member. Please see our website : www.equalstrust.org for any further information or contact our office in Keyworth.

Best Regards

A handwritten signature in black ink that reads "Phil Palmer".

Phil Palmer
(CEO)

A handwritten signature in brown ink that reads "Peter Foale".

Peter Foale
(Chair of the Board)

