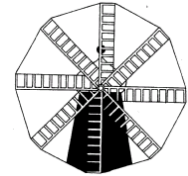
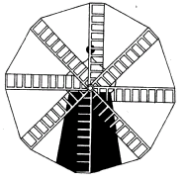


Heckington Saint Andrew's Church of England Primary School



Inspire
Explore



Nurture
Succeed



School Admissions:
01522 782030
(Customer Service Centre)

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Inspire, Explore, Nurture, Succeed

Our Mission Statement

Within a Christian Ethos at Heckington Saint Andrew's Church of England School our aim is to inspire, engage and motivate our children to ignite a passion for learning so that they reach their potential.



Our core values:

Respect Relationships Responsibility

Disclaimer

All information contained within this document was accurate at the time of going to print. Changes in arrangements and other details may occur over time and we apologise for any inconvenience these may cause. Please contact the school office if in any doubt.

Welcome to our School

Welcome to our prospectus. This prospectus is designed to give you a flavour of our school, its priorities and values and some insight into what your child will learn while they are with us. However, the best way to find out about us is to visit us and see for yourself; so please come and see us and spend time finding out what makes our school a special place to be.

Our school is set within the village of Heckington and the original buildings date back to 1830. We moved to our present site in the 1960s and since then the original classrooms have been added to over three phases as a direct result of the increase in the size of the village. As of September 2017 we have 186 pupils on roll, aged 4-11, with space for 210.

The school is arranged in seven classes, one per year group. Our Foundation Stage class has the benefit of a large room and a good outside play area. Each classroom has access to computers for pupil use, in addition to smart boards to aid teaching and learning. The grounds have been developed in recent years, with low level adventure play area, wildlife area, vegetable gardens, reflection areas, forest story area and a large school field. There is also a heated swimming pool on site and all pupils have swimming lessons here during the summer term.

Our school aims to provide a creative curriculum that provides real learning that is immersive. Children learn in a variety of ways that are led by their interests, needs and current topics. The school is a Church of England controlled school and as such Christian values underpin all we do. We aim to give our pupils as many opportunities for learning as possible and offer an increasingly wide range of after school clubs and lunchtime activities.

Pupils are encouraged to become independent learners, who are able to think for themselves and treat all around them with respect. We are proud of our achievements and continually seek to improve. If you would like your child to become part of our developing school, please contact the school office and make an appointment to meet us and have a look around. Also visit our website to find out more!

We look forward to meeting you.

Aims & Values

We value everyone as unique human beings; capable of spiritual, moral, cultural, intellectual, emotional and physical growth and development.

We aim to provide a Christian framework that:

- nurtures growth
- helps all to flourish
- engages with the Christian faith, life and worship.

We value an environment that is safe, stimulating and well-resourced.

We aim to ensure our school is equipped with resources that are:

- relevant and available
- a physical environment that is:
 - safe, attractive and stimulating.

We value creative thinking, respect for self and others, and the ability to learn from mistakes.

We aim to provide an environment in which learners can:

- build on their strengths
- overcome their weaknesses
- develop self-awareness
- improve on their own standards
- strive to achieve their best.

We value courtesy, respect, co-operation and team work, and tolerance of others.

We aim to:

- celebrate the success of others
- treat others as we would like to be treated
- demonstrate a caring and supportive attitude to others
- support each other and work as a team.

We value teaching that is stimulating, engaging and challenging.

We aim to provide teaching which is:

- relevant
- challenging
- successful in guiding learning.

We value lively and enquiring minds, a thirst for knowledge and desire to learn.

We aim to enable all learners to flourish in a changing world by acquiring:

- knowledge
- concepts
- skills
- attitudes.

We value the community in which we live and work.

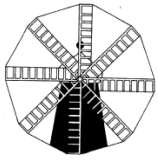
We aim to encourage:

- a caring and responsible attitude towards one another
- a respect for members of the wider community
- a respect for property belonging to other individuals and the community.

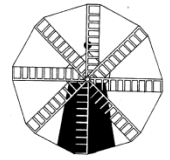
We value the contributions made to our school from parents and the local community.

We aim to create a school that is approachable and accessible and so develop a trusting partnership between:

- home and school
- the school and the wider community.



School Staff



Mrs Helen Hilton - Intrim Headteacher

Miss Sarah Temperton - Deputy Headteacher/Head of School, EYFS lead

Mrs Katie Lakins - KS1 Lead, Year 2 teacher, SENDCo, Science and Music lead

Miss Cassy Coggins - KS2 Lead, Year 3 teacher, English and Maths lead

Mrs Holly Ruffy - Reception teacher, PE lead

Miss Melissa Jennings - Year 1 teacher

Miss Nicola Coogan - Year 4 teacher

Mrs Emma Wells - Year 4 teacher - O.2

Miss Rachel Ladley - Year 5 teacher, ICT lead

Miss Rhian Edwards - Year 6 teacher, RE lead

Mrs Lyn Hible - HLTA for EYFS and KS1, EYFS TA

Mrs Debbie Scott-Golding - HLTA for KS1 and LKS2, KS1 TA

Mrs Lynne Kelly - HLTA for KS2 and TA for KS2

Mrs Danielle Masters - 1:1 TA

Mrs Clare Brown - 1:1 TA

Mrs Alison Whyatt - 1:1 TA

Miss Gemma Bailey - 1:1 TA

Mrs Ann Riddell - Bursar and Senior Administrator

Mrs Estelle Drayton - Administrator

Mrs Mildred Nye - Lead Lunchtime Supervisor

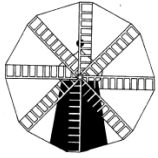
Mrs Mandy Myers - Lunchtime Supervisor

Mrs Lorna Sullivan - Lunchtime Supervisor

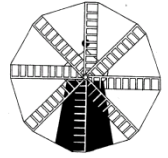
Ms Tracey Varney - Lunchtime Supervisor and Caretaker Team

Mrs Tracey Mountain- Caretaker Team

Mr Darren Webster - Part Time Caretaker



School Governors



Chair of Governors

Rev C Harrington

Foundation Governors

Mr N Newitt
Mr M Sardeson

LEA Representative

Mrs E Peto

Parent Governors

Mr M Brown
Mr R Corbould

Teacher Governor

Miss S Temperton

Headteacher

Mrs H Hilton

Clerk to the Governors

Mrs A Riddell

School Governors

Our governing body includes representatives from parents, staff, Lincolnshire County Council and the church. Governors are keen to keep in close contact with parents and staff. The governors welcome your comments and suggestions for the future development of the school.

What is the school day like?

Children are welcome to come into school at 8.40am ready for children to start lessons at 8.50am prompt. In the interests of safety, apart from children coming to school by bus or taxi, who are supervised in school before this time, children should not be on the premises before 8.30am. Please make sure that your child arrives on time. After 8.50am all entrances are locked for security reasons and you and your children will need to report to the school office inside the main visitor entrance to be signed in.

The school day starts with a collective worship, on a Friday we have our special Celebration Worship.

The morning session finishes at 11.55am for Foundation and Key Stage One children and at 12.00 for Key Stage Two. Hot meals are provided by our external caterer, The Farm Kitchen. These are ordered in advance by parents, free of charge for YR, Y1 & Y2, and purchased for KS2. Alternatively, children may either return home for lunch or bring a packed lunch to eat at school.

The afternoon session begins at 12.55pm and school finishes at 3.25pm for Foundation Stage and KS1 and 3.30pm for KS2. The afternoon session is separated for Foundation and Key Stage One by a playtime.

Healthy School Initiatives



All Foundation and Key Stage One children receive a free piece of fruit each day as part of the National Fruit Scheme. This is normally offered to them during the morning break. There is also free milk for children under 5. We encourage parents to pack healthy lunchboxes and not to include fizzy drinks, sweets or chocolate bars.

Security

During the school day, gates and entrances are locked so please report to the office inside the main school entrance.

Personal possessions as well as mobile telephones, imitation guns, knives and other toys are not to be brought to school.

What happens if my child is ill or has an accident?

If your child is taken ill or has an accident in school, we need to get in touch with you quickly. Please supply us with more than one contact number and please let us know if these change.

First aid treatment is administered "in loco parentis".

In special circumstances such as working parents, medication can be accepted on to the school premises or administered by a member of staff if a 'loco parentis' form is completed.



What do I do if my child is going to be absent?

If your child is absent from school with an illness, please telephone or email school before 9.15am or send a note to the teacher concerned. Please continue to inform us every day of your child's absence.

If your child has suffered from sickness or diarrhoea, please do not send them back to school until they are clear of symptoms for 48 hours.

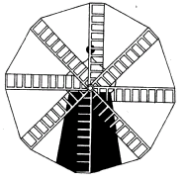
Please inform us of any medical appointments your child has to attend and show us the appointment letter or card to verify the absence. Please try to make routine appointments during the school holidays if you are able.

Are pupils expected to behave well?

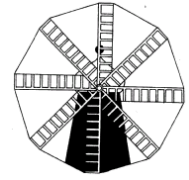
At Heckington Saint Andrew's Church of England School we provide a positive, supportive and secure environment. We expect everyone, children and adults, to be polite and respectful to others and we encourage all to take pride in, and care of, our school and its environment.

We want our pupils to develop independence and responsibility for their own actions and have devised a school code of conduct (see next page). This is displayed around the school and referred to frequently. Each class also develops its own classroom rules based on the school's code of conduct and the School Council has developed playground and lunchtime rules which are displayed on the boards outside.

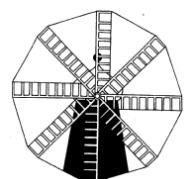
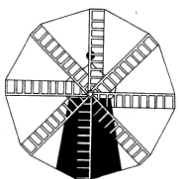
Learning to behave in different situations is an on-going process, and one in which we work as partners with parents. Our code of conduct is based on principles of respect, safety and practicalities. The school operates a positive behaviour policy and praises and rewards whenever possible, although children can expect fair and consistently applied sanctions for unacceptable behaviour. The behaviour policy is reviewed every two years and is available from the school office or on our website.



Our Golden Rules



We are gentle
We are kind and helpful
We listen
We are honest
We are respectful
We try our best
We work hard
We treat others as we would like to be treated.



What is the school uniform?

We like our children to wear school uniform which consists of:

Winter:

Bottle green sweatshirt or cardigan, white or green polo shirt and grey skirt or trousers.



Summer:

Girls: Pale green gingham dress

Boys: White polo shirt with grey shorts/trousers



Items of clothing with the school logo, jumpers, book bags, etc, can be purchased from the PTFA - orders are done through school on a termly basis. Alternatively, school uniform may be purchased at the Sleaford Clothing Company, The Market Place, Sleaford.

Children should wear black school shoes with a low heel (not trainers) and black or white sensible sandals, if required.

What should my child wear for PE?

Children are required to have black shorts, white t-shirt or House Team colour and plimsolls. In the winter months warmer clothing such as sweatshirts and jogging bottoms (both in a dark colour) plus trainers are required for outdoor PE. Children are expected to change for PE and not wear their regular school clothes, this is for both hygiene purposes and to avoid sitting in damp clothing for the rest of the day.

Swimming kit will also be needed in the Summer Term. Boys should wear close-fitting swimming trunks as these are not so heavy once wet, neither do they fill with air as this can cause a child to be unbalanced in the water. Girls are required to wear a one piece swimming costume. A drawstring bag for their PE kit is advisable and a waterproof bag for their swimming kit.



Is jewellery allowed?

Jewellery and expensive watches are best left at home and no responsibility is accepted for breakages, loss or theft. Pupils are responsible for the security of their personal possessions. No jewellery will be worn during swimming, games or PE lessons.

Children are only permitted to wear one pair of stud earrings whilst at school. No other piercings will be allowed. Studs must be removed before taking part in any PE activities; alternatively, studs will be taped over with micropore tape. If your child finds this difficult then they should not be worn on PE days.

PLEASE NAME ALL CLOTHING AND BELONGINGS WITH YOUR CHILD'S FULL NAME

What does 'C of E' mean?

Our school is a Church of England controlled school. This means the Diocesan Board of Education has representatives on the Governing Body and the Collective Act of Worship reflects the school's Christian Foundation. The school is also subject to a 'Church Schools Inspection' which takes place on a 3—5 year cycle. Our recent inspection graded us as Outstanding.

What are the school term dates?

These can be found on our website (www.heckington.lincs.sch.uk) or a copy can be obtained from the school office.



What about homework?

Our school has a homework policy which is included in our information pack (or available from the school office). This is reviewed every two years by the Staff and Governing Body. Homework is set within the parameters of the Homework Policy.

Do children go on educational visits ?

We organise educational visits for all children as an integral part of the school curriculum. To enhance their learning experience and offer them 'hands on' real life experiences. We ask for voluntary contributions as necessary to cover some of the cost of the visit. There is no obligation to contribute and no pupil will be excluded from the visit, however, a certain amount of contributions are needed in order for the visit to take place.

Please contact the Headteacher if you have any queries about this policy or if you find it difficult to make a financial contribution.



What will my child be learning?

We are committed to fulfilling the requirements of the new National Curriculum, September 2014. It ensures that all children from the ages of 5 to 16 receive a broad and balanced education. **English, Maths and Science** are given more time and emphasis as the **core subjects**. The other subjects in the National Curriculum are: **History, Geography, Design and Technology, Art and Design, Music, Physical Education and Religious Education**. Children from KS2 upwards also learn **Spanish**.

Our aim has always been to ensure that the basic educational skills of numeracy and literacy are taught well. The teaching of Reading is very important; phonics are taught from Reception using 'Read Write Inc', and continued through the school until the child has achieved Phase Six. Our Reading Scheme is based on 'Oxford Reading Tree' but is supplemented with a variety of fiction and non fiction texts from other schemes and 'Real Books'.

We utilise the learning resources of the local environment and community whenever possible. Detailed village studies are undertaken as part of the history and geography work. The school seeks to link with local industries and this is reflected in the science and technology work.

Information and Communications Technology (ICT) is an integral part of the National Curriculum. We adopt a cross-curricular approach, using computers regularly in all our work.

Children in our Reception Class form part of the Foundation Stage. This is a separate curriculum for 0-5 year olds. It is planned and assessed in according to the Birth - 5 legal requirements.

Key Stage One follows a yearly programme with topics appropriate to the age of the children. In Key Stage Two there is a yearly programme of history and geography topics. Further details will come from your child's class teacher each term.

Both core and non-core subjects are currently taught both separately and also as part of integrated studies within the programme.

We use a range of teaching and learning styles including whole class, group and individual teaching. This varies according to the subject taught and the age of the children.

We feel it is important for children to learn with a real purpose and so outcomes are learning are for an authentic audience and an exhibition of learning takes place at the end of every term for parents and the community.

Sex & Relationship Education and Drugs Awareness

Sex & Relationship Education is taught as an integral part of the national curriculum for science. In both key stages it is covered in work on life processes and living things. In Years 4, 5 & 6 a specific programme of sex education is followed looking specifically at puberty and changes. This is done within the context of a Christian environment and questions are answered honestly and openly. Parents are invited to view materials used in these lessons in advance. Children can be withdrawn from all or part of the sex education provided, except that which is required as part of national curriculum science. If you have and concerns regarding this programme please discuss with the Headteacher. Children are also taught to value personal relationships through PSHE.

What if my child has Special Educational Needs?

Children with Special Educational Needs receive their entitlement to the National Curriculum in the normal classroom situation following the Government Policy on Inclusion. However, they may receive additional specific help outside the classroom base. Our SEN Co-ordinator oversees special needs throughout the school and liaises with Lincolnshire's Support Service, the Speech Therapist, the Educational Psychologist and School Nurse. Special needs issues are discussed at Governors' meetings and are highlighted within the Headteacher's Reports.

Children's special needs are monitored using the Lincolnshire guidelines and National Code of Practice staged approach. Staff work with individual children and their parents in preparing appropriate targets and specific teaching plans where required. Children are supported both in class or are withdrawn to work individually, in pairs or in small groups, on intervention programmes. Specialist learning support teachers provide extra help where appropriate.

Copies of the full SEN policy and our School's 'Local Offer' are available from the school and on our website. We always encourage parents to contact us if they have any concerns about their child's progress.

What about keeping children safe?

The school has a legal duty, under the Children Act, to take note of and act upon incidents, which would indicate that a child is subject to experiences that are indicated to infringe the Act. The Headteacher is the named responsible person within the school and will make reference to the appropriate agencies should the need arise.

SATs & Assessments

At the end of Year 6, all children will take statutory tests, known as SATs. The results for your child along with the school, compared to the national average will be included in the end of year report for your child. Last year's validated results for the school and the National Average are included at the back of this brochure. Please ensure that your child is in school for these tests in May. Dates can be obtained from the school office.

Children in Year 2 are assessed on a variety of tasks and these are reported back to parents. Children in all years are also assessed by their teachers throughout the year. These results are reported at the end of each year.

Y1 pupils' phonic knowledge is assessed during the second half of the summer term. Parents are informed of the standard their child reached in the annual report.

Targets are discussed with parents and pupils at the start of the school year and are reviewed throughout the year.

Religious Education and Collective Worship

Religious Education is an essential part of a broad and balanced curriculum. The agreed RE syllabus makes an important contribution to the spiritual, moral, cultural and social development of pupils, and prepares them for the opportunities, responsibilities and experiences of adult life.

There is a daily act of collective worship. Each Friday the whole school joins together to celebrate children's achievements.

Parents have the right to ask for their children to be withdrawn from collective worship and religious education if they so wish. If children are withdrawn, a member of staff will supervise them. If parents do wish their child to be withdrawn, please inform us in writing.

Policy Statement on Multi-Cultural Education

The staff and governors of this school practise no bias towards children and parents of any particular race, colour or religious denomination. The staff and governors endeavour to foster similar values in their pupils.

What is the provision for Sport?

Physical Education is a subject of the National Curriculum. The school makes good use of the Sports Premium and all children take part in 2 hours of PE a week. Our children experience a wide range of skills and sports taught by our teachers and also visiting coaches. In addition there are a number of after school clubs which make use of the playing field, hall and heated outdoor swimming pool. We take part in district athletics, football and netball leagues and other inter school activities as arranged.

In the summer term all pupils have swimming lessons in the community swimming pool next to the school.

What about non sporting extra curricular activities?

We are providing an increasing range of extra curricular activities. These cover both sporting and non sporting activities, and change every half term.

Can my child learn to play a musical instrument?

Music is an important part of Heckington St Andrews. We feel it is important for our children to have the opportunity to learn to play a variety of instruments. We are fortunate to be able to currently offer lessons for the trumpet, trombone, clarinet, flute, violin, piano and keyboard. There is a charge for these lessons, but if you are claiming benefits (i.e. the same criteria as income-based Free School Meals) you are entitled to discounted lessons.

Children can also take part in 'Colourstrings' which teaches musicology in a fun way!



How can I be involved in my child's education?

We welcome the interest and involvement of all our parents and keep in touch on a regular basis through a weekly newsletter and invitations to different events. We have many open mornings and opportunities to spend time in school with your child.

We encourage all parents to take an active part in their children's learning, reading with them at home and taking an interest in their class and homework. If you have skills or interests and time to offer working alongside the teachers in their classrooms, we would be very pleased to hear from you.



Parents' Evenings

These are held in the Autumn, Spring and Summer terms. You will be able to have private discussions about your child's progress and achievements with the class teacher. In the Summer Term you will receive a detailed written report about your child's progress and there will be an opportunity to discuss the report with the class teacher if you wish.

Other Meetings

You are welcome to arrange meetings with your child's teacher to discuss progress or other matters throughout the year. We would appreciate a note or telephone call first where possible, so that staff can arrange to give you the time and attention you require. Class teachers may sometimes approach you to request an individual consultation to support their work with your child.

Concerns or Complaints

Staff are available to speak to you about any concerns you have. Your child's wellbeing and happiness is paramount and so please speak to your child's class teacher. It is likely that many concerns can be speedily sorted out by an informal chat. Should you wish to discuss concerns further or privately, we ask parents to make an appointment with the teacher and they will see you as soon as is possible. If you wish to speak to the Headteacher then she is available to speak to you informally at the beginning or end of the day. Should you wish to discuss concerns privately then please come to the school office and she will arrange to see you straight away or as soon as possible.

Important documents

The following documents are available on our website or from the school office:

- Statutory Instruments and Circulars issued by the DfE
- Ofsted Reports on the School
- Curriculum Complaints Procedure
- Pupil Records
- School Policies



Parents-Teachers-Friends Association (PTFA)

Our school has a very enthusiastic PTFA which meets regularly and arranges a great variety of fund-raising and social activities throughout the year. There is no subscription and we welcome the involvement of all parents. Supporting the PTFA is an excellent opportunity for parents to support the school and have a lot of fun in the process! If you would like to join the PTFA then please come along to the meetings, speak to one of the committee or look at the PTFA boards in the school entrance.

Heckington Community Swimming Pool Committee

We are fortunate to have access to the village swimming pool, which is adjacent to the school. The children receive swimming lessons during school time from an ASA qualified instructor throughout the summer term. Our aim is for all children to be confident in the water and competent swimmers by the time they leave our school.

The Swimming Pool Committee is run by a voluntary group of parents and friends who work closely with the school. They provide after school and weekend swimming sessions and the pool is also open throughout the summer holidays.



Pupil Attendance

Every parent of every child of compulsory school age has a duty to ensure that the child receives efficient full-time education suitable to the child's age, ability and aptitude.

Parents should not take pupils on holiday during term time; the pace of learning is such that even a few days missed can cause a child to develop gaps in their learning.

Permission for a holiday during term time is only given in exceptional circumstances.

The Governors will decide if the parents' request is 'exceptional'.

Please refer to our attendance policy for further information.

The school works closely with parents and the Educational Welfare Service to ensure that all children receive the education to which they are entitled.

School and Community

We have good links with the village pre-school and local nursery. If you wish to gain further information, please contact:

Mrs Karen Barry

'Heckington Pre-School'

Howell Road

Heckington

Sleaford

Lincs

NG34 9RX

01529 469567

Miss Laura Creaser

'Little Locketts Nursery' (Before and After School Club available)

2 Grove Street

Great Hale

Sleaford

Lincs

NG34 9JY

01529 461634

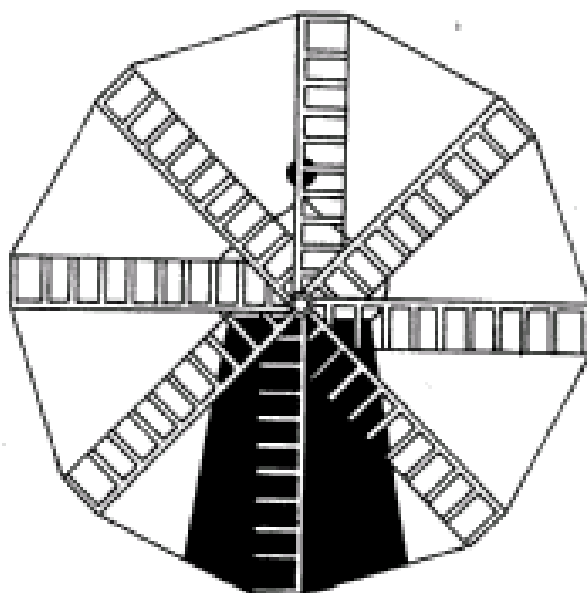
A list of local childminders is held in the school office.

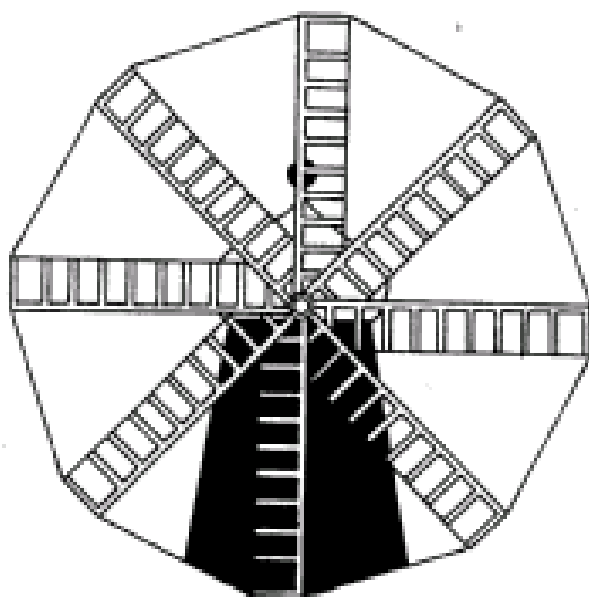
Secondary Schools

When your child is in Year 5 you will be given full details of the choices available and you will have plenty of opportunity to discuss the next stage of your child's education with their class teacher or the Headteacher.

Heckington Saint Andrew's Primary School is within the catchment area for the two selective grammar schools (Carre's & KSHS) and also for Saint George's Academy (Sleaford and Ruskington sites). During Year 6 parents are informed by the local authority the designated schools of their child. This depends on where the child lives, not which primary school they attend. Parents can opt their child in to the 11+ selection by requesting they take the two papers for the grammar schools at Saint Andrew's during the September your child starts Year 6. These papers are set and marked by the grammar schools. Current practice allows parents to know the result before they complete their preference form for secondary school.

We aim to make the transition to secondary school as smooth as possible by inviting teachers from all the schools to talk to Year 6 children and to work with our teachers. All the schools have open days and introductory meetings for prospective new pupils and their families; in addition, at least one day is spent in the new school during the summer term.





**Heckington Saint Andrew's
Church of England
(Controlled)
School
Howell Road
Heckington
Sleaford
Lincolnshire
NG34 9RX**

**Telephone: 01529 460633
Facsimile: 01529 462107
Email: enquiries@heckington.lincs.sch.uk
Website: www.heckington.lincs.sch.uk
Intrrim Headteacher : Mrs Helen Hilton
Chair of Governors: Rev C Harrington**

The title ('controlled') in the official school name means that the local Education Authority has control of the school. However, as a Church of England School, we have close links with the Church, which help maintain the special relationship between the two authorities.