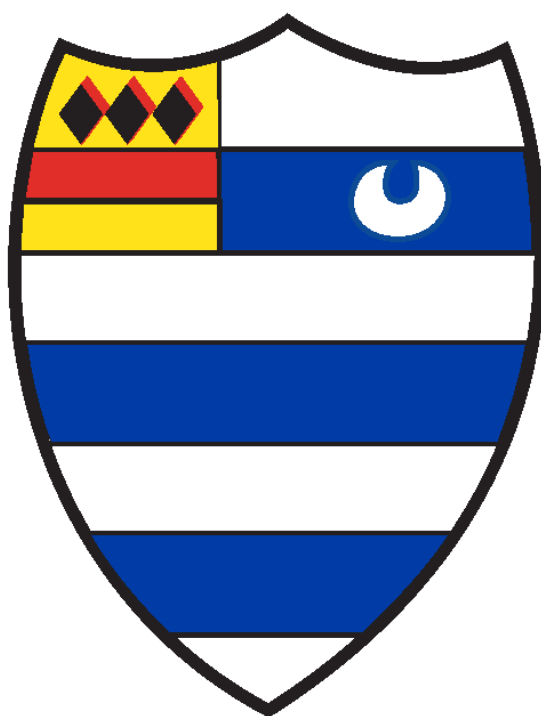


Stanford Junior & Infant School

Prospectus



Head Teacher Mrs L Hackfath LLB (Hons) PGCE

Cooper Lane, Laceby, Grimsby

North East Lincolnshire DN37 7AX

Phone: 01472 318003 Fax: 01472 318009

e-mail: office@stanfordschool.co.uk

website: www.stanfordschool.org

Stanford School



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Dear Parents/Carers,

On behalf of the children, staff and governors we wish you a very warm welcome.

At Stanford Junior and Infant School we believe our role is to ensure that all of our children achieve the best they possibly can in an environment that stimulates a love of learning. We support our children to succeed academically, socially, personally and physically. We are extremely proud of our broad and balanced curriculum, with which the children are fully engaged.

The school environment is wonderful and we all ensure our school is a calm and safe place where children feel they are able to ask for support and advice.

Within our village school we continually work to keep developing a team of teachers, non-teaching and support staff that support each child in reaching their potential. Visitors comment on our supportive and friendly team and the positive atmosphere within our school.

We hope you will gain a sense of the value that we place in each child and our relentless aim to ensure high standards in all areas. Please feel free to contact the school if you would like any further information. We are always happy to help and look forward to working in partnership in the forthcoming years.

Yours sincerely

Mrs Leona Hackfath
Head Teacher

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Stanford Junior and Infant School School Vision, Beliefs and Values

Our Purpose is:

To educate everyone effectively in a happy, safe, caring and stimulating environment, so that they develop a thirst for knowledge enabling them to reach their full potential.

We believe:

- *that everyone has the right to a good education*
- *that everyone deserves praise and recognition for all their efforts*
- *that everyone can be successful in their own right*
- *that everyone should have the opportunity to achieve personal success*
- *that everyone should be valued and have a sense of belonging*
- *that everyone is unique and has their own special gifts*
- *that everyone has a right to speak and be listened to*
- *that the environment should be stimulating and engaging*
- *in an exciting and engaging curriculum*
- *in high standards and expectations*

We value:

- *being part of a team*
- *community and heritage*
- *respect*
- *our rights and responsibilities*
- *a sense of humour and fun*
- *the opinions, values and beliefs of others*
- *honesty and trust*
- *loyalty*
- *encouragement*
- *motivation and resilience*
- *positivity*
- *communication*
- *effort and achievement*
- *kindness and empathy*
- *creativity*

Stanford Junior and Infant Locality and Heritage

Laceby is a large village about one and a half miles from the western boundary of Grimsby. The village retains its rural character whilst enjoying the facilities which the nearby town and the resort of Cleethorpes offer.

The school is built on a pleasant, open site on Cooper Lane. The whole of the school is now housed in the modern main building which has been updated and extended over the past few years.

THE STANFORDS

The school was formerly a charity school but is now controlled and maintained by North East Lincolnshire Council. It retains the name "Stanford" in its title in recognition of the Stanford Trust, which founded the school in 1730.

Phillip and Sarah Stanford's three children died in infancy so they left land and money to start a school in Laceby. It is thought they both died before the first school was built in 1730.

The Stanford Trust is still active, providing additional educational facilities at this school and at the nearby Stanford Centre for residents of the village. The school also participates in the Stanford Day Service, which is held at the village church of St. Margaret's each year on Ascension Day.

Stanford School Song

Living together, learning together, growing together,
We'll make our school a little world
That will show the big world how it ought to be.
Whether I write a story, puzzle with numbers and lines,
Sing, paint, sew or run a race,
Our world can't be full of winners but still I can do my best.
If I try I'll make my school a better place.
Living together, learning together, growing together,
We'll make our school a little world
That will show the big world how it ought to be.
Each one of us is important; each has a part to play,
So many things I can do if I only try.
I'll be cheerful and understanding, even when things go wrong.
Together we'll build our world as the days go by.

Stanford Junior and Infant Staff List

Headteacher	Mrs Leona Hackfath														
Deputy Headteacher	Mrs Clair Smith														
Key Stage 1 & EYFS Lead / Class Teacher	Mrs Jayne Smith														
Key Stage 2 Lead / Class Teacher	Mrs Clair Smith														
Inclusion Manager / Class Teacher	Mrs Emma Hill														
Class teacher	Mr Joe Middleton														
Class teacher	Miss Harriet Purshouse														
Class teacher	Mrs Sara Brady														
Class teacher	Miss Anne Perrin														
Class teacher	Mrs Emma Hill														
Class teacher	Miss Megan Wilson														
PPA and intervention teachers	Higher Level Teaching Assistants														
Teaching Assistants	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Mrs Julie Christie</td> <td style="width: 50%;">Mrs Janet Cooke</td> </tr> <tr> <td>Mrs Alex Robinson</td> <td>Mr Sam Marshall</td> </tr> <tr> <td>Mrs Amy Hulme</td> <td>Miss Polly Elwis</td> </tr> <tr> <td>Mrs Sheena Hopkins</td> <td>Miss Jenna Marshall</td> </tr> <tr> <td>Mrs Julie Jones</td> <td>Mrs Tracey Goold</td> </tr> <tr> <td>Mrs Rachel Petyt</td> <td>Mrs Danielle Sheard</td> </tr> </table>	Mrs Julie Christie	Mrs Janet Cooke	Mrs Alex Robinson	Mr Sam Marshall	Mrs Amy Hulme	Miss Polly Elwis	Mrs Sheena Hopkins	Miss Jenna Marshall	Mrs Julie Jones	Mrs Tracey Goold	Mrs Rachel Petyt	Mrs Danielle Sheard		
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Mrs Alex Robinson	Mr Sam Marshall														
Mrs Amy Hulme	Miss Polly Elwis														
Mrs Sheena Hopkins	Miss Jenna Marshall														
Mrs Julie Jones	Mrs Tracey Goold														
Mrs Rachel Petyt	Mrs Danielle Sheard														
Nursery Nurse	Mrs Angela Groves														
Learning Mentor	Mrs Julie Jones														
Office Staff	Miss Dawn King Mrs Lesley Toyne Mrs Michelle Moore														
Site Team	Mr Jason Fletcher Mrs Julie Drury Mrs Rachel Winn Mrs Tracey Smith														
Lunchtime Staff	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Mrs Angie Hall</td> <td style="width: 50%;">Mr Sam Marshall</td> </tr> <tr> <td>Mrs Julie Christie</td> <td>Ms Alex Robinson</td> </tr> <tr> <td>Mrs Sheena Hopkins</td> <td>Mrs Julie Jones</td> </tr> <tr> <td>Mrs Amy Hulme</td> <td>Mrs Tracey Smith</td> </tr> <tr> <td>Mrs Melanie Jenkinson</td> <td>Mrs Danielle Sheard</td> </tr> <tr> <td>Mrs Tracy Goold</td> <td>Mrs Di Scarborough</td> </tr> <tr> <td>Miss Jenna Marshall</td> <td>Miss Polly Elwis</td> </tr> </table>	Mrs Angie Hall	Mr Sam Marshall	Mrs Julie Christie	Ms Alex Robinson	Mrs Sheena Hopkins	Mrs Julie Jones	Mrs Amy Hulme	Mrs Tracey Smith	Mrs Melanie Jenkinson	Mrs Danielle Sheard	Mrs Tracy Goold	Mrs Di Scarborough	Miss Jenna Marshall	Miss Polly Elwis
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Mrs Amy Hulme	Mrs Tracey Smith														
Mrs Melanie Jenkinson	Mrs Danielle Sheard														
Mrs Tracy Goold	Mrs Di Scarborough														
Miss Jenna Marshall	Miss Polly Elwis														
The Club Team	Mrs Rachel Petyt - Lead Mrs Amy Hulme - Lead Mrs Tracy Goold Miss Polly Elwis														

Stanford Junior and Infant School Governors

Our School governors meet regularly to discuss a variety of school issues. Other smaller committee meetings are also held which later report back to the full governing body. School governors have legal duties, powers and responsibilities, which they carry out together as they cannot act individually. The governing body is made up of parents, teachers at the school, local council representatives and community representatives.

Chair of Governors

Mr S.Smith

Foundation (Stanford Trust) Representatives

Mrs S. Wink (Vice-Chair)

Mr N. Morrison

Mr J. Bray

Parent Representatives

Mrs L. Robinson

Mrs N. Rodgers

Co-opted Representative

Mrs J. Griffiths

Mr. S Smith

LA Representative

TBC

Staff Governors

Mrs L. Hackfath

Mr J. Middleton

Mrs J. Jones

Clerk to the Governing Body – Mrs D. Grimshaw

Stanford Junior and Infant School Organisation.

There are approximately 225 children on roll and currently eight classes. The school operates an equal opportunities policy. The children are taught at a level and pace suited to their needs and potential.

Specialist help and advice is sought for those children identified as having special needs. Special Needs pupils are supported both within their classroom and, sometimes, withdrawn to work in smaller groups, according to their identified needs (see DSEN Procedures).

Children are admitted into the Foundation Stage in the September following their fourth birthday. This group of pupils has a Nursery Nurse as well as a teacher.

We ensure a vibrant, exciting and caring approach and value the positive links we have with all community members.

There are a number of Transition Activities to ensure that the first day at school for our new starters goes well. Most children stay for school dinners from their first day. However if you feel your child would benefit from going home for lunch in the early weeks please let us know.

Stanford Junior and Infant School Day

The school day begins at 8.50 a.m. and finishes at 3.20 p.m. Children should not arrive before 8.45 a.m. as there is no supervision at that time unless they are taking part in a pre-school club. Gates open at 8.45am and staff are available to greet the children.

The lunch break is from 12.00p.m until 1.00 p.m at present. School dinners are provided by Wellspring Academy Trust and are ordered online by parents/carers using the Arbor parent portal. There are several sittings during lunch time.

Total in school time per week is 32 hours and 30 minutes.

In addition, there is a range of quality, extended provision available onsite from 7.30am-8.50am and from 3.20pm-5.45pm. Please see the schools website or contact the school office for more details.

Stanford Junior and Infant Communication

As a paperless school we communicate regularly with parents via our Arbor parent portal, email and text messages. All letters to parents are uploaded to our website, we do ask parents to be pro-active and check regularly for updates and information.

There is a regular whole school newsletter giving information about upcoming dates, school life and activities saved on the school website. Also, staff ensure the class blogs and class newsletters, medium term plans and home learning are on the school website and are up to date, including relevant information, updates on curriculum and key letters to parents. The school web address is: - www.stanfordschool.org.uk

Teachers have Mentor Sessions with parents and pupils twice a year, to discuss children's progress and there is a full written report at the end of each school year, with a follow up meeting offered.

Teachers are happy to discuss concerns or children's progress informally with parents. We ask parents to contact the office in the first instance to arrange a phone call or e-mail communication with the class teacher.

Attendance

Parents and the school need to work closely together to ensure the safety and progress of the children.

The framework that the school uses to try to achieve this is as follows:

1) Please telephone the school by 9.15 a.m. when children are absent due to illness.

This helps us to: -

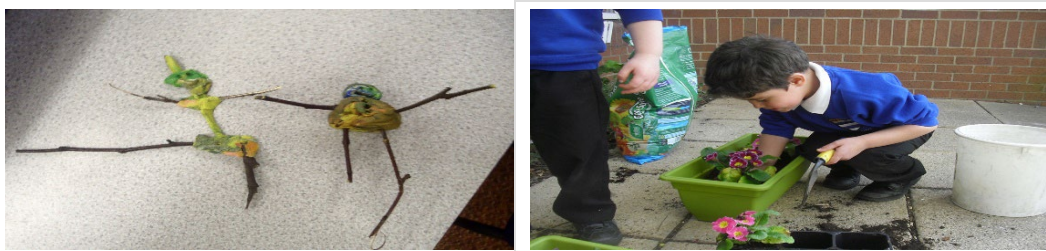
- a) be sure that everyone who should have arrived at school has done so.
 - b) give the child who is absent from school the correct mark.
 - c) calculate the number of children needing meals at lunchtime correctly.
- 2) Please telephone or email the office when children have medical or dental appointments telling us what time your child will be collected from school and also please remember to either bring the appointment card / confirmation text or email to the office or send us a scan, copy or photograph of it, as it is now a requirement from the Welfare Officers that we see proof of the appointment. Children are not allowed to leave school unaccompanied on these occasions.
- 3) The school and the governors wish every child to make the most of the educational opportunities which are offered to them at Stanford School. For this reason we have a policy of regular attendance at the school.
- 4) If you need to request a Leave of Absence please write a letter or email the office for the attention of the Headteacher who will only grant leave in 'exceptional circumstances.' Please see Attendance and Behaviour Policy for further details.
- 5) It is vital that we have a telephone number where we can contact at least one parent during the school day, in the case of a child having an accident or being taken ill. At least two other emergency contact numbers are necessary to help to cover unforeseen circumstances and to ensure that your child would not have to stay in school if they were ill or distressed.
- 6) If your child is late they must be accompanied by an adult and signed in at the school office.

If any of the contact numbers change during the course of a school year please let us know immediately.

Photographs of Pupil Achievements

We regularly take photographs of the children during their work and activities in school. These are then kept in portfolios of subject work or photograph albums. We also put children's work on our school website and Facebook page.

From time to time we celebrate the children's achievements by putting articles and photographs in the local newspapers. Occasionally we also allow television companies to film activities and interview the children about their work. Please complete the online form giving your permission.



Medication

For the safety of the children and the staff the school only gives doctor prescribed medicine during the school day. Fridge facilities are not available for storing medicines.

If it is necessary for your child to have medicine at school please complete the school form and hand the medicine in to the school office. A copy of the medication policy can be found on our website and the form requesting the school to give prescribed medication is available online or from the school office.

School Nurses - Contact 01472323660 / schoolnursesNEL@nelincs.co.uk.

School Curriculum

We are very proud of our curriculum at Stanford; we ensure the curriculum is vibrant, ambitious, broad, balanced and fun!

The curriculum is designed to ensure we have a clear intent and that the implementation leads to high quality impact. Connections are made within each subject and across the curriculum to advance and develop learning further. Many learning activities work outside the classroom and educational visits are made to places associated with the work. Parents/carers will be asked to make a donation to the cost of the visit. If this would cause financial difficulties for a family, parents/carers should see the Head Teacher/School Business Manager in confidence.

Religious Education is provided in accordance with the 1988 Education Act and in line with the North East Lincolnshire Agreed Syllabus. There is a daily act of Collective Worship from which parents have the right to withdraw their child if it conflicts with their religious beliefs.



Learning Powers



We are in the process of renewing our learning powers at Stanford School and are considering using:

The Five Cs

Care

Community

Curriculum

Challenge

Creativity

We hope to update you on this in due course.

Relationship, Sex and Health Education

This subject is part of our Health Education programme and is dealt with in accordance with current Government and Local Education Authority guidelines.

We acknowledge that parents may withdraw their child from this subject. In this case they should contact the Head Teacher. This subject is compulsory from September 2020.

Behaviour and Pastoral Management

We are very proud of the standard of positive behavior and pastoral support in our school. We have a structured Behaviour Policy that uses the three card system: pink, amber and red. However at Stanford we thrive on celebrating the positive behaviours. Pupils benefit from a range of positive behavior strategies including texts home, stickers, certificates, polite points, team points and being 'Star of the Day!' Behaviour Ambassadors also work as role-models in school to show the excellent manners, positive choices and high expectations in our school.

Pupil Voice

Pupil Voice is an important part of life at Stanford School. We value the views and contributions of all our pupils. Each pupil has the opportunity to share these views. The Head Boy and Head Girl are voted for in September each year by members of the whole school and help organise weekly meetings with the team. Recent pupil led initiatives include 'Litter Picking,' leading assemblies and Charity work.

Stanford Junior and Infant School Uniform

Please name the items clearly with a permanent marker. Biro does tend to wash off.

General

Skirt / Trousers	-	black/grey
Cardigan / Sweatshirt	-	blue
Polo shirt	-	white
Socks	-	white/black/grey
Tights	-	black/grey

Summer

Dress	-	blue & white check or stripe
Tailored shorts	-	black/grey

NB sports shorts or beach shorts are not allowed.

Footwear Black shoes are preferable
Children should not wear training shoes
Fashion shoes with high heels are not permitted

School sweatshirts/cardigans are available from Uniform Direct in Grimsby, The Uniform Hut and myclothing.com

The Uniform Hut, 161-163 Freeman Street, Grimsby, DN32 7AS, Telephone 07921815295, email THEUNIFORMHUT@GMAIL.COM / <https://www.theuniformhut.co.uk>

Uniform Direct, 56 Victoria Street, Grimsby, DN31 1BL, Telephone 01472 347800 or via their website: <http://www.uniform-direct.com>

<https://myclothing.com/stanford-junior-and-infant-school/23096.school>

Clean and good condition second hand uniform is available from the Temperance Hall, Laceby or may be available by request to the school.

P.E. Kit.

Plimsolls/Trainers (outdoors)
Plain white T. Shirt – round necked, without buttons
Black shorts
Fleece (outdoor)

Long hair must always be tied back in school. **Earrings must be removed.**

For Health and Safety reasons children with pierced ears may only wear **ONE, SMALL, PLAIN, SMOOTH, GOLD / SILVER, ROUND STUD** in each earlobe, similar to the picture below. Studs with claws or stones will not be accepted. Children should not wear studs in their noses, tongues or lips etc. A plain, and appropriately sized, proper wrist watch may be worn, no smart watches or devices are allowed. No other jewellery is allowed.



Hairstyles

An appropriate hairstyle ie neat, tidy and not out of the ordinary, is expected to be worn by all pupils.

School Readiness

At Stanford School we believe that school readiness is about children becoming confident learners who don't give up when things get tricky, it's about being happy to leave familiar grown-ups and come into school willingly and be excited about what the day might entail. We believe it's about children being able to take care of their own needs at an appropriate level such as putting on a coat; washing their own hands and being able to go to the toilet by themselves.





Being school ready is also about children developing their language skills so that they can make their thoughts and feelings known to others. It is about making friends and being able to share. It is about being able to ask questions to find out how and why things happen and being curious about the world around them.

We believe that children should have a sound general knowledge about their world; they should be able to recognise and name colours and shapes. They should be able to say the number names in order and count objects carefully. They should develop a love of books and enjoy listening to stories and rhymes. We hope that when children leave us ready to start at their next school they leave us as children that are happy, inquisitive and confident learners.



How do we help children to be school ready?

As well as making sure that we prepare the children emotionally, socially and academically we also work really hard at making the transition to school as smooth as possible. We work closely with the pre-schools and nursery settings, ensuring that information is shared about how each child learns, their developmental key skills and their next steps to learning. We welcome pre-schools and nursery settings to bring children so that they can spend time at Stanford School and so that the children become comfortable and secure in their new environment and understand the kind of activities the children enjoy and are used to doing. We also visit the children in their current setting to get an understanding of how they are playing and learning in a familiar environment to themselves.

How you can help your child to be school ready?

There are lots of ways that you can help your child with, to be school ready too.

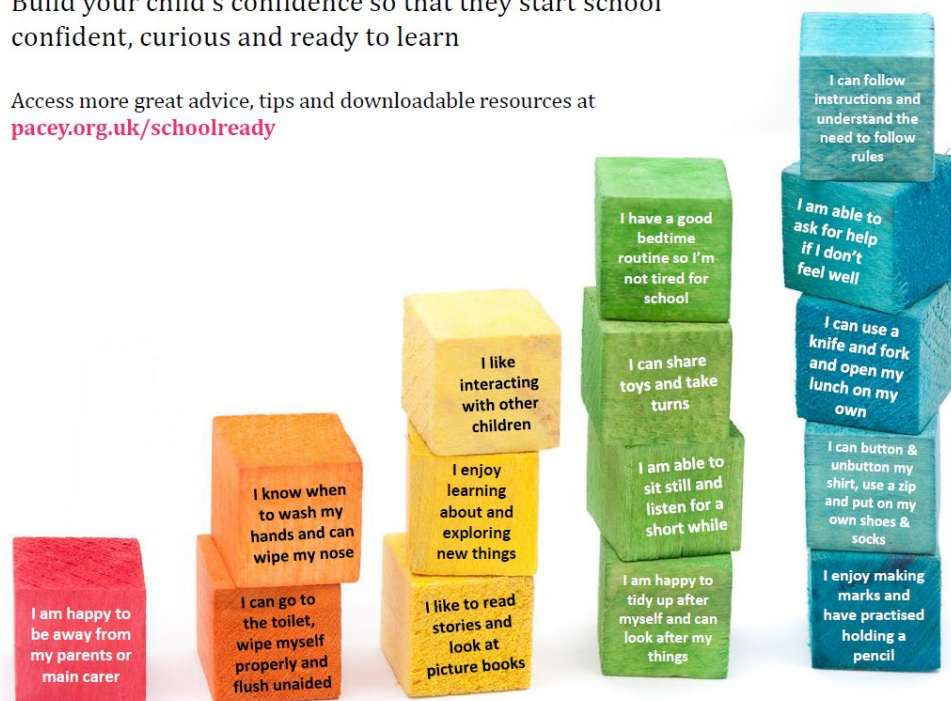
Here are a few ideas

- Having fun with your child: playing, talking and sharing together regularly and frequently.
- Doing familiar and different things together and showing your interest in discovering new things.
- Singing songs, nursery and finger rhymes and making time for talk.
- Supporting your child's self-help skills so that they learn to do things for themselves.
- Recognising and talking through your child's feelings and different emotions.
- Providing opportunities for your child to meet and relate to others including adults beyond close family and friends so that they positively experience socialising, sharing toys and turn taking.
- Establishing a good sleep routine.
- Reading with and to your child, everyday if you can.
- Involving your child in getting to know their school before starting. Watching the video on our website.
- Ensuring your child is as active and healthy as they can be.
- Teaching your child how to use a knife and fork or open packets and bags ready for school lunches.
- Drinking water regularly throughout the day.

Steps to starting school

Build your child's confidence so that they start school confident, curious and ready to learn

Access more great advice, tips and downloadable resources at pacey.org.uk/schoolready



More top tips:

- ★ Get your child ready for their new routine by switching their meal times to match those of the school day
- ★ Encourage your child to explore new environments and interact with new people
- ★ Talk to your child about what they are most looking forward to at school
- ★ Let your child practise putting their new school uniform on and taking it off
- ★ **And remember**, every child is different and starts school with different abilities

Stanford School Handwriting Style

Please ask at the school office for a copy of the school's handwriting style, if you do not have a copy and would like one. Alternatively it is available to download on the school's website.

Stanford Junior and Infant DSEN Procedure

Mrs Hill is our school's Inclusion Manager. Please see the DSEN Policy on the school website.

When a class teacher identifies that a child is working below expectations they will talk to the school's Inclusion Manager, Team Lead and Senior Leadership team about how to create a suitable way of helping the child to make progress. If necessary, an individual plan will be put in place.

- ❖ The class teacher remains responsible for working with the child on a daily basis
- ❖ Parents will be invited in to school to discuss the plan with the teacher and give their views.
- ❖ The pupil's achievements will be monitored regularly and there will be a complete review of the plan twice during the school year.

Full Assessment of Need

If a child still does not make progress the Inclusion Manager will discuss with parents the possibility of taking all the information collected to a DSEN Panel to ask for a full review of the child's needs and an assessment of whether a Health and Care Plan is required.

Health and Care Plan

Children can be given a Health and Care Plan for a variety of reasons. Some have specific learning difficulties; some have physical or medical needs.

Sometimes a small amount of funding is provided for special equipment or some additional adult support for the child.

The plan is reviewed twice during the year and there is an annual review with parents and all outside agencies involved are invited.

[Transfer to Secondary School](#)

Children usually transfer from this school to Healing Academy a specialist Science Academy, at eleven plus.

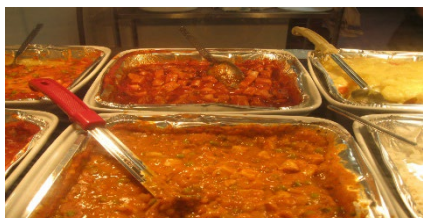
More details about this transfer and an application form for a secondary school place will be sent to parents early in the Autumn Term of Year 6.

[Road Safety](#)

Please make an early start to training your child in the Green Cross Code. We at school ensure Road Safety lessons to reinforce home training. Please try to acquire something fluorescent for your child to wear or carry on winter/dark days.

[School Lunches](#)

Wellspring catering provide high quality lunches. These are ordered online at through the Arbor parent portal. You can place your order at any time up until the cut off time of midnight on Sunday – 14 days before the full week in which the meal is to be served. Pupils can also bring packed lunches (please note we are a nut free school). We encourage healthy lunches linked to 2014 government guidance. Key stage one children receive universal free schools meals up to and including Year 2. If you're in receipt of benefits you can also apply for income related Free School Meal status which carries on to the end of Year 6, this means tested application can be done quickly and easily through school and you may then be entitled to Pupil Premium.



[Paying for Events in School](#)

All money paid to school for trips, donations for charity events etc. comes through www.scopay.com To register please request a copy of your registration code and setup information from the school office.

Educational Visits



Schools are required to deliver a broad and balanced curriculum to their pupils and to do this effectively we make full use of the local environment and community, within which the school is set. Regular and frequent curriculum visits and activities, off the school site are normal, please see our Educational Visits Policy on our website or request a copy from school. We will ask you to sign a consent form at the start of your child's school life here at Stanford which will last until they leave in YR6.

We will inform parents of these events in advance. Such information may be given in a variety of ways, as the information needed by parents/carers will depend on the nature and complexity of the visit. For example, regular sports fixtures or cultural visits may involve information being given for the season or for the term ahead with parents being informed of any changes to this as they occur, perhaps by note, phone, email, text etc. For more complex visits specific information letters will be needed and for the most complex or adventurous visits a combination of written information and briefing/information meetings may be most appropriate.

Inevitably last minute opportunities will arise for exciting learning opportunities and the mechanisms for communicating with parents and gaining informed consent should support these. Verbal consent via a telephone call is perfectly acceptable in such a situation (and when parents are unable to give consent in writing)



In order to finance visits we may ask for a voluntary contribution towards admission charges and the coach travel. This is paid online at www.scopay.com, to register please request a copy of your registration code and setup information from the school office.

Pupil Premium

Schools are able to claim extra funding through Pupil Premium to support children's development, learning and care. Pupil Premium provides an extra £1,455 per year for children whose parents are in receipt of certain benefits or £2,570 for children who were formerly in local authority care but who left care because they were adopted or were subject to a special guardianship or child arrangements order or £340 for children with parents in the armed forces.

This Pupil Premium money is used to support the education of all pupils by funding vital intervention work and additional training for staff to help Stanford Junior and Infant pupils achieve their full potential. It will also be used to support eligible families with paying for school trips, a free breakfast club and help towards after school sports clubs which enhance your child's learning. Even if your personal circumstances change the school retains the annual sum to educationally support your child throughout their years at Stanford Junior and Infant School for up to 6 years.

Stanford Junior and Infant School
Rights and Responsibilities

These were written by the children.

Our Rights

We all have the right.....

To learn.

To be safe.

To be an individual.

To be respected and listened to.

To have fun.

Our Responsibilities

We have a responsibility.....

To listen to others.

To keep ourselves and others safe.

To respect property and others' belongings

To keep our hands and our feet to ourselves

To treat others how you would expect to be treated.

To be honest and tell the truth.

Stanford Junior and Infant Medication Policy

- 1) Only medicine prescribed by a doctor will be given during the school day.
- 2) Parents need to complete the school's form showing written permission before medicine can be given.
- 3) The medicine must be sent in the original container showing:
 - ❖ the doctor who prescribed it.
 - ❖ the dose to be given.
 - ❖ the expiry date.
- 4) Medicine should be organised so that it is not necessary for the school to give more than one dose in a day.
- 5) Inhalers for asthmatic children will be stored in the classroom to prevent any chance of our youngest children finding and misusing them.
- 6) Inhalers will be readily available for children who need to use them to relieve acute attacks. Parents need to state clearly on the form whether the inhaler being provided is a treatment inhaler or a reliever and whether there are limits on its use and if so what these are.
- 7) When medication is given it will be recorded in the book provided and initialled by the person responsible for its administration.

PLEASE NOTE the school does not have a fridge for the storage of medicine.

Medical Conditions Not Covered By The Above

If pupils in the school were known to be epileptic and a fit occurred parents would be notified immediately. If there appeared to be any complications e.g. rapidly rising temperature, and we were unable to contact parents, a Paramedic Ambulance would be called.

We work closely with the parents of children who have diabetes to ensure that appropriate snacks are given at the right times and that emergency provisions are available if required. Diabetic children who are feeling unwell are accompanied to the office where the agreed treatment is put into effect. Parents are always notified when this occurs and asked whether they wish to come in and take a blood sugar reading. If we had continued concerns about a child and were unable to contact a parent a Paramedic Ambulance would be called.

Stanford Junior and Infant School

Guidance for Making an Enquiry or Complaint

- ❖ This guidance aims to help Parents, Teachers and the Head Teacher deal with your initial enquiry or complaint in a professional manner, while trying to resolve it suitably. Some issues can be dealt with quickly, others may take some time. It is important for everyone to remain calm and polite at all times.
- ❖ If you have an enquiry or a complaint, then your first step is to go to the School Office and tell them what it is that needs attention. They will try to help you resolve the issue.
- ❖ Complaints against the conduct of people who work in the school or policies operated by the school are subject to a formal procedure, operated either by the Governing Body or North East Lincolnshire Council. Your complaint **must** be made in writing to the School Office. The person in the office will ensure that your complaint is brought to the attention of the Head Teacher as soon as possible. This will involve finding a convenient time for you to meet the Head teacher to explain your complaint. She will then investigate and attempt to resolve the complaint.

The person making the enquiry or complaint must:

- ❖ Remain calm at all times.
- ❖ State clearly the matter that needs attention.
- ❖ Allow time for the person dealing with the matter to try and resolve it.
- ❖ Where it has not been possible to resolve the matter, accept that these things happen and allow further time for the matter to be dealt with.

The person dealing with the enquiry or complaint must:

- ❖ Remain calm at all times; take the issue seriously and make sure they understand the issue.
- ❖ Make a note of the details, including names of those involved and the problem to be addressed.
- ❖ Initiate a review of the circumstances and try to resolve the issue or find someone who may be able to do so.
- ❖ State what will be done next if the matter cannot be resolved straight away.
- ❖ Refer the matter to the Head teacher as soon as practicable.

The Head Teacher will:

- ❖ Ensure that any unresolved enquiries or complaints are acknowledged.
- ❖ Ensure that appropriate steps are made to resolve the issue.
- ❖ Where it is not possible to find a resolution, pass to the Governing Body or NELC as appropriate. Copies of the complaints policy and procedure are available on request.

Child Protection

Under the law it is the unquestionable duty of the school to take action if there is ever any suspicion that a child has been neglected or abused in any way. The action we would take would follow the procedures outlined by the North East Lincolnshire Child Protection Committee.

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mrs Clair Smith*	smithc@stanfordschool.co.uk 01472 318003
Deputy DSL	Mrs Leona Hackfath	hackfathl@stanfordschool.co.uk 01472 318003
Integrated Front Door	NELC	01472 326292 (option 2) nelchildrensfrontdoor@nelincs.gov.uk
Local authority designated officer (LADO)	Local Authority Designated Officer	01472 326118 LADO@nelincs.gov.uk

It is important that both staff and parents understand that it is our legal obligation to report directly to Social Services any suspicions or concerns we have about the welfare of any child. It is then left to Social Services to decide what further action, if any, is to be taken.

Finally, although care has been taken to make this prospectus as accurate and informative as possible, information contained in it may be varied from time to time, and it does not constitute a contract between the school and the parent.