

Welcome to



Belton Lane

Primary School



“Challenging ourselves to improve everyday”

www.belton-lane.lincs.sch.uk



INVESTOR IN PEOPLE



“Throughout the school, pupils’ learning needs are well provided for. Pupils achieve well in all subjects. Those who struggle with learning, especially in English and mathematics, get timely help.”

OfSTED 2020



The School

Headteacher
Deputy Head
Assistant Heads

Mr J Mason
Mrs A Cussell-Smith
Miss V Bremner
Mrs K Reynolds

Teaching staff

Mrs R Jones
Mrs B Rowe
Mrs S Tregunno
Mrs Truby
Mrs L Lee
Mr A Kightley
Mrs K Limmer
Mrs R Smith
Mrs Rowe
Miss E Butters
Miss E Barnaby
Mrs Cussell-Smith
Miss A Frankland

SENDCO
Lead Behaviour
and Pupil Support Officer

Miss M Webster
Mrs S Alexander

TEACHING ASSISTANTS

Mrs J Wojciak
Mrs K Smith
Mrs A McDonnell
Miss S Copping
Mrs J Tidwell
Mrs Stockwood
Mrs Welbourne
Miss Smith
Mrs C Holdford

ADMINISTRATION

Belton Lane Community Primary School

Office Manager
Admin assistant

Mrs S Rawlinson
Mrs A Taylor

PREMISES STAFF

Caretaker
Cleaner
Cleaner
Cleaner

Mr A Smith
Mrs Barr
Miss Dolby
Miss M Williamson

MIDDAY SUPERVISORY STAFF

Midday Supervisors

Mrs Cummings Mrs Gwyther
Mrs Taylor Mrs Wright
Mrs Hotchin Miss Dolby

Breakfast Club

Miss Dolby Mrs Barr Mrs Taylor

School Governors

The Governors of the school are elected for a four-year period.

Our School Governors are:

Chair	Mr M Cooper
Vice-Chair	Mr T Britton
Headteacher	Mr J Mason
Staff Governor	Mrs Cussell-Smith
Parent Governors	Mr Devonald Mr Lane Miss Burchett
Co-opted Governors	Mrs J Park
Clerk to the Governors:	Mrs R Thompson

Our School

Our school opened on 8th September 1953 with 73 children and two teachers. The school has 250 children on roll between the ages of four and eleven years.

Originally built as two separate units, an infant and junior school, the building was subsequently joined together giving us 2 halls, 11 classrooms. Outside are 2 large playgrounds divided into Key Stage 1 and Key Stage 2 areas. A car park with access from Queensway provides the access for parents and visitor's cars.

The school has spacious, attractive grounds that provide games fields and natural areas for study and enjoyment. In recent years they have been developed to include an adventure trail, pond with decking, stage, climbing wall, shelters and tunnel.

Our school was chosen to host a Children's Centre in April 2006, which has given the school and local community access to a wider range of services, including health care and training opportunities for parents. We also host Little Explorers Nursery and the Inspire + sports charity.

The school became Guardian school for Belton House National Trust property in 2007 and although the guardianship scheme no longer exists we continue to have a very special relationship with the National Trust at Belton House.

The Ethos And Values Of The School

At Belton Lane Primary School we aim to create a happy, encouraging and challenging environment where we strive for the highest standards of teaching and learning and where we help our children to achieve their full potential.



We value our caring, friendly atmosphere within which we expect high standards of behaviour and good manners. We believe that we share these values with our parents and the community at large. To this end we encourage all our parents to join the Home/School Partnership and take an active part in their child's education.

Admissions Policy

We follow the Lincolnshire County Council admissions policy

Lincolnshire County Council requires that we admit children into school in the school year in which they have their fifth birthday. We have a policy of admitting all four-year-old children in the September where their fifth birthday falls between 1st September and 31st August of that academic year.

If the number of applicants exceeds the number of places available, the highest priority will be given to those for whom the school is clearly more appropriate than any other school.

Parents considering sending their child to Belton Lane Primary School, should contact the school to make an appointment as we are always pleased to show parents and children around the school.

Starting School

Starting school is an exciting time for all children. Here at Belton Lane we do everything that we can to make sure that starting school is a positive experience for all of our children.

You may have met Louis in your Nursery. Louis enjoys finding out about his new school. Have a look at our Louis book and the photographs of him in his new classroom.



Safety And Security

Accidents

We do everything we can to maintain a safe, healthy environment for our children, but accidents can sometimes happen particularly when children are playing.

All accidents which occur in school are recorded in our "Accident Book". Minor cuts and grazes are dealt with by the duty teacher or dinner supervisors. Staff are first aid trained. In the event of a serious accident children are taken to Grantham Hospital and parents are informed as quickly as possible. To this end we ask that parents keep us up to date with emergency contact details.

If a child receives an accidental blow to the head (or a fall in which the child's head receives a knock), a letter is sent home with the child and parents are asked to acknowledge this notification by completing the reply slip and returning it to school the following day.

Emergencies

It is important that our records show up to date information for each child, and we ask that parents keep us informed when changes of address, telephone numbers occur. A printout of the details we have on file are sent home at the beginning of each school year for parents to check and confirm.

Absence From School

In order that the school can maximise your child's potential, it is essential that children do not have time off school unnecessarily. We urge parents to send their children to school regularly, except, of course, when they are ill. In such circumstances a quick telephone call to school explaining your child's illness (followed by a brief note of explanation when well enough to return to school) will avoid any unnecessary worry.

The school operates a policy of 'first day contact' for children who are absent. This means that unless we hear from you, we will telephone home on the first day your child is absent, just to make sure that he/she is safely at home with you. We have to record all absences, which are unexplained, so it is vital that we know why any child is absent.

Children will only be allowed out of school if the school first receives a note or telephone call or if the child is collected by a parent. If you have to collect your child for any reason during the school day you will be asked to "sign out." We ask that all appointments are arranged out of school hours if at all possible.

Illness At School

If your child is taken ill during the school day, we will contact you to come and collect your child.

Medicines

Where children are recovering from a short illness and are well enough to return to school, but still require medicine, we ask parents to come into school at lunchtime to give their child whatever is required or, where there is a prescribed medicine from the doctor, to sign a document to allow school staff to administer the medicine.

If your child needs constant access to his/her inhaler, he/she must keep it with them at all times.

Where children have a serious medical condition requiring constant or intermittent use of medicines the school will make special arrangements with the parents in consultation with the medical professionals involved.

Cycling To School

In order to ensure the safety of pedestrians (especially toddlers), both children and adults are asked NOT to ride their bicycles within the school grounds.

We now have a lockable cycle storage facility but would remind parents that the school cannot accept any responsibility for loss or damage to any cycle brought to school.

Cycle roadworthiness is the responsibility of parents. **We would like all cyclists to follow the Lincolnshire Policy of wearing a cycle helmet.**

Children Arriving By Car

Parents bringing their children to school by car should use the Queensway entrance.

The Green Lane entrance is for staff only.

We ask parents using the Queensway car park to park in the allotted spaces and to keep the roundabout clear as this poses a danger to all children and visitors to the site.

Dogs On School Premises

Dogs are not allowed on the school grounds.

School Entrances

Access into school during the school day is via the school reception on the Queensway entrance. Other school doors are locked throughout the school day as a means of ensuring that all visitors are identified before entering the building.

The doors to the playground are unlocked at 8.45am and again at 3:25pm.

Jewellery

We prefer children not to wear jewellery to school. Small sleepers or studs may be worn in pierced ears during the school day but must be removed for all PE activities for health and safety reasons. Wristwatches can be worn to school but the school cannot accept responsibility for loss or damage. Nail varnish should not be worn in school.

Asthma and Allergies and other similar illnesses

If your child suffers from asthma, **it is vital** that the school is informed. If your child has been prescribed an inhaler, a spare should be kept in school in case of emergencies.

Similarly, if your child has an EpiPen for use at home it is essential that a spare is available for use at school.

The school will undertake to administer medication where delay might prove potentially life threatening.

Holidays In Term-Time

Please do not book holidays in school term time. There is no longer a right to holidays in school time as this can have a detrimental effect on your child's education.

Where there are exceptional circumstances the Headteacher may approve a holiday during school time. Any holiday request must be made in writing to the Headteacher. A decision will be made based on your written request and the Headteacher will write to you with a decision. If there is insufficient evidence in your letter you may be requested to meet the Headteacher to discuss and assess the circumstances on an individual basis.

No leave of absence will be granted during the week of KS2 SAT tests in May, Year 1 phonics screening or KS1 SAT tests in June. These tests cannot be taken at any time other than the Government's prescribed times.



Behaviour Management

The pupils of Belton Lane School are expected to behave in a considerate way towards each other and to adults both in and out of school. They learn the importance of respecting both other people and their property.

Each class has its own set of rules, which are defined by the children themselves at the beginning of the school year and are designed to ensure that children can learn and teachers can teach.

Parents can see quickly if children are behaving well in school through the home school diary system. Children who consistently work hard will be rewarded with a trip at the end of the year. Incentives for good class attendance are also presented during the year.

We believe that praise and encouragement will foster, nurture and maintain high standards of behaviour. However, we recognise that not all children respond to such a positive regime and in such circumstances sanctions have to be applied.

Teachers are always pleased to discuss their behaviour management strategies with parents



School Uniform

Our school uniform looks very smart; our children wear it with pride. Below we have listed the school uniform expectations.

Grey or Black Trousers, shorts or skirt
Sky blue polo shirt
Navy sweatshirt or cardigan

Optional

School baseball cap
Gingham dress blue
White shirt and school tie
Navy fleece
Navy coat
Black Shoes

Our Uniform providers

Nationwide Uniforms www.nationwideschooluniforms.co.uk
School Trends www.schooltrends.co.uk

We also stock baseball caps, swimming caps, and water bottles We ask parents to make sure that all items of clothing and equipment are clearly marked with their child's name. Trying to identify one Belton Lane sweatshirt from 300 others is a daunting task !

Shoes should be comfortable and parents are asked to avoid buying their daughters shoes, which have a noticeable heel or an open toe as these may cause accidents. Black trainers are acceptable as school shoes providing they are all black.

Footwear for games and PE must be suitable and separate footwear from everyday use.

Please do not send in expensive items of clothing like designer bags or coats. We cannot accept responsibility for items of clothing lost or damaged in school.

The School Day

Breakfast club begins at 7:45am for those of you who wish to have childcare provided before the start of the school day. This is a very popular club and therefore attendance must be booked a week in advance.

Children are invited to arrive at school, and go straight to their classrooms between 8.45am and 8.55am They don't have to wait in the playground. The school doors open at 8.45am and we ask parents to ensure that their children arrive no earlier than this time.

In exceptionally bad winter conditions, i.e. blizzards, the school may be forced to close, but if in any doubt, tune into BBC Radio Lincolnshire.

Parents of children who are brought to school and collected by taxi should make sure that the taxi drivers use the Queensway gate and use a parking space. At the end of the school day, the taxi drivers should collect the children directly from the school foyer.

The School Curriculum

Key Stage 1 and 2

We have developed a creative curriculum where lessons are enhanced and brought to life through drama, role play, talk, hands on experience, ICT, pupil involvement and use of our unique learning environment. We strive to teach a curriculum in which pupils feel empowered by the learning opportunities offered to them.

Each term classes explore different elements of the National Curriculum subjects through thematic topics. Each topic allows teachers to create meaningful learning opportunities for the pupils, where children explore and learn the knowledge, skills, processes and attitudes necessary for life in the 21st century.

EYFS (Reception class)

The **Early Years Foundation Stage Curriculum** is based on four principles.

- A unique child
- Positive relationships
- Enabling environments
- Learning and development

There are 7 areas of learning and development

Prime Areas

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language

Specific Areas

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

At the end of reception the children's progress will be assessed against the Early Learning Goals in each of the 7 areas.

PE AND GAMES

P.E. and Games lessons are part of the school curriculum. If you wish your child to be excused on medical grounds please telephone or send a written message. All children should bring the following items of clothing:

- | | |
|-------|---|
| BOYS | a pair of shorts (not Bermudas) navy blue
a plain white T-shirt or school polo shirt
a pair of plimsolls/trainers
a pair of football boots (juniors) |
| GIRLS | a pair of shorts (not Bermudas) navy blue
a plain white T-shirt or school polo shirt
a pair of plimsolls/trainers |

In addition a tracksuit or an old jumper is useful in winter for outdoor games. A PE bag with drawstring is useful and we ask that all kit and equipment is clearly labelled.

MUSICAL INSTRUMENT TUITION

In Year 5 and Year 6 we currently provide music tuition in a 'Brass' or 'Wind' instrument. Children are expected to look after their musical instrument and to practise at home.

EXTRA EQUIPMENT REQUIRED

An apron or an old shirt for art and craft is not essential but would help to protect day-to-day school uniform.



SPECIAL EDUCATIONAL NEEDS and DISABILITY

All pupils in our school study the National Curriculum.

It is estimated that approximately 25% of primary school pupils may experience learning difficulties at some point during their education. Here at Belton Lane we cater for children with special needs within the mainstream class, in some cases where more specialised teaching is required, small groups may be withdrawn from class to work with the Learning Support Service teacher, our Special Needs Co-ordinator or a Teaching Assistant.

Currently our Special Needs Co-ordinator (SENDCO) is Mrs Atter

All staff share responsibility for the pupils with special needs and the children with special educational needs in their classes.

Our provision for children with special educational needs is enhanced by the support offered through our classroom based teaching assistants.

Our school believes in an equal partnership between teachers and parents in the education of its children. We aim to keep all parents fully involved in the progress of their child through this school.

SEX and RELATIONSHIP EDUCATION

The purpose of school SRE, located within a broader, carefully planned programme of personal, social, health (PSHE) education, is *gradually and appropriately* to prepare children and young people for adult life and positive healthy relationships. It supports them through their physical, emotional and moral development, and helps them to understand themselves, respect others and sustain healthy relationships of all kinds. In early primary years SRE is largely about relationships and the need to focus on friendship, growing and changing, and the building of self esteem.

Parents

We recognise the importance of parents as partners in their children's learning and encourage them to participate in our Home/School Partnership Agreement. The school sends home a Home/School Diary and parents are actively encouraged to support their children in their reading and homework by asking to see the booklet and make entries in the appropriate places.

The school raises additional funding through activities like the Christmas Raffle and Summer Fayre. We have a small number of parents who regularly help but no formal PTFA at present

We are extremely grateful to these parents who willingly give both their time and energy.

Parents have also helped in school in other ways e.g. listening to children read. If you would like to involve yourself in the life of the school please contact the school office.

CHANGES IN CIRCUMSTANCES

Any changes of address or telephone number should be immediately passed on to the school. Similarly, it is important to tell the school if there are any major changes in the home circumstances e.g. new baby, one parent leaving etc. as these can often affect the child's behaviour and/or attitude in school. A quiet word with the Headteacher or class teacher is all that is needed. Such information will always be treated with discretion.

PARENTS' EVENINGS

Parents' Evenings are usually held twice a year, once during the Autumn Term and one in the Spring term. In the Summer Term, a written report is presented. Parents are encouraged to attend to see their child's work and discuss his/her progress. Apart from these chances to exchange views and information with your child's class teacher, a note or telephone call will readily secure an appointment to see him/her at any time. The most convenient time to see the teachers is at the end of the day when they are not teaching their class.

OPEN MORNING

Open morning in the summer term is a little more informal. This child led experience will enable you to share in their learning. You will be able to visit your child in school and discuss their work with them. This will not be an opportunity to speak to the teacher.

Visitors are always welcome to the school, but please make an appointment with the school office.

Moving on to Secondary School

All of the Secondary Schools in Grantham have open days and transition days to help you and your child decide which will be best for them to attend. The Secondary schools in Grantham offer a variety of opportunities therefore we would encourage you to visit the schools for yourself rather than making a decision based on reputation.

Grantham has two selective secondary Grammar Schools. The King's School, for boys, and the Kesteven and Grantham Girls' School. Parents wishing their children to be considered for these schools have the opportunity to register them for the 11+ examination at the Grammar schools in September of Year 6.

Information about the choice of schools and the selection procedure will be sent out during the Autumn Term of your child's final year with us.

Towards the end of the Summer Term, the Year 6 children are invited to spend time in their new schools, to prepare them for the next stage of their education and to enable a smooth transition.

Charging For School Activities

Our policy for charging is in line with that recommended by Lincolnshire County Council and can be summarised as follows:

Items for which pupils may be charged

Optional Extras e.g. activities outside school time

Board and lodging on residential visits

Instrumental tuition

School Policy:

A charge can be made with governors' agreement.

1. Parents can be charged except for those who receive family credit or income support.
2. Governors will decide if any remissions are to be made.

For all other activities parents may be invited to make a voluntary contribution towards the cost of the activity but no children will be excluded because their parents are unable or unwilling to contribute.

The Headteacher reserves the right to cancel any curriculum-linked activities if insufficient contributions are forthcoming.

OUTSIDE SCHOOL ACTIVITIES

Members of staff run extra curricular activities either at lunchtimes or after school. These clubs are entirely voluntary. The activities vary with the season. School teams usually comprise of children from Key Stage 2 as the children have to compete against children from other schools.

EXPRESSING CONCERNS

Wherever possible concerns expressed by parents and others, about the school curriculum or related matters will be dealt with, in the first instance, by informal discussion with teachers or the Headteacher. However, there will be occasions when such concerns cannot be resolved informally and the County Council has set up a formal complaints procedure which offers a readily accessible and clearly understood route through which complaints of this nature may be pursued further.

Personal Property on School Premises:

Pupils are responsible for security of their personal possessions. We discourage any valuable items being brought into school. However, we accept that it is sometimes necessary for items such as mobile phones to be brought to school. In these cases the valuable items should be taken to the school office for safekeeping.

ICT

The children have access to many new technologies in school. All of our classrooms are equipped with the most recent versions of the interactive whiteboard. Each class has a visualiser. We have a variety of computers that the children can access from touch screen computers to ipads. We encourage responsible use of technology and children in each class are regularly reminded about E-safety and safe practices in the use of the internet. In the home school diary is an acceptable use policy and advice for parents please ensure these are read and the agreement is signed.



Ways of helping your child:-

1. Talk to him/her and listen too.
2. Listen to him/her read and read to him/her.
3. Ask about his/her day at school.
4. Help, if needed with spellings, multiplication tables etc.
5. Let him/her undertake certain shopping tasks and handle easy sums of money.
6. Let him/her help in cooking with weighing and timing.
7. Play games that involve any kind of adding, counting, rhymes etc.
8. Encourage him/her to participate in school clubs and activities.
9. Help him/her use reference books to answer questions or follow up interests and ideas.
10. Expect a high standard of behaviour, manners and obedience - we do!
11. Show that you care about his/her progress at school and show interest and give praise where it is due.

Conclusion

This information has been written to give some insight into the way we operate here at Belton Lane Community Primary School. If you would like any additional information, please do not hesitate to contact the school.

The school is here to educate your children. In order for him/her to receive the greatest benefit we must all strive to work together in partnership. We will do everything possible to ensure that this is the case.

The information contained in this booklet is correct at the time of publication.