

## The Meadows Primary School

Our purpose is to create a happy, secure learning environment in which everyone can achieve.

We strive to develop the whole child by:

- Nurturing talent
- Developing a love for learning
- Promoting mutual respect
- Encouraging a sense of responsibility for our world.

**The Meadows Primary School**  
**"Growing together,  
sowing seeds for the future"**



We aim to do this by developing a happy supportive and hardworking community, where everyone is valued, and learning and achievement are fun.

## Aims of The Meadows Primary School

- To develop children's independence and a responsible attitude that will enable them to become active and caring members of the community.
- To instil a respect for the environment in which we live as well as a sensible attitude towards safety and well-being.
- For the school to be a happy and creative environment where children are encouraged to grow and develop a love for learning, where effort and success are rewarded and celebrated.
- To strive continuously to provide a firm foundation for lifelong learning.
- To support and provide opportunities for our children to become reliable and responsible individuals who challenge themselves and develop independence and self-belief.
- To work in partnership to establish a friendly trusting relationship between home, school and the wider community, developing positive achievements for all.

## The School Day



The school day begins at 8.50 am with registration at 9.00 am.

Children will be welcomed into the classrooms by our team where an activity will be ready for them.

In Foundation Stage, children will be greeted at the wooden gate which leads into the Foundation Stage outdoor area.

Lunch times are staggered:

Foundation Stage pupils will have lunch 11.45 am - 12.45 pm

KS1 pupils will have lunch 12pm-1pm

KS2 pupils will have lunch 12.30pm - 1.30pm

The school day will end for all pupils at 3.15pm



The Meadows' "Little Learners" sessions for 3-4 year olds are as follows:

8.45 am - 11.45 am

12.30 pm - 3.30 pm

### ATTENDANCE

Please contact school if your child is absent from school for any reason. For your child's safety, unless we are informed of your child's absence by 9.30 am, we will contact parents at home, to confirm that your child is safely at home with you. All absence is recorded and attendance is reviewed through our regular attendance monitoring.

Leave of absence during term time is not authorised. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 **only allow leave to be granted in 'exceptional circumstances'**. Exceptional circumstances **do not** occur regularly or often but **may** include the following: Parent employment conditions e.g. unable to take leave in school holidays; family trauma e.g. bereavement, illness; close family wedding e.g. parents; Religious circumstances e.g. confirmation; EAL children returning to home country; medical appointments which cannot be arranged out of school hours e.g. hospital appointments.

The new regulations **do not allow** the Headteacher to authorise absence for the following circumstances: relatives coming to visit; visiting

family/friends who have different half terms or holidays; availability of cheap holidays; availability of desired accommodation; poor weather experienced in the school holiday period; overlap with beginning or end of term; day trips; birthdays; illness where no medical evidence is forthcoming.

If 'exceptional circumstances' leave is requested, parents must apply in advance, in writing to the Headteacher, stating the nature and purpose of the absence and detailing the 'exceptional circumstances'. Evidence may be requested to substantiate requests. Granting leave will be at the discretion of the Headteacher.

*School holiday / term dates are enclosed within this pack*

Attendance figures for 2019/20

(excluding national "lockdown" period: 23/03/2020 - 21/07/2020)

Authorised 4.6 %

Unauthorised 0.92 %

### **The Working Day**

The school is committed to providing the highest level of education for all pupils. Decisions regarding the specific organisation of year groups and class sizes will wherever possible reflect the needs of the children. This will be reviewed annually. A fully-qualified teacher will teach all children and they will be assisted by a teaching assistant at times throughout the week. On occasions we have trainee teachers in the school. These are always working under the direction and guidance of the class teacher.

Parents are kept fully informed of changes to the specific organisation of the school. All children have a 15-minute morning break and an hour for lunch. Foundation Stage/Key Stage 1 pupils will have an afternoon break at the discretion of the class teacher.



## Break Time

During break time, there will be at least four members of staff outside supervising the children; two of whom will be teachers. Children are encouraged to play co-operatively together and make the most of these times to develop friendships and relax. To this end, the school provides a variety of activities and games for the children to enjoy. The grounds are arranged to enable children to play ball games, small group games and find a quiet corner to talk together. Play workers support the children's play, organising activities throughout lunchtime. There are also opportunities for children to socialise with friends indoors at lunchtime. Children may bring a piece of fruit to eat at morning break.

## Lunchtimes

Lunchtime is an important part of the school day and the school's high standards of discipline and behaviour apply. Midday meals supervisors support children throughout lunchtime along with other members of staff.

Children are expected to use appropriate table manners in the dining hall. Currently, all children in Foundation Stage and Key Stage 1 are provided with a free school lunch, funded by central government, which can be ordered via our school meals provider web-site: [www.goodlookincookin.co.uk](http://www.goodlookincookin.co.uk). However, your child may be eligible for free school meals, which will mean they can receive additional support under the Pupil Premium. This is funding provided to schools by the Government to help to support your child and other pupils in our school, including subsidised Breakfast Club places, access to additional educational support and activities. Information and details of how to apply are available at <https://www.lincolnshire.gov.uk/school-pupil-support/apply-free-school-meals>



School lunches for Key Stage 2 children can be ordered from our school meals provider web-site: [www.goodlookincookin.co.uk](http://www.goodlookincookin.co.uk), where you can also access the menus for school meals. Orders for all school meals must be ordered by 10.00 pm on Wednesday of the week before the meal is required. Alternatively, your child may bring a healthy packed lunch from home - no fizzy drinks please.

## Assemblies



We hope to be able to resume our Celebration Assemblies in September 2021. Every Friday morning at 9.00 am, family and friends of the Meadows are invited to join us for our celebration assembly (Years 1 - 6), in which we recognise achievements in all aspects of school life. Celebration assembly for our younger children in Reception, are held on Thursday afternoons at 2.45 pm.

A collective worship occurs daily. These assemblies cover a range of themes and events and are delivered by all staff and sometimes visiting speakers. They are broadly Christian in content.

## Withdrawing Children from R.E. and Collective Worship

Whilst the school values R.E. and Collective Worship very highly it respects the parents' right to withdraw their children from Religious Education and the collective act of worship and will facilitate this. (Please see the Head teacher to discuss alternative arrangements if you wish to exercise this right).

## Curriculum Enrichment

Extra-curricular clubs are well attended and offer children opportunities to develop new interests and extend their skills. Clubs have included; football, multi-sports, arts and crafts, film club, coding, street dance, storytelling, film club, cookery, gardening, homework and singing.



These vary each term and are run by staff on a voluntary basis and some external providers. Parents or carers are asked to give permission for their child to take part if the clubs take place before or after school. Clubs provide an additional learning opportunity in a fun environment where social and emotional skills are fostered and developed. Children with particular talents or skills may be identified at these times. Good behaviour is a pre-requisite for attendance.

Children are given opportunities to represent the school at various sports and creative events. The school show and other stage productions offer children the opportunity to develop their acting, singing and dancing talents and to work co-operatively in a celebration of the performing arts.

As part of the curriculum, children may take part in various educational visits to places of educational interest. Such visits enhance the curriculum and are seen as an important way of enriching the educational experiences we offer the children by providing them with first hand experiences. We also invite touring theatre companies and artists into school to work with the children from time to time.



***You may be asked to make a voluntary contribution to help cover the cost of such activities. If insufficient contributions are made the school reserves the right to cancel the activity or visit to avoid making a considerable loss. This statement constitutes the school's [Charging Policy](#).***

## **School Organisation and Staffing**

In the academic year 2021/22 there will be 14 classes as follows:

2	classes	of Reception
2	classes	of Year 1
2	classes	of Year 2
2	classes	of Year 3
2	classes	of Year 4
2	classes	of Year 5
2	classes	of Year 6

*This is reviewed annually as the number of pupils admitted in each year group varies.*

Little Learners offer part time sessions in their pre-school setting (morning and afternoon). Funded places are available for children aged 3 to 4 years. Little Learners provides outstanding learning opportunities in a perfect setting for children to begin school life. Please call at the school office for further details.

Our trained teaching assistants work in all classes and ably complement the work of the class teachers. Their roles focus on the needs of each group of children and support the teachers in the planning and delivery of the curriculum. They implement specific programmes of work with groups of children as well as working one-to-one when required. All staff focus on positive behaviour and provide pastoral support to the children, with restorative practice being used to resolve any worries and concerns.

We are fortunate to have a number of parents, volunteers and student assistants who regularly come to work with groups or individual children and greatly enhance the work of our school. Other outside agencies, such as Educational Psychologists, teachers of Hearing or Visually Impaired, Learning and Behavioural Support teachers, Speech Therapists, Occupational Therapists and Physiotherapists as well as the school nurse team, work from time to time in school to provide specialist support to meet the needs of our pupils. **Parents are always kept fully informed should their child require such specialist help.**

Mrs Fenton, School Business Manager, along with Mrs Clark and Mrs Sampson, our Administration Assistants, are always happy to help and will often be the first point of contact at the school.

Our endeavour is to provide high standards in all aspects of school life. This is equally important in caring for and maintaining a clean and hygienic school site.

Mr Ashton, the school caretaker, works with the premises team, to keep the interior and exterior environments well maintained, tidy and attractive.

## **Staffing**

### **Head Teacher**

Mrs J Simmons

### **Deputy Head Teacher**

Mr A Bell

### **Assistant Head Teacher**

Mr T Hill

## **Teaching Staff**

Mrs G Ison

Mrs K Oliver

Mr B Broxholme

Mrs S Ahmed

Miss C Brock-Taylor

Mrs A McNeil

Mrs C Jones

Miss C Spink

Mr H Benson

Mrs D Nicholson

Miss N Grundy

Mrs N Marlow

Mrs S Manktelow

Mrs E Whaler

Mrs A Beel

Mr E Linton

Mrs A Kelman

Mrs E Swan

### **SENCO Assistant**

Mrs N Richardson

### **Family Support**

Miss C Gray

## **Teaching Assistants and 1:1 staff**

Miss S Foster

Mrs K Dunk

Miss L Swain

Mrs A Robinson

Mrs K Kosmala

Mrs T Suddaby

Mrs S Mitchell

Miss H Hubbard

Miss E Sprought

Miss J Copland

Miss M Richardson

Mrs S Holden

Miss D Sylvester

Mrs A Chambers

Mrs K Britten

Mrs T Wilson

Miss O Stewart

Miss L Baker

Mrs N Coe

Mrs J Newton

Mr D Rear

Mrs L Wray

Mrs S Baker

Mrs N Tear

Mrs M Cullen

**School Business Manager**

Mrs D Fenton

**Administration Assistants**

Mrs L Clark

Mrs J Sampson

**Midday Supervisors and  
Playworkers**

Miss J Lockyer

Mrs R Sheridan

Mrs A Robinson

Mrs J Baldwin

Mrs C Thorpe

Mrs C O'Hara

**Caretakers/Cleaners**

Mr M Ashton

Mrs A Robinson

Mrs P Beadle

Garner Property Care Ltd

**The Meadows Little Learners**

**Manager**

Mrs K Cassey

**Assistant Manager**

Mrs C Bayliss

**Teaching Assistant**

Mrs G Collingwood



## School Uniform



At The Meadows Primary School, we believe that what the children wear to school is important. The school uniform helps to promote a sense of belonging. Parents are asked to support their children by providing the following uniform and PE kit.

The Meadows Primary School and Little Learners uniforms can be purchased online. A price list and information on how to order is available via the school website or at the school office. There is a choice of sweatshirts, cardigans, coats and polo shirts with the school logo.

The school colour is **royal blue** and our children wear their uniform with pride. For all other items we specify a colour as below and would encourage all families to follow this guide.

### Girls

Grey trousers/ skirts/shorts/pinafore dresses

White or royal blue polo shirts

Summer dresses - light blue checked

Sensible shoes - dark coloured (low heels)

Sandals - open toes and/or heels not secured by a strap are not appropriate

Tights/ socks - white/black/grey

### Boys

Grey trousers/shorts

White or royal blue polo shirts

Sensible shoes- dark coloured

Socks - white/black/grey



### PE Kit

White T shirt (no slogan)

Black sports shorts

Trainers

Jogging bottoms and sweatshirt/track suit for outdoor PE (no slogan)

*Children without kit will be asked to wear kit provided by school.*

KS2 children will require a swimming kit. Swimsuit/trunks, swimming hat, towel -

Long hair must be tied back.

### Additional Guidelines

We expect all of our children to be dressed appropriately for Primary School ie: coloured hair, make up, nail varnish, large hair accessories, smart watches etc. are unsuitable for school.

One pair of stud earrings, worn in the lower ear lobe is permitted. These must be taken out by the pupils before PE. Children are permitted to wear an inexpensive wrist watch to promote independence. No other items of jewellery will be permitted.

If you have any queries regarding the above, please do not hesitate to ask. The school will be happy to make amendments to this in order for families to observe religious practices. Please make an appointment with the Headteacher to discuss this.

### Healthy Schools

We promote healthy choices for the children at The Meadows and with this in mind, children are encouraged to eat a healthy diet. Nutritionally-balanced school meals are provided by 'Good Lookin' Cookin.' Vegetarian and special diets can be catered for, please contact the school office for further information. We aim to provide nutritional child friendly food, and monitor this throughout the year.

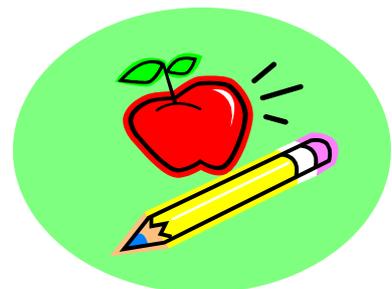
### Healthy Lunchboxes

If your child would prefer to bring a packed lunch, we ask you to provide a Healthy Lunch box for your child. A healthy lunch should consist of Fruit/Vegetables along with a balance of protein, dairy and starchy foods. Fizzy drinks, chocolate bars and sweets are not permitted. The school will provide water for all children.

### Healthy Snacks

KS2 children may bring a healthy snack to school for break time. This may be a piece of fruit, packet of raisins, dried fruit, cherry tomatoes, carrot sticks, cucumber, etc.

Foundation Stage/KS1 children will be provided with a free piece of fruit each day funded by the government's Fruit in Schools scheme.



*Please note that chocolate, crisps or biscuits will not be allowed at break time.*

Milk is **FREE** for under fives and children entitled to free school meals on request. All other children may purchase milk from school. Order forms can be obtained from the school office.

### Water Bottles

Throughout the day all children will have access to drinking water. Each child requires a sports water bottle which will need to be in school each day. Water bottles can be purchased via Parentmail +Pay for £1.00.

### Walking or Cycling to school is encouraged.

Parking is an issue for many schools and The Meadows is no exception. Please can I encourage you to walk to school with your child whenever possible. When this is not possible please park safely and take care not to cause any obstruction, remembering that this is a residential area. To protect the health and safety of children, parental cars are not permitted on school premises.

We encourage safe cycling and this is taught during extra curricular activities. There is an area at the front of school for children to leave their bikes and scooters. Please secure bicycles and scooters, as the school cannot take any responsibility for loss or damage.

KS2 children will be encouraged to take part in the "Bikeability" cycling road safety scheme.



## Home and School Working Together

### Access to school records

The school provides parents with a written report of progress at the end of each academic year. Parents will be given the opportunity to consult with the class teacher about any concerns regarding the report. All parents are entitled to access their child's educational record, including ongoing assessment data held by their class teacher. These are discussed at consultation evenings.

### Parents' Consultation Evenings

Parents will be given the opportunity to meet with their child's class teacher in the Autumn Term to talk about how they have settled into the new school year and address any highlighted needs. In the Spring Term a more formal open evening is held to discuss progress that has been made. Formal reports are written during the Summer Term and there are opportunities provided to discuss these. During the Summer Term, an open day will be held for you to look at your child's work with them and celebrate their learning. Authentic outcomes also provide opportunities to share your child's learning.

There will be other occasions when parents wish to contact the class teacher and head teacher. This is encouraged at every opportunity, but because The Meadows is a very busy and active school, it is sensible to make an appointment. We will, of course, get back to you as soon as possible. You may also email your query to [enquiries@themeadows.lincs.sch.uk](mailto:enquiries@themeadows.lincs.sch.uk).



### Home - School - Pupil Agreement

All parents are invited to read and sign this agreement which has been written following consultation with parents. It outlines our joint responsibility towards each child.

### Newsletters

Regular newsletters with lists of events and holidays are emailed to your preferred address. All letters are also available on the school website.

## Parent Helpers

At The Meadows Primary School, we welcome parental support. Parents are invited to help both in and out of the classrooms. We are always grateful for the opportunity to benefit from the many talents and skills you all have. If you would like to have a more hands on role in the life of the school, please contact the school office or Head Teacher.

You will be required to complete an online form that authorises the school to process checks with the Disclosure and Barring Service (DBS) in line with safeguarding children procedures.

## Complaints

We strive to offer the best possible education to all our pupils and to care properly for their health, safety and welfare at all times. All staff and governors at The Meadows are dedicated to achieving this aim.

From time to time you may feel we have not met to your expectations. If this is the case it is vital that you tell us. If we are not aware of the concern, we can do little to put it right.

In the first instance the class teacher should deal with complaints. However, if you are not entirely satisfied or the complaint is more serious you should contact the head teacher for an informal discussion.

Copies of the complaints procedure are available on our school web-site or upon request from the school office.

## School Policies and Statutory Documents

Parents who wish to see information regarding both curriculum and non curriculum policies are welcome to do so, by contacting the school administration team, who will make the necessary arrangements. Similarly, schemes of work and information regarding the curriculum coverage can be viewed on our school web-site.



## Homework

From the early years to year 6, pupils participate in achievable homework. The homework is set at the discretion of individual teachers to encourage children to be effective learners. We value and encourage your involvement in your child's learning and stress the importance of spending quality time as they learn about the world. A copy of the homework policy is available on our school web-site.

## Special Educational Needs and Disability (SEND)

A full copy of our policy for SEND is on our web-site and can also be obtained from the school office.

All children at The Meadows have access to the National Curriculum which is differentiated to meet their needs.

We support and work with children who present with many challenges to their learning. These are planned for by our professional team.

We believe that there are considerable benefits for all children in catering for special educational needs and disabilities in mainstream classes. Some children may, however, at times require more specialised teaching which can be better provided within a small group or 1:1 situation away from the main classroom.

### **The School's Provision for Special Educational Needs:**

Our Special Educational Needs Co-ordinator (SENCO) is Mrs J Simmons

Our SENCO Assistant is Mrs N Richardson

Other members of the SEND team include Mrs J Newton (SEN Assistant), Mrs Mitchell (Speech and Language), Miss Gray (Family Support Worker), Mrs Suddaby and Mrs Britten (Pastoral/Nurture Support Team).

All staff share responsibility for all children with Special Educational Needs in their classes, including those with a significantly greater learning difficulty than the majority of their peers. Class Teachers provide the support required for both more and less able children, largely by the provision of suitably differentiated learning tasks. Our experienced Teaching Assistants also provide some in-class support and 1:1/small group support in consultation with other professionals. We are supported by SEND professionals and outreach services who provide intensive support for specific pupils. We have a wide variety of resources within school to enable us to cater for the individual needs of our children.

### **Identification and Assessment:**

On entry to The Meadows children's needs are identified through:

1. Discussion with parents
2. Medical records
3. Records from previous school/playgroup (where applicable)
4. Teacher observations and assessments

At The Meadows we strongly believe that an equal partnership between school and parents is a vital part of the education of all children. Parents of children with special educational needs play a major part in the development of their child's learning and are asked to participate in supporting their child through a range of activities to develop their knowledge and skills.

## School Security

The school has an electronic security door at the main entrance. The main entrances and exits for pupils are locked internally. Classroom doors, on external walls, act as our fire exits. They prevent entrance from outside but provide easy exit in an emergency. **All visitors must report to the main reception entrance, sign in and wear a Meadows Visitor badge.** We encourage all staff, parents and governors to challenge unidentified personnel. Any suspicious incidents must be reported to the office immediately. The school community seeks to provide a safe and happy environment for our children.

## Illness/Accident/First Aid

We are not able to supervise children who feel poorly in school and so parents or designated adults will be contacted where necessary. Minor cuts and grazes are treated by members of staff. More serious complaints are logged and treated accordingly. Parents are notified of all head injuries. Our qualified first aiders offer advice and support. All staff hold a Basic First Aid Certificate. We will always try to act in the best interests of your child.

Qualified First Aider:	Mrs J Simmons
Qualified First Aider:	Mrs N Richardson
Qualified First Aider:	Mrs D Fenton
Qualified First Aider:	Mrs J Newton
Qualified First Aider:	Mrs T Suddaby
Qualified First Aider:	Mrs K Britten
Qualified First Aider:	Miss C Gray



## Medicines

Please do not send tablets or medicines to school, unless it is absolutely necessary, in order for your child to attend school. If medication is required, please discuss arrangements with the school office. In the event of long term medication being required, a Health Care Plan will be completed with Mrs Richardson. Inhalers should be clearly labelled with your child's name and given to the class teacher who will ensure that your child has direct access to it at all times. You will also be asked to authorise use of a "spare" inhaler in an emergency.

## Child Protection

The Head Teacher is the Designated Safeguarding Lead in school. Staff raise any concerns about the well being of children with the Head Teacher. Any concerns are noted down and, where possible, are shared with you. If you have any worries or concerns about your own or any other child please come and tell us about them.



## The Curriculum

At The Meadows, our curriculum is built on the requirements of the National Curriculum and The Early Years Foundation Stage.

Themes are chosen which cater for the needs and interests of our children and stimulate learning.

By linking subjects through themes of learning, we aim to provide an inspiring, engaging and motivating curriculum that allows excellence and enjoyment. Our thematic approach enables all pupils to develop as learners and reach their potential. We hope this approach inspires the pupils to expand their learning beyond the school day and entuses individuals to continue to investigate and learn at home.



We continually strive to bring real-life experiences and opportunities into the curriculum and immerse the children within the current theme, making learning relevant. Each term, the pupils build on and learn new skills, concepts and knowledge. This is outlined for families in regular newsletters that give information about the learning that will take place. Authentic outcomes experiences allow children to share what they have learned at the end of a term with a wider audience, which may include their peers, parents, staff, governors and the local community.

To support learning, many planned 'first hand', practical experiences are built into the framework to support learning. These enrichment activities are key to the learning that takes place. These may be visits or visitors to the school and form an integral part of the curriculum. In addition to this, all Year 6 pupils have the chance to take part in a residential visit. Professionals and experts support teaching and are able to extend learning opportunities. Subjects such as PE, dance, music and art are often delivered by specialists.

We aim to encourage independence from an early age and support the children to overcome any barriers in their learning. We support the children in choosing their own resources, places to work and approaches to tasks. Role play, drama and outdoor learning are all creative approaches to learning that are used to develop learning throughout the school. ICT skills are developed throughout the curriculum in order to provide children with key skills they will need in later life.

**Our school ethos is based upon the promotion of self belief and positive attitudes to life. We celebrate the children's achievements together and encourage our children to be the best they can possibly be!**

The normal taught week at The Meadows is 23.75 hours.

## School Values

- A creative and enriched curriculum.
- A variety of approaches to teaching and learning developing skills, knowledge and a positive attitude to learning.
- A dedicated Literacy and Numeracy lesson each day
- Early Years teaching and learning which encompasses the development of the whole child.
- Opportunities for first hand experience through educational and residential visits.



Sometimes children will be taught within the whole class, in groups or individually. We encourage parents to support their children in the areas of the curriculum by showing an interest in their progress, attending consultation evenings and assemblies and supporting them with their homework.

## Relationships and Sex Education

Sex and Relationships Education is taught in a developmental way within the school's personal, social and health education programme. We aim to provide children with the knowledge and skills to cope as they experience their own emotional and physical changes. Questions are answered honestly and sensitively.

Parents have the right to withdraw their children from the aspects of Sex and Relationships Education which do not form part of the National Curriculum, following discussion with the Head Teacher.

For further information, please contact the school.

## Health and Safety

At The Meadows we try to keep rules to a minimum so that they can be implemented effectively throughout the school. Each class has its own behaviour contract, which is linked to the school code of conduct for behaviour, and has been written and agreed by all staff and pupils. Most of our rules are concerned with safety, mutual respect for other people, equipment and property.

## Staff Car Park

For safety reasons we do not allow children in the staff car park area, even when accompanied by an adult. Delivery vans and maintenance vehicles use this area at varying times throughout the day, making it unsafe for children. If parents and carers do cross the car park before or after school, they must be aware of the possible danger, and to do so would be at their own risk. Please keep to the pathways around the school premises.

## Smoking

The school has a policy of "**NO SMOKING**" in order to promote health and safety inside the building and in the school grounds, and to comply with the law which bans smoking in public places. This includes the use of "E-cigarettes".

## Dogs



Please do not bring dogs into the school grounds or leave dogs tied to the school fence, even if it is on a lead and under supervision.

Thank you.

## Mobile Phones

Children are discouraged from bringing mobile phones into school. If you deem it necessary for your child to bring a mobile phone, a written letter must be sent to the Head Teacher, requesting permission. Mobile phones will be kept in the school office.

We ask that parents do not use their mobile phones whilst on school premises and that under no circumstances should they be used to take images.

## Fire Drill

Fire drills are held every term in order that children and staff are familiar with procedures and act in an orderly, quiet manner in the unlikely event of an emergency.



## **Personal Accident Insurance**

The insurance market offers personal accident cover for pupils. Please make enquiries with insurance companies if you require this protection.

## **Behaviour and Discipline**

We encourage our children to work, play and cooperate together in order to build up a positive environment. A good standard of behaviour is expected at all times and this is celebrated by all.

If children break the school code of conduct and do not respond positively to the adults speaking to them they are referred to the Head Teacher. Everyone at The Meadows is expected to show respect for each other and each other's property.

If behaviour continues to be a concern then parents are invited to discuss strategies to help promote caring and responsible attitudes, and if necessary further advice may be sought from outside agencies.

Bullying is not tolerated and children are actively encouraged to tell a responsible adult of any concerns.

The Head Teacher has the right if necessary to exclude pupils. Further information can be found in the School's Behaviour Policy.

## **Emergency Contact Information**

Please ensure that the school is notified of any change of circumstances, address, email address, home telephone number or place of work. This is essential if we are trying to contact you for any reason and particularly so if your child is unwell or there is an emergency. We also ask that you supply details of a neighbour, friend or relative who would be willing to be contacted if required.



### Severe Weather Closure

As far as possible we shall endeavour to keep the school open. However, there may be occasions where conditions deteriorate during the day or night and emergency procedures then have to be implemented. A decision to close the school will only be made in exceptional circumstances such as

- Following police, national or local government advice
- To ensure travel safety for pupils and staff
- Entrances, gateways, paths being blocked by ice and snow
- Breakdown of heating, water or electricity supply

Information regarding closure will be broadcast on Radio Lincolnshire and/or Lincs FM and will also appear on the Lincolnshire County Council web-site: [www.lincolnshire.gov.uk/schoolclosures](http://www.lincolnshire.gov.uk/schoolclosures).

The school will also inform you of a closure via an e-mail. This will be sent to the e-mail address held in school. The school website will also be updated with information of a closure.

## The Meadows Primary School

### Our Code of Conduct

Respect each other

Be polite and well mannered

Respect your own, the school's and each others property

Do as you are asked first time

Move about the school in a calm manner

We encourage all our pupils to acknowledge and practice the school code of conduct, and expect all parents to support this code.

