

**Luttons Community Primary School**


# **School Prospectus**




**Together we care, learn and grow**

Our aim is to  
**Nurture, support and mentor everyone as they  
strive for excellence**

 *We take care to act with*  
**Honesty**  
**Trustworthiness**  
**Compassion**  
**Responsibility**  
**Politeness**

 *We will learn*  
**The value of a sound education**  
**The skills a sound education give**  
**The life skills we need to enrich our lives**  
**To be consistent and reliable**  
**To be investigative and appraising**  
**To be proud of our achievements**  
**Persevere**

 *We grow ourselves to go into the world as people who are*  
**Tolerant and open minded**  
**Confident**  
**Entrepreneurial**  
**Able to compete in a healthy way**  
**Able to both lead and serve**  
**Offering love and loyalty**  
**Enthusiastic to do our bit and forge our way in life**



Welcome to Luttons Community School. The school was first opened in 1913 and serves the villages of Duggelby, East Lutton, Helperthorpe, Kirby Grindalythe and West Lutton and the surrounding areas. The school is situated on the outskirts of West Lutton and has been refurbished and extended to offer a bright and modern learning environment in traditional school buildings. The school comprises two classrooms - one in the main building and a separate Early Years and Key Skills 1 purposed built classroom – along with a library which is also used for drama, assemblies and small group work. There is a separate dining room kitchen alongside the school hall which is used for PE and wet weather play, assemblies and school performances and drama activities. The hall is also available for hire to the community.

The school enjoys extensive grounds which includes a small adventure playground and a large sports field. There is an environmental studies area with a pond, growing bays and wild plants. An area with lawn and shrubs is used for outdoor learning in the warmer weather. We have a peace garden which offers a quiet outdoor space for learning or quiet reflection. Class one have a secure play area which is designed to answer the needs of our younger children.

We have two mixed age classes; Class 1 for Early Years Foundation Stage and Key Stage 1 and Class 2 for Key Stage 2. The children are taught by 2 full-time teachers and supported by a Higher Level Teaching Assistant and a General Teaching Assistant. We are proud of our comprehensive creative and personalised curriculum, which is enriched by a wide range of opportunities, including participation in additional sports, music and science events.

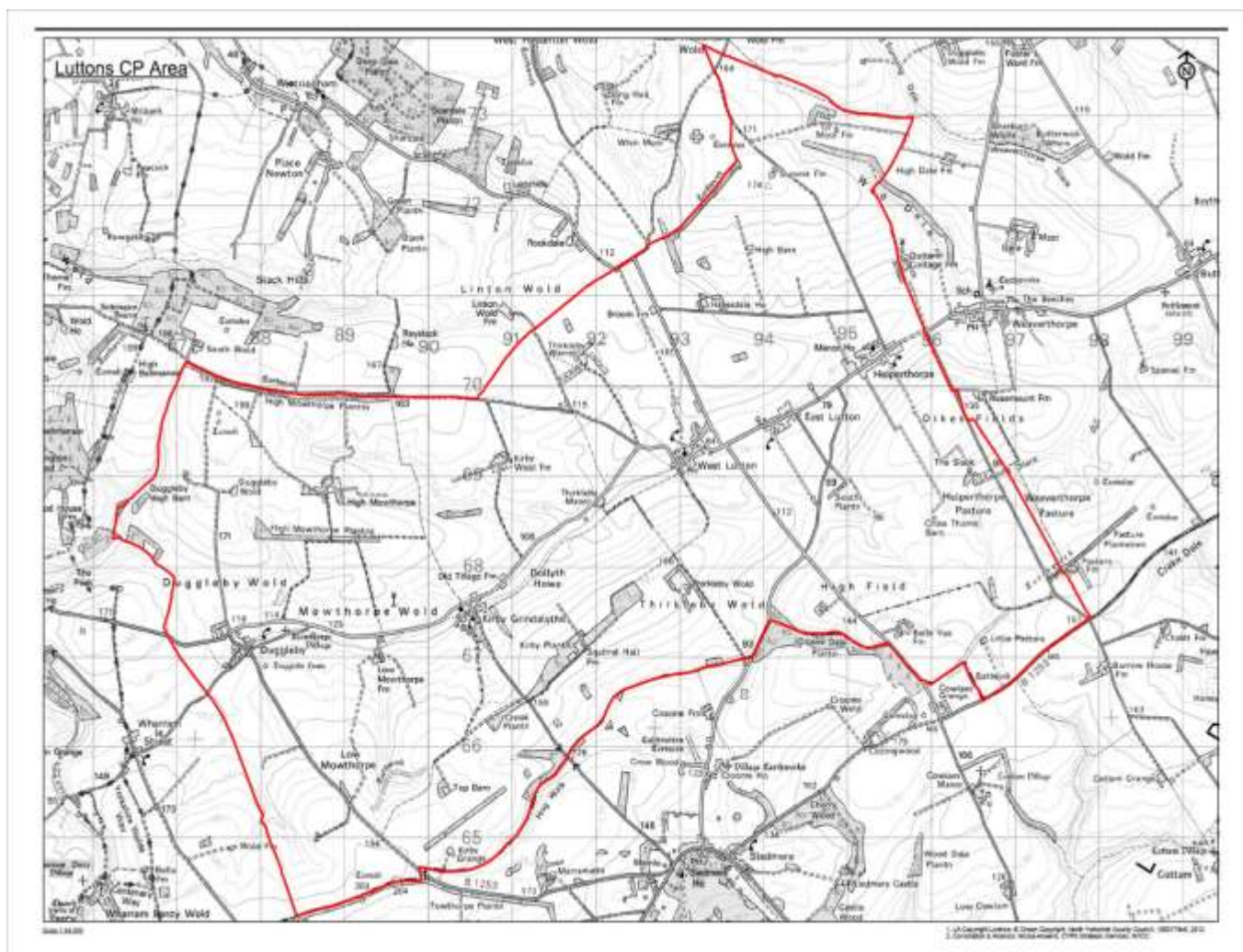
At Luttons School we regard physical activity as very important and actively encourage children to be active, with our aim being to make physical activity fun and important for everyone. We believe that there is a sport/activity that everyone will enjoy and give our children the opportunity to engage in a wide variety of activities, using specialist coaches as necessary.

**General Information**

Name of School	Luttons Community Primary School
Address	West Lutton, Malton North Yorkshire, YO17 8TF
Telephone	01944 738232
Headteacher	Mr Ian Taylor

Chair of Governors	Mrs Val Bottomley
Type of School	Primary co-educational
Age of children	3 to 11
Number on roll	35
Local Authority	North Yorkshire County Council County Hall Northallerton North Yorkshire, DL7 8AG

### School Catchment Area



We have a large catchment area and children from outlying areas and villages are able to travel on the school bus provided by North Yorkshire County Council. Please ask in school for details.

## **School Hours**

Monday to Friday	8.50 – 10.15	Registration and morning session 1
	10.15 – 10.30	Playtime
	10.30 – 12.00	Morning session 2
	12.00 – 1.00	Lunch and playtime
	1.00 – 3.10	Afternoon Session

## **Playtime**

Younger children are provided with a piece of fruit at morning playtime. All children are allowed a small snack at morning playtime. We encourage any children who bring a snack from home to bring healthy food and avoid sweets, biscuits or crisps. All children have access to drinking water, having their own named water bottle in their classroom.

## **School Staff**

Acting Head Teacher	Mr Ian Taylor
Teaching Staff:	
Class Two	Mr Christopher Moorwood
Class One	Mrs Kerry Jarvis and Mrs Rachel Smith
Teaching Assistants	Mrs Sara Stockill
Class One	Mrs Wendy Stubbings
Teaching Assistants	Mr Aaron Gardner
Class Two	Mr Joe White
Admin Assistant	Mrs Laura Waller
Caretaker	Mrs Pat Hodgson
Cook	Provided by North Yorkshire County Caterers

## **Governing Body**

The Wolds and Vale nGoverning Body represents the interests of all parties involved with the school. They are responsible for the overall conduct of the school and have specific role to play in the following areas:

- Headteacher Performance
- Staff appointment
- School policies and procedures
- Complaints
- Staff discipline
- Finance
- Exclusion of pupils
- School premises

The Governing Body is made up of 11 Governors and a Clerk. The current school governors are:

Ian Taylor	Headteacher
Laura Waller	Staff Governor
Val Bottomley	Co-opted Governor    Chair
Rev Andy Bowden	Co-opted Governor
Vacancy	Local Authority Governor
Sammi Briggs	Parent Governor
Nicky Skelton	Parent Governor    Vice Chair
Kim Childs	Co-opted Governor
Vacancy	Co-opted Governor
Rev Joe Kinsella	Foundation Governor
Christine Fenwick	Foundation Governor
Vacancy	Clerk (Local Authority Clerking Service)





## Teaching and Learning

We are proud of our comprehensive creative and personalised curriculum, which is enriched by a wide range of opportunities, including participation in additional sports, music and science events.



### Organisation of Classes

Children are taught in two classes, currently these are:

- Class 1:** Teacher: Mrs K Jarvis and Mrs Rachel Smith  
Mrs S Stockill and Mrs W Stubbings  
3 to 7 years old children (that is all children in Pre-Reception, Foundation Stage and Key Stage 1)
- Class 2:** Teacher: Mr C Moorwood  
Mr A Gardner and Mr J White  
7-11 years old (all children in Key Stage 2)

### The School Curriculum

The School Curriculum is the sum of experiences, activities and opportunities which a school plans for its pupils.

### The Foundation Curriculum

This curriculum is especially designed for pupils who join the school in the Early Years Foundation Stage. It has been given a distinctive identity to cater for the very different needs of young children. The first year in school is about key learning skills such as speaking, listening, concentration, persistence and learning to work together.

This is achieved through a curriculum which contains the following:

- Personal, emotional and social development
- Communication and language

- Physical development
- Mathematics
- Literacy
- Understanding of the World
- Expressive arts and design

Children learn through play with adult guidance. They cover strands of learning and are continually assessed by staff. At the end of Reception most children will have completed their Early Learning Goals and will be ready to move onto Key Stage 1 in Year 1.

### **The National Curriculum**

The children at Key Stage 1 (5-7 years old) and Key Stage 2 (7-11 years old) receive a broad and balanced education which we aim to make relevant, enjoyable and differentiated according to their needs.

The Core Subjects of the National Curriculum are Literacy, Science, Mathematics and ICT (Information Communication Technology). We also study History, Geography, Design and Technology, Art, Music and Physical Education. We have recently introduced French into the curriculum for all children.

The Governors in conjunction with the Headteacher and teaching staff will ensure that the curriculum is planned as a whole and meets all statutory requirements of the National Curriculum, including Programmes of Study and Assessment arrangements.

### **How will I know how my child is getting on?**

For each subject taught in school there are a set of attainment targets which set out the skills, knowledge and understanding that pupils of different abilities and maturities are expected to have at the end of each Key Stage. You will be informed at parents evenings if you child is working towards, at the expected level or exceeding the expected level for their age.

### **Assessment and Testing**

We use several different ways to assess children throughout the year. Tests we use are chosen carefully to reflect the work covered and to make sure we are gaining information each year about children's performance against the full range of skills in Literacy and Mathematics. In all other subjects children are assessed continuously, on individual pieces of work and as they complete a particular topic of study i.e. Materials in Science.

When children reach the end of Key Stage 1 they take Statutory Assessment Tests (SATs) and again at the end of Key Stage 2. This gives a measure of how well your child is doing in comparison with national trends. These tests are conducted each year in May.

### **Special Educational Needs**

Children are deemed to have special needs if they have a learning difficulty which calls for special educational provision to be made for them. Careful monitoring of children with special educational needs is carried out and the SEN Code of Practice is followed. At all stages, parents are fully consulted about what provisions should be made and actions taken. A copy of the school's Special Educational Needs Policy is available to parents on request.

### **Extra Curricular-Activities**

Luttons School prides itself on the broad and balanced curriculum which is offered to all pupils. In order to build on this a number of after school clubs are offered, e.g. sports and homework



club. The school works with other small schools to arrange inter-schools sports and other activities.



### **Reporting to Parents**

Parents are invited to discuss their child's progress at any time by making an appointment with the relevant class teacher. Further opportunities to discuss attainment and progress will be provided each term, these include in the Autumn and Spring Term: Formal parent consultation evenings and in the Summer Term written reports are sent out to parents.

### **Child Protection**

Luttons School is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Luttons School, follow the North Yorkshire Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request. The Governor responsible for Child Protection is the Chair of Governors, Mrs Val Bottomley. We fully support the NYCC Equality Policy.

### **Admission of pupils**

The school follows the admissions guidelines set out by the LA. The LA sets out the number of admissions for the school each year subject to Governing Body approval. When the number of children applying exceeds the limit, then places are allocated according to LA criteria, set out in their admissions policy document.

All admissions to Luttons School have to be initially approved by Harrogate Education Office prior to children starting at the school.

Our school admits pre-reception children on a part time basis from the term after they become three. (The school deals with pre-Reception admissions only. Reception and other admissions have to go through the Harrogate Education office.)

When joining our school we welcome parents and their children to come and view the school in action and to meet with the Headteacher and staff, so that any queries can be answered.

### **Correspondence**

Newsletters containing information about past and future events, achievements etc are sent out weekly, usually on Fridays. Letters regarding any other information will be sent out as and when required. The School has its own web site (<http://www.luttons.n-yorks.sch.uk>) where current information regarding the school and future events are posted on a regular basis. This also provides a useful source of learning materials for your child.



## School Life

### School Lunches

Our tasty and nutritious school lunches are cooked on-site by our cook, from North Yorkshire County Caterers. We have a three week menu which offers a variety of dishes. We can cater for different diets if necessary - just let us know. The menu for the current term is displayed on the school's website in the School Lunches section. The cost of a school lunch is £2.10 per day or £10.50 per week which can be paid weekly, or half termly. Cheques should be made payable to Luttons C P School and cash should be placed in a sealed named envelope. Should a child be absent from school any lunch monies paid will be credited.

Information on eligibility for free school lunches may be obtained from the School Office.

We often put on special lunches throughout the year and invite members of the community to join us. These dates are added to our school website in the News and Events section.

Accommodation is also available for any children who wish to bring healthy packed lunches.

A midday assistant looks after the children during the mealtime and is then joined by a Teaching Assistant in the short break which follows the completion of dinners.

### Uniform

The school uniform comprises of:

- A royal blue sweatshirt
- A white or royal blue polo shirt, also available with the school's logo
- Plain dark trousers or skirt
- Sensible flat shoes
- A blue and white checked dress

#### *P E Kit*

- Black plimsolls/trainers
- Plain white tee-shirt
- Red or black shorts
- For winter use: jogging bottoms and a red fleece

It is essential that all items of clothing are marked with the child's name.

The wearing of jewellery is not allowed, except for small stud earrings for children with pierced ears, which must be taped over for P E. Staff and Governors will not be held responsible for any injury caused by the wearing of earrings or jewellery. Children are also permitted to wear watches, but must take responsibility for looking after them.

Items of uniform without the school logo can be purchased cheaply from supermarkets and other outlets, e.g. Boyes. When trainers or outdoor winter PE kit are required staff will let parents know.

### Attendance

There is a strong link between good school attendance and achieving good results. Children who frequently miss school may fall behind in their work which may affect their future prospects. Parents whose children are on a school register and fail to ensure the regular school attendance

of their children, may be guilty of an offence under Section 444 or 444 (1A) of the Education Act 1996. North Yorkshire County Council may issue a Penalty Notice or take other statutory action through the courts to secure regular school attendance. With this in mind the following applies at Luttons School:

#### *Registration*

Children are required to be at school by 8.50am for registration. A register of attendance of all pupils is kept. Notification of absence or late arrival should be made by 9.30am. Failure to inform school may result in an unauthorised absence being recorded. We are required to report unauthorised absences to the Department of Education.

#### *Medical or dental appointment*

If a child has an appointment during the school day they should be picked up from school and brought back to school after the appointment so that they lose as little school time as possible.

#### *Persistent Absence or Lateness*

This will be reported to the Child Welfare Officer for the area who will investigate the situation.

#### *Term Time Holidays*

The Head Teacher is no longer able to authorise holidays during term time.

### **Your Child's Health**

#### *Medicines*

The school follows a strict medicine policy regime and no members of staff are authorised to give over the counter or prescribed medicines to children unless a Health Care Plan has been agreed between the parent/carer and school. In certain circumstances the School Nurse may be involved in this process.

Children who use inhalers should have them at all times. They should take them to the field, when swimming or on a school visit or trip.

### **Complaints**

We feel that most difficulties which arise concerning matters at school can be resolved by amicable discussion between parents and the Class Teacher, Headteacher and/or other staff members. In the event that a complaint is not resolved in this way the School Complaints Policy will be invoked. A copy of this document is available from the School Office.

### **School Trips and Visits**

We will make every endeavour to enrich pupils' lives by taking them out on relevant trips and visits. Written parental permission will be sought before a child is taken out of school. All trips will be managed in accordance with the school's Educational Visits Policy. Trips and visits can be very expensive and school asks all parents/carers for voluntary contributions to help with the costs of these.

### **Friends of Luttons School (FOLS)**

FOLS is a very active group of parents who raise money for the school to fund a wide range of purchases, activities, visits and parties. A number of events are run throughout the year including: Summer fair, Bingo nights etc. New members are always welcome and if you would like further details about the work of FOLS please contact the Headteacher

## **Code of Conduct**

Good discipline and behaviour are essential for children to develop to their full potential. The relationship between home and school is a strong factor in maintaining good discipline and behaviour.

At Luttons School we all display the highest standards of discipline and behaviour, and we use a positive discipline policy by identifying, praising and rewarding good behaviour. As children move through school they will assume a greater degree of responsibility and a greater emphasis is placed upon self-discipline.

The following code of conduct is a clear statement of our expectations of our children:

We expect everyone to act with courtesy and consideration to others at all times by:

- Speaking politely to everyone – even if you feel bad tempered
- Moving gently and quietly about the school, never barging, running or shouting
- Keeping school clean and tidy so that it is a welcoming place we can all be proud of
- Paying full attention to the teacher and other adults, remaining silent when this has been requested
- Working sensibly with your class mates, never distracting or annoying them
- Not playing rough and tumble games at playtime – they often lead to real fights.

We expect that everyone who comes into school will show the same high standards of behaviour and school has adopted a Management of Adult Aggression Policy to ensure this.

Parents/carers are encouraged to share in the fostering of positive attitudes and are welcome to become involved in the day-to-day life of the school.

## **Public Access to Documents**

Data protection and Freedom of information legislation requires the school to make certain information available to parents. If parents wish to see any documentation they should contact the Headteacher.

**The information contained within this document is correct at the time of publication and any subsequent changes will be notified to parents.**

**September 2013**  
**Revised 2015**  
**Revised 2018**