



Launton Church of England Primary School

Growing in learning, growing in character, growing community



Parent Handbook

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Welcome to our School

Launton C.E. Primary School is a school for children aged between 3 and 11 years old which serves the village of Launton and surrounding areas.

We appreciate that the choice of school for a child is an important decision for every family. We have produced this information booklet about our school in order to help you in making your decision and provide information about frequently asked questions.

We are a small, friendly and growing school which values and promotes the partnership with parents and the wider community for the benefit of the children. The village has a very strong sense of community spirit and the school is an important part of this.

The school first opened in 1839. Three of our classrooms are in the original stone Victorian building including School House, where the office staff and headteacher are based. The school stretches back, unseen from the road, with additional buildings housing three more classrooms and a large state-of-the-art hall for PE

Our experienced and dedicated team of teachers and assistants provide a nurturing and caring learning environment. Every child is encouraged and supported to achieve their full potential. We recognise the special contribution each child makes to our learning community. Our job is to provide the best possible opportunities for them to shine in their own individual way.

We work to promote in children the positive dispositions and attitudes that will enable them to become independent and life-long learners. We have high expectations for what every child can achieve. They are helped to believe in their own ability and to find ways to become effective learners. We encourage and respond to the voice of the children, involving and consulting them about their learning and development.

We believe the part parents/guardians/carers play in a child's education is very important and recognise that a parent/guardian/carer knows the child best. Encouragement and interest in a child's education and school life is essential and benefits the child. We encourage an environment where parents and teachers can approach each other to talk about concerns and ask questions about a child's development and progress.

We hope this handbook gives a clear insight into our school; please feel free to contact us to arrange a visit. We would be delighted to meet you and your child and show you around our lovely school.



Safeguarding Statement

All the governors and staff at Launton CE Primary School share an objective to help keep the children safe by contributing to:

- Providing a safe environment for them to learn
- Identifying children who are suffering or likely to suffer significant harm and taking appropriate action, with the aim of making sure that they are kept safe both at home and in the education setting.

To achieve this objective, we:

- Aim to prevent unsuitable people from working with children
- Promote safe practice and challenge any poor or unsafe practice
- Identify instances where there are grounds for concern about a child's welfare and initiate or take appropriate action to keep them safe and ensure they thrive
- Contribute to effective partnership working between all those involved in providing support for our children

The designated staff for Child Protection at Launton CE Primary School are:

Mrs Harriette Heath (Designated Safeguarding Lead)

Mrs Mandy Terry (Deputy Designated Safeguarding Lead and Assistant Headteacher)



Visions and Values

This is what our pupils say about our school:

Our school is a place where we have the courage to make a difference: where we learn to look after each other and our environment. Our school is a place where we are honest and truthful and where we do good things even when nobody sees. We are friendly and welcoming, inclusive, kind and polite. We do not give up when things are difficult. Our school is a place where we can think and talk about our ideas and discuss big questions, express ourselves, be creative and excited, be safe, supported and challenged.

Everything we do in our school is underpinned by the values: integrity, courage, resilience and compassion. In this we take as our model the life and teaching of Jesus -

I came that they may have life and live it abundantly. John 10:10

Growing Character, Growing Learning, Growing Community.

Launton CE Primary School community shares strong core values. Our values are courage, compassion, integrity and resilience.

In achievement assemblies' children are rewarded and recognised for living out the school values. After a period of settling in, the children in reception join in with school assemblies.

Joining Launton C.E. Primary School

In Oxfordshire, provision is made for children to start school in the school year following their fourth birthday; children join us in September in the reception class.

Applications for **reception** admissions should be made via the [Oxfordshire County Council admissions team](#). The school's admission arrangements and link to Oxfordshire County Council website can be found on our school website under admissions. We follow the OCC admissions policy.

Our extended nursery provision opened in September 2020. In line with the OCC nursery admissions policy, we offer Universal Education Funding places to children the term after their third birthday and at the start of a school term, i.e.: September, January and April. If you are interested in a **nursery** place, please contact the school office directly (office.3085@launton.oxon.sch.uk). For information about the [30 hours free childcare](#) please follow link.

Prior to applying for a nursery place or a reception place, you are very welcome to contact us and make arrangements to come and meet the staff and visit our school.

Moving to our school.

During the year some children join us from other schools, both locally and further afield.

To move your child to our school you will need to contact the [Oxfordshire County Council admissions team](#). Prior to doing this you are welcome to contact us and arrange to visit.

We find that the children who move to our school make new friends quickly and adapt well to the new environment. They also bring with them a wealth of experiences and learning.

When a child joins our school, we ask that parents let us have information relating to their child's academic progress as soon as possible to ensure we are supporting their learning and development appropriately as quickly as possible.



Learning in Early Years Foundation Stage (Nursery and Reception) at Launton C.E. Primary School

The early years are a time where children progress and grow at a rapid rate and where children are bursting with awe and wonder, fun and joy. All staff recognise the special responsibility they hold as custodians of the early years and they do not lose sight of this treasured opportunity. We recognise that learning begins at birth and continues throughout life. We acknowledge that everyone has the ability to be a competent learner, regardless of disability or other special need.

Welcoming your child.

Starting in the Early Years Foundation stage, in Nursery or Reception, is an exciting time for children and families; we work carefully with families to put in place things that help ensure children settle quickly, make new friends and have supportive and enriching experiences that help them to develop and flourish. The children will spend their day learning through playing and exploring, active learning and creating and thinking critically.

Staff recognise that the Early Years foundation stage is a distinctive phase of education requiring specialised teaching, with a developmentally appropriate curriculum. They will observe, support and extend the individual child's learning and will recognise that they are entitled to learn at their own pace and in their own way. We will endeavour to enlist parents as teachers and learners in a partnership approach, for the benefit of all.

Curriculum

There are seven areas of learning and development that must shape educational programmes in early years' settings. All areas of learning and development are important and inter-connected.

Three areas are particularly important for building a foundation for igniting children's curiosity and enthusiasm for learning, forming relationships and thriving.

These are the prime areas:

- Communication and language
- Physical development
- Personal, social and emotional development

Providers must also support children in four specific areas, through which the three areas are strengthened and applied. The specific areas are:

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



What does learning look like in the Early Years Foundation Stage?

Play

Play is freely chosen by the child and is under the control of the child. The child decides how to play, how long to sustain the play, what the play is about and who to play with. There are many forms of play, but it is usually highly creative, open-ended and imaginative. It requires active engagement of the players and can be deeply satisfying.

Play engages children's bodies, minds, and emotions. In playing, children can learn to interact with others and be part of a community, to experience and manage feelings and to be in control and confident about themselves and their abilities.

Child Initiated Activity

This is a powerful opportunity for learning, and staff will endeavour to make the most of this, by supporting and extending learning through engagement with the children, and by offering support to help children to be successful in following their ideas. Staff ensure that the learning environment offers a range of stimulating open-ended materials, both indoors and outdoors. They ensure that children have sustained time to develop their activities and will encourage children to use the language of learning. They will encourage a problem-solving approach to resolve conflicts or behavioural issues. Staff will observe children's activities carefully, trying to discover what the child is thinking about and learning to accurately support and extend the child's learning focus including future plans, changes to the environment, and support learning at home.

Adult Initiated Activity

Adult led activities are planned by the staff to introduce new ideas or knowledge and to develop and practise skills. Staff may introduce a new stimulus, revisit or further develop learning. They may set up specific learning opportunities for developing knowledge which is less likely to be available to children through daily experiences.

Reception

As the pupils move into Reception, we invest time and energy into helping pupils set and reflect on their own goals by aiming high and developing a love of reading, writing and number. This is delivered through a holistic curriculum which maximises opportunities for meaningful cross-curricular links and learning experiences as well as promoting the unique child by offering extended periods of play and sustained thinking following children's interests and ideas. We value imagination and creativity and seek to create a sense of enjoyment and fascination in learning through continuous indoor and outdoor provision.

Joining the Early Years Foundation Stage at Launton C.E. Primary School as a Nursery Pupil

Snack and drink

Children will have access to a healthy snack and a drink of milk during their nursery session.

Uniform.

At Launton School Nursery we feel that a child wearing appropriate clothing can help them enjoy their day.

We encourage all children in the Early Years Foundation Stage to wear school uniform: clothing simply needs to be practical. Be mindful that when children are deeply engrossed in their learning, they do not always think about where the glue, pen or paint may end up! All children need to have named wellies and named full waterproof outer clothes (jacket and trousers or all -in -one) because children spend as much time learning outside as they do indoors.

Lunch Club and Additional Paid Sessions.

If your child attends the lunch club or additional paid sessions, you will be invoiced in advance for the sessions. Invoices should be paid through Scopay (our online cashless system, see page 27 for more information). Access to this will be given once your child starts attending Nursery.

Lunches.

If your child is attending all day, a packed lunch can be brought in a lunch box, clearly labelled with your child's name. Do not send food containing nuts: some children have allergies, so we do not permit food containing nuts to be brought into school. We encourage healthy choices of food.

Oxfordshire County Council provide our school meals, see page 28 for more information. Nursery children can have a school meal; these need to be ordered and paid for in advance via ScoPay. You will be provided with log in information for this, following enrolment in the foundation stage class.

Extended Day Care

We have a limited number of places for nursery children to access wraparound care. See page 15 for information about Breakfast Club and Afterschool Care.

What does your child need to bring?

Please bring:	These are not needed:
A change of clothes all clearly labelled with your child's name and any nappies or wipes they may need.	Toys from home.
A named water bottle.	Blankets, dummies, comforters and teddies.
A named lunch box if you haven't ordered a lunch from OCC for your child.	
Named wellies and a waterproof suit	



Joining the Early Years Foundation Stage at Launton C.E. Primary School as a Reception Pupil

Snack and drink

Children will have access to a healthy snack and a drink of milk during their day.

Supporting your child.

Starting school is a very new experience for your child and most children are very excited about the chance to meet new friends and join in with all the exciting activities. However, to allow for a relaxed start, it would be really helpful if you could show your child how to:

- Put on and take off clothes, especially coats and footwear (avoid having complicated laces and buckles at first);
- Use the toilet correctly then wash their hands;
- Look after their own things;
- Share things with others;
- Eat using a knife and fork.

We understand that all children develop these skills at different stages and if your child needs extra support with aspects of this, just make the class teaching staff aware and they will ensure that they have the help and support they need.

It is important to us that we know your child before they start school. We all believe that in these early stages, and indeed throughout school lives, positive relationships, mutual respect and understanding are crucial to the happiness and success of our children; you are encouraged to visit the school and meet the school staff who will become such a big part of your child's life.

What does your child need to bring to school?

Please bring to school:	These are not needed at school:
A named water bottle.	Toys or other 'precious' objects from home.
A named lunch box if you haven't ordered a lunch from OCC for your child.	Blankets, dummies, comforters and teddies.
Named wellies	
If you feel that your child may need a change of clothes, please provide a set all clearly labelled with your child's name. We do have a supply of changes of clothes in school for infrequent accidents.	
A book bag with your child's name on	
PE Kit	



Our School Day

The front gate will be open from 7.45am for those attending Breakfast Club.

Nursery pupils in Early Years Foundation Stage.

Nursery children will start at 8.30am. Children and parents should wait in the front garden until staff open the nursery gate.

Children who are only attending the morning session will be brought to the front garden by staff to meet parents at the end of the session (11.30am).

Children who are attending all day will be brought around to the front garden by staff to meet parents at 3pm; parents may wait in the front garden.

School Routine for all pupils including reception pupils in Early Years Foundation Stage.

Access for school drop off and collection is via the gates on to the school playground at the back of school.

School starts at 8.45am and finishes at 3.15pm each day (Reception to Year 6). Ms Ryman will meet the reception pupils at the Cherry Gate in the playground from 8.40am and children will be able to go directly into the EYFS garden to start their day.



Whole School Timetable. (Daily Routine – Year 1 to Year 6)

Here is an overview of Launton C.E. School's current daily routine.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.45am	Registration	Registration	Registration	Registration	Registration
8.55am	Teaching and Learning Time	Teaching and Learning Time	Teaching and Learning Time	Teaching and Learning Time	Teaching and Learning Time
10.15am	Whole School Collective Worship	Head teacher Assembly	Singing Assembly	Class Assembly	Achievement Assembly
10.30am	Playtime	Playtime	Playtime	Playtime	Playtime
10.45am	Teaching and Learning Time	Teaching and Learning Time	Teaching and Learning Time	Teaching and Learning Time	Teaching and Learning Time
12noon	Lunchtime	Lunchtime	Lunchtime	Lunchtime	Lunchtime
1.00pm	Teaching and Learning Time	Teaching and Learning Time	Teaching and Learning Time	Teaching and Learning Time	Teaching and Learning Time
3.15pm	Home Time	Home Time	Home Time	Home Time	Home Time

School Breaks and Lunch

For children in Early Years Foundation Stage and Key Stage 1 (Years 1&2), fruit is provided as a snack for the children during the day. For the Key Stage 2 children we ask that you supply them with a healthy snack for break time, for example, a piece of fruit.

Lunches

Oxfordshire County Council provide our school meals (see page 28 for more information). Schools in England receive a grant from Central Government to pay for the lunches of Reception and Key Stage 1 children (Year 1&2). All school lunches (free or paid for) need to be booked online through ScoPay.

Alternatively, packed lunches should be brought in a named lunch box; do not send food containing nuts: some children have allergies, so we do not permit food containing nuts to be brought into school and again, we encourage healthy choices of food. There are jugs of fresh water on all the tables at lunchtime.

The importance of drinking plenty of water is increasingly recognised as vital for children's learning and well-being.



Wraparound childcare and Afterschool Clubs

At Launton CE Primary School we have further strengthened our wraparound childcare provision by providing breakfast club and after school care for children who attend our school from Nursery to Year 6. The Breakfast Club operates in the school hall from 7.45am and After School Care operates in Cherry Class until 6pm.

Our wraparound childcare is run by school staff the atmosphere is friendly, happy and secure.

Our goals

The ethos of wraparound childcare is for it to be 'relaxed and fun' in a safe and comfortable environment. The emphasis is on play as this is the most natural way that children learn about themselves and the world around them. At Breakfast Club there is a wide range of games, books and colouring for all ages. At After School Care children will be encouraged to take part in physical activities outside, weather permitting, and will also be able to choose from a wide range of games and themed activities indoors for all ages. Children can complete their homework during this time, if they wish to do so. We follow the DfE '*Wraparound childcare: guidance for schools and trusts in England February 2024*', and '*Guidance School Food in England*'

Breakfast Club (BC)

Breakfast Club will start at 7.45am and children who are booked in can be dropped off at any time from 7.45am onwards, using the main entrance to school to access the school hall. Children in Year groups below Year 5 must be registered with a member of staff before the person who drops the child off leaves. A range of activities will be offered to the children. A healthy breakfast will be served until 8.20am; food will not be served after this point to allow staff time to clear food and clean before the start of the day. The breakfast menu will include cereal (lower sugar options), toast with a range of spreads (50/50 bread), bagels, crumpets, fruit, water and milk.

Nursery Children will be collected from Breakfast Club by a member of staff and taken to their classroom at 8.30am. At 8.40am the children will line up outside the hall in class lines, at 8.45am as the bell rings the Reception children will be taken to their classroom by a member of staff and the remaining children will join their class line as it passes the hall.

Afterschool Care (ASC)

After School Care will run as two sessions –

First Session – 3.15-4.15pm

Second Session – 4.15-6pm

Children from Nursery and Reception who are booked into After School Care will be collected from their classroom at the end of the day by a member of After School Care Staff and taken to Wraparound care. For children Year 1 and above as each class line passes the Cherry Class door a member of After School Care staff will request the children who are booked in. On arrival the children will be checked in on the register.

Children who will be attending after school care for the second session only, following attending an Activity Afterschool Club will be taken to Wraparound care by the member of staff running the club.

During both sessions a range of activities will be offered to the children.

During the first session children will be offered a drink and fruit. During the second sessions a light tea will be served, for example, wraps, sandwiches, beans on toast along with fruit.

Children can be collected from After School Care by ringing the buzzer at the back gate. Children can be collected anytime during the session they are booked in for up until 6pm.

The parent/carer collecting a child is required to sign the child out before they leave, including stating the time of collection. Children may only be collected by an adult who is on the child’s authorised collectors list. School must be informed in advance if someone who is not listed on the authorised collectors list is to collect the child. Staff will contact the main parent/carer if they have any concerns regarding collection of children, and will not release a child if there is any doubt.

Example Menu – (All food is served with salad)

Week A

Monday	Cheese on Toast
Tuesday	Wraps with a choice of fillings
Wednesday	Hot dog in a roll
Thursday	Crumpets with a choice of toppings
Friday	Pitta with a choice of fillings

Week B

Monday	Sandwich with a choice of fillings
Tuesday	Beans on Toast
Wednesday	Pitta with a choice of fillings
Thursday	Pizza Toast
Friday	Tomato Soup

Fees

Breakfast Club is charged at £5 per child, per session.

After School Care is charged per session the first session 3.15-4.15pm is charged at £6 per child and the second session 4.15-6pm is charged at £7 per child.

The full charge is applicable for all bookings and charges will not be adjusted for parents dropping off or picking up their child part way through the session times.

If your child is booked in for the first session only and they are not picked up promptly by 4.15pm you will be charged for the second session.

A late fee of £25 per hour (or part hour) will be chargeable if parents arrive after 6pm to collect their child; this is to cover additional staff costs.

Bookings

Sessions of Breakfast Club and Afterschool Care need to be booked in advance via ScoPay (the schools online cashless system). Breakfast Club Sessions can be booked, changed or cancelled via ScoPay up until midnight 2 days before (For example to book the Wednesday you will need to have booked by midnight on the Monday of the same week).

After School Care sessions can be booked, changed or cancelled via ScoPay up until midnight the day before.

Places are offered on a first-come, first served basis; there are limited spaces at each session, so booking is essential.

Please find a link below for ScoPay user guides for parents.

<https://www.launtonschool.co.uk/page/detail/guides-for-parents>

To book Breakfast and After School Care ScoPay Accounts need to be credited before you are able to make a booking.

Payments can be made by Childcare vouchers or the Tax-Free Childcare Scheme; however, payment cannot be made directly through ScoPay. Please follow the procedure below.

The process for booking with childcare vouchers is as follows:

1. Parent/Carer make a payment through their provider, ensuring the child's/children's name is quoted in the reference field.
2. Parent/Carer emails the school office to inform them that a payment has been made stating the child's name, amount transferred and how they would like it credited to the account.
3. The school will allocate the voucher payment accordingly to the child's/children's accounts once the payment has been received.
4. Parent/Carer will then be able to book sessions required.

Please note: Extended day care accounts must be in credit before any bookings can be made.

Emergency Bookings

We understand that there may be occasions when a booking may be requested at short notice, please contact the school office to enquire whether a space is available and to make your booking. A £3 per child, per session late booking fee will be applied for all bookings taken after the booking deadline.

Cancellations

Cancellations may be made up until the booking deadline on ScoPay without charge. If cancelling on the day of the session, please contact the school office. There will be no charge for cancelling the first session if a child is absent from school due to illness. Parents/Carers will be responsible for cancelling future sessions through ScoPay, should the child continue to be ill. Cancellation for any other reason on the day of the session, will be charged at full rate. If a child does not attend a session, no refund will be provided.

Late cancellations may deprive another child of a place and will cause significant work for school staff, so we would ask Parents/Carers to avoid this if at all possible.

Arrivals and Registration

The safe arrival and departure of the children is paramount. Daily registers are produced for each session of Breakfast Club and After School Care.

Safeguarding

Breakfast Club and After School Care follow the schools Safeguarding and Child Protection Policy (available on the school website).

School Policies

Breakfast Club and After School Care follow all other relevant school policies

Afterschool Activity Clubs

Throughout the year we offer a variety of different after school clubs between the end of school and 4.15pm and the cost of these varies depending on the club and the number of weeks for which it will run. Information about these clubs will be sent out in the communication email in advance of the start of each half term. The type of clubs we offer include: Gymnastics, Multi-Skills, Basketball, Gardening and Art.

All clubs are booked via Scopay (see page 30 for more information).



Dress Code

Wearing the correct uniform can help children to be prepared for the school day ahead.

Please make sure that all items of uniform and personal belongings are labelled with your child's name.

Winter Uniform.

- Plain dark coloured trousers, tailored shorts, skirts or pinafore dress
- White polo shirts, blouses or t-shirts
- Red fleece, red cardigan or red sweatshirt

Summer Uniform.

- As above
- Plain dark coloured tailored shorts
- Red and white gingham school dress
- Sun hat is advised, clearly labelled with the child's name

Polo shirts, sweatshirts and fleece jackets with the school logo are available to order, via the link on school website, but it is not necessary for any clothing to have a school logo.

Shoes and Footwear.

School Shoes (fashion shoes, flimsy sandals, shoes with heels or flipflops are not suitable)

Art and Design.

When children are concentrating on their work they do not always think about where the glue or paint may end up!

We have a supply of aprons in school to be worn when children carry out art and design activities but if you wish, you may provide your child with their own apron, oversized t-shirt or someone's old shirt to cover their clothing when they are completing art projects.



PE and Games Kit.

- Dark -coloured shorts
- Red t-shirt
- Trainers
- Warmer dark coloured 'tracksuit type' clothing for outdoor PE
- A named draw-string bag is preferable for storing PE kits as this will hang on a coat peg (backpacks are too wide so fall off and their contents become scattered and lost).

Swimming

- One -piece swimming costume
- Swimming trunks or shorts
- Towel
- Swimming Hat
- Children may wear swimming goggles



Bikinis and large board shorts are not permitted as they are not suitable for children learning to swim.

Safety

Good health is an important part of our vision for the school, so we request -

- Children should not wear jewellery to school: it can be dangerous. If your child has pierced ears, only studs are appropriate for school and will need to be removed by your child for PE and swimming.
- Children with long hair must tie hair back in a ponytail or plaits etc.; this is to prevent hair from being a distraction and to help prevent the spread of head lice.
- In hot weather please put sun cream on your child before they come to school. We are not allowed to apply sun cream to them on your behalf. Children should not bring bottles of sun cream to school.

Caring for your child

The safety of our pupils is of greatest importance and we exercise our best care and supervision at all times with all our pupils. It is vital that we have the correct contact details for parents and any other alternative contacts for use in an emergency.

Illness in school.

If a pupil falls ill at school, we will contact parents by telephone to collect their child. Your child will need to be collected from school as soon as possible.

Accident in school.

If a child has an accident in school, we will take care of them following the school first aid protocol in which injuries are assessed by a qualified first aider and appropriate action taken. All significant accidents are recorded in the class accident book and parents will be made aware at the appropriate time depending on the actions needed.

Absence from School.

The DfE expects children to attend school every day. Frequent intermittent absence has a significantly negative effect on children: it disrupts their friendships and interrupts their learning. If your child is absent from school for any reason, telephone the school office with the reason for absence as soon as possible. If your child has been absent due to illness, please ensure that they are not returning too soon and risking passing illness to other children and staff. Please note that Public health England guidance states that a child should not return to school until 48 hours after the last episode of diarrhoea or vomiting. Please see guidance on the school website from Public health England regarding the action for different conditions. We are unable to authorise time away from school in term time, unless in exceptional circumstances.

Hospital, Doctor, Dentist and Optician Appointments.

We understand that it is not always possible to arrange appointments outside school hours. If your child does have an appointment within the school day, we require proof of the appointment and we ask that you let the class teacher and office staff know as soon as possible, so you can collect your child from reception at the appropriate time. We are able to use hospital appointment letters or texts confirming appointments (e.g. dental appointments) as proof.

Administering Medicine in School.

If your child needs to take prescribed medicine during the school day, we may be able to make arrangements to do this following the schools' medicine protocol. You will need to complete an 'agreement to administer medicine form' which is available on the school website and from the school office or staff in Breakfast Club (if this is where you are dropping off your child). Complete the form and bring it to the school office, together with the medicine (labelled with your child's name and in its original container).

Medical Needs

We make detailed individual plans to support children with medical needs in school. If your child develops a condition about which you have not yet advised us (for example, the need for an asthma inhaler), please speak to either your child's class teacher in the first instance, or Mrs Terry.

Behaviour

Our school believes that good behaviour is essential to achieve success as individuals and as a community.

We endeavour to establish a school community that cares; we aim to explain school rules to children by relating them to safety and to mutual respect. The children played a key part in determining our school rules.

We believe that developing an ethos of self-discipline and self-respect is central to helping children to take responsibility for their own behaviour as appropriate for their age and needs.

Children are expected to behave in a sensible and responsible way in lessons and around the school. They are expected to show due consideration, courtesy and respect for all members of the school community, as well as for personal and public property.

Children are encouraged to regard the feelings of other people when they make 'choices' about their actions. If they have chosen an action which interferes with the learning of others, upsets or hurts someone, then they will be asked to talk it through with an adult who will help them make a better choice next time.

Choices have consequences throughout our lives and sometimes an adult will give a consequence to an action a child has taken. Once a child has accepted a consequence to their actions, they consider what they would do differently in the situation next time.

Our school behaviour policy can be found on the school website.



Access and Security

We are keen to encourage all our children and their families to choose healthy, environmentally friendly travel choices but we understand this is not always possible and practical.

We have no parking on the school site. The access road between Launton Parish Hall and school leading to Launton Sports and Social Club does have some space for cars to be parked when dropping off and collecting children.

At times this access road can be very busy. The car park at the top is for the users of Launton Sports and Social Club but it can be used for parking for school if not in use.

We ask that all parents/guardians/carers -

- DO NOT inconvenience our neighbours by parking in residential areas close to school, block driveways or make access to people's properties difficult.
- DO NOT park along the school fence as this makes the access road very narrow and reduces drivers' visibility of the area and puts the children and parents/carers accessing school at risk.
- Take care where you park, if parking on the main road, as we have a large number of children who walk to school and need to be able to see to cross the road outside school.
- Be considerate to other drivers who are using the access road and Launton Sports and Social Club car park.
- Dogs are not allowed on the school grounds: this includes the front garden, playground and the school field (except guide dogs and hearing dogs).
- It is against the law to smoke on school premises. We ask parents and visitors to refrain from smoking on and around the school grounds. (This includes the use of e-cigarettes and vapes.)
- To be considerate of their surroundings and avoid using language that is not appropriate.

All school gates are locked during the day and access is only available via the front gate at School House. In the interest of the security and safety of the children, all parents and visitors to the school MUST sign in and out at reception and wear a visitor or volunteer's badge when on site.

We ask all parents/guardians/carers to support us in ensuring that the children are kept safe and ask that if you see anything or feel there is a problem with safety, please bring it to the attention of one of the teaching staff as soon as possible.



Keeping in touch

All parents will be issued details to have login access to our school website to enable them to receive secure email communication from school, to be able to book parents' evening appointments and to receive the weekly newsletters that keep everyone up to date with what is happening in school. This can also be accessed through the website's mobile app (see page 28 for more information). Much of this information is also visible on the school website.

There are no authorised school or class pages on Facebook.

Parents' evenings are held in the Autumn and Spring terms to review your child's progress, however if at any time you have concerns and would like to discuss them the class teacher will be happy to do that. Teachers routinely talk to parents and carers about their child's progress and well-being.

We appreciate the important role that parents play in their child's development and welcome all parents into our school community.

We also have a very active and successful PTA (Friends of Launton School) who organise a lot of fundraising events for us and help us buy lots of lovely new equipment for the children. The PTA have a fund-raising Facebook page.



School Council and Pupil Leadership

The School Council is made up of elected representatives from all classes in school and meets regularly to discuss a wide range of matters.

The School Council would like you to know:

“Launton C.E. Primary School has been educating children since Victorian times so when you take a step into the school you are stepping into history.”

“It is a great place to be and your children will like the school from start to finish.” “The school is a healthy and active school.”

“Trips are fun. We go on a residential trip which is a great opportunity to be independent.”

There are many opportunities for pupil leadership; the pupils have designed and written job descriptions for leadership roles including the following:

- IT Consultants
- Lost Property Monitors
- Playground Leaders
- Sports Leaders
- Energy Monitors
- Assembly Leaders
- Forest Buddies



Homework

At Launton C.E. Primary school we recognise the importance of establishing good learning habits from an early age and beginning to do some homework every day is part of this.

Homework is deemed to be of value because—

- It provides an opportunity for parents/carers to be involved in their child's learning
- It enables children to have daily practice and consolidate important skills.
- It provides an opportunity to extend classroom work
- It establishes a pattern of responsible working habits and provides preparation for secondary school and lifelong learning.

Throughout the school there is a clear progression relating to the amount and type of homework set for each year group.

Early Years (Reception) –

- Reading— an appropriate reading book (matched to your child's phonic level) will be sent home to share with your child. This will be changed weekly. They will also have a shared reader that will need support from an adult to be read. This book may contain words and/or sounds your child may need support with and is used to build comprehension. Some key words will also be sent home to learn to read.
- Spelling - Some key words will also be sent home to learn to spell.

Key Stage 1—

- Reading— an appropriate reading book (matched to your child's phonic level) will be sent home to share with your child. This will be changed weekly. They will also have a shared reader that will need support from an adult to be read. This book may contain words and/or sounds your child may need support with and is used to build comprehension.
- Numbots - Children have a log in for Numbots to practise number bonds.
- Spelling - patterns, rules and phonic sounds are sent home to practice and reinforce after being taught at school. There is no spelling test. Some key words will also be sent home to learn to spell. We encourage children to use the Spelling Shed program and provide them with a log in.

Key Stage 2—

- Reading—Children are expected to read at home on a daily basis for approximately 15minutes. Children will have a curriculum reader matched to their word reading level and an own choice reader which is chosen from the school library.
- Numbots and TTRockstars - Children have a log in for Numbots and TTRockstars which children can use to practise number bonds and times table facts.
- Spelling - patterns and rules are sent home to practise and reinforce after being taught at school. There is no spelling test. We encourage children to use the Spelling Shed program and provide them with a log in.

Homework grids are produced each term for the different year groups and are linked to the topic for the term. On each grid are activities listed that will complement and enhance the topic learning within class. Each child is given a homework folder or book which needs to be returned each week.

Supporting Children with Additional Needs

We are an inclusive school where all of our children's differences are valued and equality of opportunity is of highest priority.

The Governors and staff of this school recognise that all children have a right to a broad, balanced, relevant accessible curriculum. We aim to create a happy, educationally exciting and positive environment in which all pupils can develop to their full potential and become confident, independent individuals.

We aim to:

- ensure that our curriculum is responsive to all children whatever their individual need.
- promote positive attitudes and individual confidence, ensuring all children experience success.
- identify, assess, record and regularly review pupils' special educational needs.
- encourage parents/guardians to be involved in planning and supporting at all stages of their child's development.
- make effective use of support services.

Lessons are carefully planned to allow children to work at a level which challenges realistically to allow children to reach their full potential and some children will achieve a greater depth of understanding than others. This applies to children who grasp things rapidly as well as those who are finding things more difficult.

There is no expectation that children will progress at the same rate, however where progress is not in line with national expectations then there may be additional actions and greater support to enable the child to learn more effectively. The school liaises with many other outside agencies offering a variety of skills and experience for example—advisory teachers, educational psychologists, speech therapists and health visitors.

More information about how we do this can be found on the website in the school's SEND information report.



School Lunches

Since September 2023 our school lunches have been provided by Oxfordshire County Council Catering Service.

The Catering Service menus meet the Government's School Food Plan Guidelines for school lunches. The Catering service strongly believe their food is not just about feeding pupils, but an opportunity to promote good eating habits in a sociable environment.

The Catering Service release a new menu twice a year the current menu can be found on the school website. In addition to the main menus the Catering Service offer theme days throughout the year.

School Lunches are to be ordered through ScoPay (see page 30 for more information).



School Website and App

So that we may be able to communicate effectively with our parents and carers we have subscribed to 'School Life' the leading schools' communication platform.

School Life has been built specifically to provide a simple one stop solution that caters for many forms of communication.

Our school website is updated regularly and contains a vast amount of information which parents and carers may find useful including the weekly newsletter, term dates and key information including school policies.

In addition to the information on the website itself, it allows the school to send out information directly to parents who are registered via a secure email system. This is the method we use to communicate with our parents and to send the weekly newsletter. We also have the ability to send text messages to parents who register a mobile phone number, if needed, to announce an unexpected school closure or urgent news.

The School Life platform also allows parents to book their parents evening slots online, view class pages and access homework grids.

The School Life App is a mobile version of the school website making the information accessible for everyone. The app can be set up with notifications, so you receive alerts when new information is added.

All families who attend our school will be issued with a letter with the instructions to sign into the school website and school life app.



ScoPay

We use the online cashless system Tucasi. Tucasi uses the secure Scopay.com system.

The system allows you to book spaces in clubs, give consent, view balances and pay for the following items online (we are a cashless school so cannot accept cash or cheques):

- Trips and events
- Book Wraparound Care (Breakfast club and after school care)
- After school clubs
- Pay Nursery invoices
- Order School Lunches

When a pupil starts with us, you will receive a letter with the information needed to set up your online Scopay account.

Scopay is available online and as a mobile app.

You will find some parent user guides for ScoPay on the school website.



Tax Free Childcare Scheme and Childcare Vouchers

As a school we are set up to receive payment using the Tax-Free Childcare Scheme and Childcare Vouchers from a number of suppliers. We offer a range of childcare options including breakfast club, afterschool care, after school clubs and nursery and these can be paid for using these methods if you are eligible and set up through your employer.

If you would like to use these as a method of payment, please notify the school office for the appropriate arrangements to be made.



Our Staff and Governors 2024/2025

Headteacher—Ms Jane Paterson

Assistant Headteacher and Special Education Needs Co-ordinator—Mrs Mandy Terry

Teachers—

- Mrs Lucy Bedding
- Ms Albana Bregu
- Ms Harriette Heath
- Mrs Anam Khan
- Ms Emma Nightingale
- Mrs Ann Poole
- Mrs Caroline Poster
- Ms Jade Ryman
- Mrs Mandy Terry

Teaching Assistants—

- Mrs Lucy Cross
- Mrs Nicki Gambrell
- Mrs Hollie Graham
- Mrs Charlene Hutchinson
- Ms Hayley Jefferies
- Mrs Lorraine Loosley
- Mrs Jelena Robbins
- Ms Katie Wise

Finance Officer and PA to the Headteacher—Mrs Kirsty Staker

Governors—

Chair of Governors— Sue Wakelin

Headteacher- Jane Paterson

Governors— Alex Brandham
Kathy Gilbert
Helen Pattinson
Angela Robinson
Nina Stone
Ruth West