

Welcome to St. Luke's Church of England School.

Here at St Luke's, we work together to ensure that all of our children leave school with confidence and pride.

We believe that all children should be encouraged to become life-long learners, who are prepared to go out into the world with the resilience and skills needed to deal with successes and failures; and know how to learn from them.

St Luke's is an **inclusive** church school where we welcome and celebrate every child's individuality; their language, faith and culture.

Our **Christian ethos** drives our desire to improve and help pupils to achieve their true potential.

Amanda Butler, Head Teacher



Each morning...

Each morning the school gates open at 8.30am and parents must stay until their child enters the school. Doors open at 8.40am and children can enter and put their belongings away and start work. Doors close at 8.50am and after that, children must enter through the school front door and be marked as late.

Book bags should be taken into the classroom. Book bags, coats, PE Kits and lunchboxes should be **clearly labelled** with your child's name.

During the day...

Every morning your child will have a literacy lesson, a GPPS lesson (Grammar, Phonics, Punctuation and Spelling); also a maths lesson. There is a mid-morning break of 20 minutes. In EYFS and Key Stage 1 the children are given a piece of fruit to eat during the break. In Key Stage 2 they are welcome to bring a healthy snack such as a piece of fruit or a cereal bar.

At lunchtime the children are taken in class groups to the hall and will be helped with cutting food, opening drinks etc by the lunchtime controllers if required. If your child brings a packed lunch please supply a healthy, balanced selection. Please see our website for ideas. Chocolate and fizzy drinks **are not** allowed in school. **Nuts are strictly banned due to allergies.** The lunch time break is an hour long, which gives the children plenty of time to eat their meal and spend time playing outside with their friends and with adults.

As we are a Church of England school, collective worship is a very important part of the day, every day of the week. This varies from quiet reflection time in class to celebration assemblies with the whole school.

Each afternoon...

School finishes at **3.10 for EYFS** and 3.15 for years 1 to 6. Please collect your child from the playground, near their classroom door. Your child will not be able to leave until their teacher has seen you or another family member or family friend (whom the school have been informed about in advance).

School dinners...

All children in Reception, Year 1 and Year 2 receive **free school meals**. School dinners are provided at a cost of £2.20 a day for children in Years 3, 4, 5 and 6.

Each day there is a meat or fish option, a vegetarian option and a jacket potato option. In the summer terms, the children also have an option of a 'grab bag', which is a balanced picnic bag comprised of a sandwich, fruit and a dessert. Water is always available or a drink can be brought from home (in a named bottle). No fizzy drinks please.

Extra pupil funding...

Although all children in the Early Years and Key Stage 1 are now eligible for funded lunches, it is still important for those families who are eligible to complete the appropriate form for free school meals as their child will then be eligible for further funding and support across the school. The form is available online at www.cloudforedu.org.uk/ofsm/rbwm

Parents in school...

We like to work closely with our pupils' parents and therefore have regular 'drop in' afternoons where you can come in and let your child show you around their classroom, have a chat with their class teacher and look at all of their amazing learning.

We also have regular sessions for parents to come in and join their child in class. Please check the newsletters and website for dates.

Attendance & punctuality...

All children's attendance and punctuality is monitored. The national expectation for a child's attendance is **96%**. If it falls below this, you will be notified and may be requested to attend a meeting with the attendance officer.

Leave in term time...

Please be advised that **no** holidays will be authorised during term time. If you need to request leave for **exceptional circumstances** please call into the school office and they will give you a request form, or download it from our website. All requests are then personally handled by the Head Teacher, who will meet with you to discuss your application. If the Head Teacher approves this additional absence, your child will be expected to return on the date agreed. Failure to do so will result in extra time being classified as **unauthorised absence**. Please see our attendance policy on the school website, or a copy can be found in the school office.

Absence...

Please telephone the school **first thing in the morning, before 9.15am** if your child will be absent, and then on each successive day they are absent. Absences will be marked as unauthorised if we are not informed. You can also email us at attendance@st-lukesprimary.com

Health...

All prescribed **and OTC** medicines must be delivered personally to the school office and a medical form completed (available from the office). The medicine should be collected from the school office at the end of the day. We do our best to give medication at the right time but you are welcome to come in at midday to give the dose.

Term dates 2020-2021

Autumn Term 1

Inset Day Tuesday 1st September 2020
Pupil Term Begins Wednesday 2nd September 2020
Pupil Term Ends Friday 23rd October 2020
October Holiday Mon 26th Oct – Fri 30th Oct 2020

Autumn Term 2

Pupil Term Begins Monday 2nd November 2020
Pupil Term Ends Friday 18th December 2020
Christmas Holiday Mon 21st Dec – Fri 2nd Jan 2021

Spring Term 3

Inset Day Monday 4th January 2021
Pupil Term Begins Tuesday 5th January 2021
Pupil Term Ends Friday 12th February 2021
February Holiday Mon 15th Feb – Fri 19th Feb 2021

Spring Term 4

Pupil Term Begins Monday 22nd February 2021
Pupil Term Ends Thursday 1st April 2021 1.30pm finish
Spring Holiday Fri 2nd April – Fri 16th April 2021
Good Friday Friday 2nd April 2021
Easter Monday Monday 5th April 2021

Summer Term 5

Pupil Term Begins Monday 19th April 2021
Pupil Term Ends Friday 28th May 2021
May Holiday Mon 31st May – Fri 4th June 2021
SATs Week Mon 10th May – Thurs 13th May 2021

Summer Term 6

Pupil Term Begins Monday 7th June 2021
Pupil Term Ends Friday 16th July 2021
Inset Day Monday 19th July 2021
Inset Day Tuesday 20th July 2021
Inset Day Wednesday 21st July 2021

INSET days – school is closed for staff training

Uniform...

Uniform with the school logo is available from Goyals, 28 Bridge Street, Maidenhead.

Please ensure **all uniform is named**, including PE kit and shoes.

Girls

grey skirt, pinafore dress or trousers
red polo shirt with school logo
red school sweatshirt or cardigan with school logo
red/white hijab, if parents wish
red fleece with school logo - optional
red/grey socks or tights
black shoes
red school book bag with school logo

Optional summer uniform

red and white check dress
red sunhat

Boys

grey trousers (not black)
red polo shirt with school logo
red school sweatshirt with school logo
red fleece with school logo - optional
grey socks
black shoes
red school book bag with school logo

Optional summer uniform

grey shorts
red sunhat

PE kit (Girls and Boys) – Worn on PE days.

black shorts
black **tracksuit bottoms and sweatshirt** (plain, no logos, **no zip, no hood**)
red T-shirt with school logo
black plimsolls or trainers
shoe bag with drawstring top

Please ensure your child comes to school prepared for the weather, for example a warm coat, hat and gloves during cold weather.

Children should not wear jewellery to school. However, children with pierced ears may wear small, round studs.

Long hair must be tied back. Hair bands must be discreet and match the uniform.

The children need to wear sensible black shoes. Trainers, sandals, boots and high heels are not acceptable as uniform.

Clubs...

St Luke's offers a range of clubs which are held both at lunch time and after school. You will be notified of these termly. The clubs range from music to sports.

Enquiries...

Teachers are always happy to talk to you about your child. If you have a quick query, after school is usually best. Should you need more time, please make arrangements with your child's teacher for a mutually convenient time. Please do mention significant matters of health or changes to afternoon collection arrangements to teachers in the morning **or ring the school office before 2.30pm to advise us of changes.**

Entrance and car parking...

The entrance for all pupils is on **Cookham Road**.

St. Josephs' Church kindly allows parking for dropping off and collecting. Please do not abuse this generosity by parking for longer periods. Children must be escorted from the carpark to the school playground.

Paperless school...

We will communicate with you either by **email** or via our **website**. If, however, you do not have access to the internet or do not have an email address; a paper copy may be picked up from the office at no cost to yourself. Thank you for your support in helping us to become more **ecologically friendly**.

Website...

There is a school website for information about the school. The address is **www.st-lukesprimary.com** Here you will find regular updates regarding upcoming events, newsletters, policies, the current school lunch menu and copies of letters recently emailed.

eSchools...

Following a link from our website you can also access our **virtual learning environment**. When your child starts at St Luke's you will be given your own personal login for the page, as will your child. Here you will be able to access a specific page all about your child's class, including upcoming events, ideas for home learning and photos showing what the children have been doing at school.

Friends of St Luke's (PTA)...

The Friends of St Luke's (the PTA) are friendly and enthusiastic parents and carers who fundraise to provide extra equipment, resources and fun events for the children in our school. All parents/carers of children in St Luke's are automatically members of this group, and you can donate as much or as little of your time as you wish.

Please check the website for updates on future meetings and events.

**We look forward to welcoming both you
and your child to our school!**



WELCOME

to
**St. Luke's
Church of England
School**

*'Cherish, Challenge, Aspire
and Achieve'
Life In All Its Fullness*



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