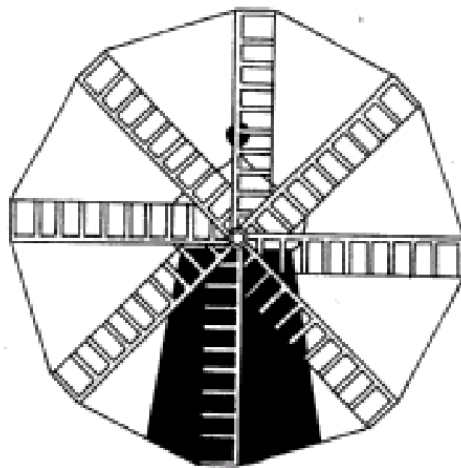


Welcome Pack

2022 - 2023

**Heckington St. Andrew's Church of
England (Controlled) Primary School**



**Howell Road,
Heckington,
Sleaford
Lincolnshire,
NG34 9RX**

Tel: 01529 460633

enquiries@heckington.lincs.sch.uk

**HEADTEACHER: Mrs. Judith Bentley
CHAIR OF GOVERNORS: Dr. Amanda Grant**

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1. Welcome to the School

It is with great pleasure that I welcome you to our school. We believe that Heckington St. Andrew's is a special place for your child to learn and grow and we work very hard to value every individual and provide the very best for every child in our care.

At the heart of our school lie our core Christian values of: **respect, relationships, responsibility, reverence** and **resilience** and these are central to everything we do.

Our aim is to inspire, engage and motivate our children to ignite a passion for learning so that they can succeed and reach their full potential. We provide a creative, personalised and nurturing environment where children can explore, discover and learn through real life experiences to build the foundations for a lifelong love of learning.

We have a very supportive Governing Board and our dedicated staff work extremely hard to provide the very best for all children at St. Andrew's. We fully believe that a strong partnership between parents and staff is essential and so we operate an open door policy and encourage parents to be fully involved in their child's education. We have strong links with the local community including St. Andrew's church.

Whilst academic success is important, at St. Andrew's we strive to educate the whole child through a varied, engaging curriculum and extra-curricular activities as well as encouraging interest in the arts, music and sport.

Mrs Judith Bentley
Headteacher

2. Contact Details

School address: Heckington St. Andrew's C of E Primary School, Howell Road,
Heckington, Sleaford, Lincs, NG34 9RX

Telephone: 01529 460633

Email address: enquiries@heckington.lincs.sch.uk

Website: www.heckington.lincs.sch.uk

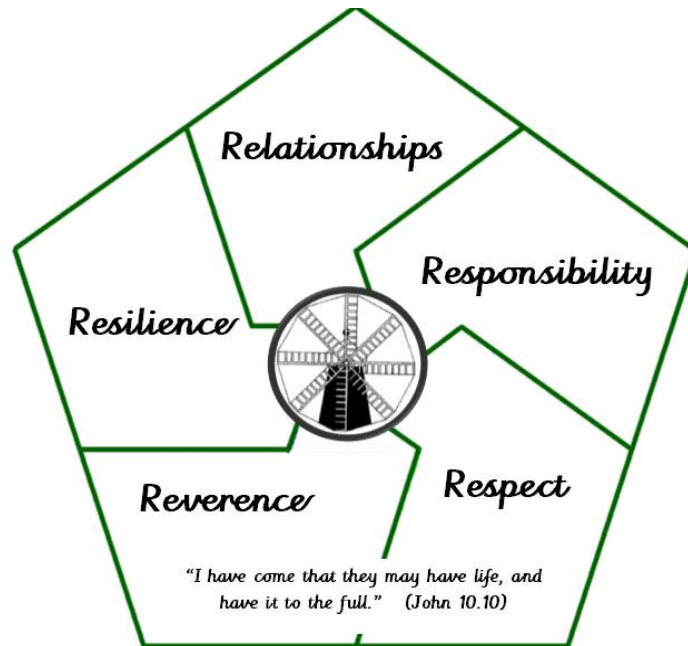
Social media: Please follow us on Twitter: @HSAPrimary

3. Our Vision and Values

By our whole school community living by the Christian values of **respect, relationships, responsibility, resilience** and **reverence** we will produce children ready for the next stage of their lives.

R⁵ = Ready for Life

“I have come that they may have life, and have it to the full.” John 10:10



Our School Prayer

The prayer card features a decorative border of small green crosses. At the top, two hands are shown in prayer. The text is as follows:

Our School Prayer

Heavenly Father,

Thank you for our school,

Thank you for our learning,

Thank you for our playing,

Thank you for our laughter.

Be with us when we get things right

and when we get things wrong.

Be with us as we come to school and as

we go back home.

May our five Rs make us ready for life.

Amen.

4. Staff List September 2022

Headteacher	Mrs. Judith Bentley
Assistant Headteacher/SENCo	Mrs. Katie Lakins
Teaching Staff	Mrs. Vikki Bontoft Miss. Nicola Coogan Mrs. Cassy Fletcher (maternity leave) Mrs. Rebecca Inch (maternity cover) Mrs. Katie Lakins Miss. Amber McGuire Mr. Jonathan Powell Mrs. Holly Ruffy Mrs. Emma Wells
HLTAs:	Mrs. Lyn Hible Mrs. Lynne Kelly Ms. Debbie Scott
Teaching Assistants:	Mr. Robert Allen Miss. Gemma Bailey Miss. Stephanie Clarke (maternity cover) Miss. Mary Finney Mrs. Sonia Harris Mrs. Steph Lafferty Miss. Heather Nugent (maternity leave) Mrs. Kate Reffell Mrs. Alison Whyatt
Bursar:	Mrs. Holly Kelby
Administrator:	Mrs. Nichola Mason
Senior Midday Supervisor:	Miss. Tracy Varney
Midday Supervisors:	Mrs. Rose Cosgrove Miss. Kayley Dalton Miss. Lisa Walker Mrs. Karen Vines
Caretaker:	Mr. Jim Devlin
Caretaker Team:	Mrs. Christine Shoobridge Miss. Tracy Varney

5. School Organisation

The children at Heckington St. Andrew's Church of England Primary School are taught in single age year groups.

Reception	4 and 5 year olds
Year 1	5 and 6 year olds
Year 2	6 and 7 year olds
Year 3	7 and 8 year olds
Year 4	8 and 9 year olds
Year 5	9 and 10 year olds
Year 6	10 and 11 year olds



At the present time our school is organised as follows:-

Foundation/Key Stage One

Year Group	Class Name
Foundation	Oak Class
Year 1	Maple Class
Year 2	Willow Class

Key Stage Two

Year Group	Class Name
Year 3	Chestnut Class
Year 4	Rowan Class
Year 5	Silver Birch Class
Year 6	Hazel Class

During the day children will take part in a variety of activities in line with the National Curriculum and Primary National Framework for Mathematics and English. Children will experience a range of activities that will allow them to work to their potential both individually and within groups. At Heckington St. Andrew's we ensure that the children have a broad and balanced curriculum encompassing a wide range of subject areas. Our children are encouraged and supported to do their very best.



6. Parent Consultations

We pride ourselves on the quality of information we provide parents. We hold formal Parent Consultation Evenings in the Autumn and Spring Terms and also provide an annual written report on your child's progress and achievements at the end of the year. Additionally, at the end of each

half term, parents are invited to share their child's learning through our stay and learn sessions or class collective worships.

The school has an open door policy where you can speak to the Head teacher each day about any issues or concerns you may have. Parents are informed about their child's curriculum coverage at the beginning of each term through a newsletter.

If you need a quick word with your child's teacher this may be done first thing in the morning on the playground or after school. If you would like to have a longer talk, we request that you call in to the office where an appointment will be made for you.

7. The Governing Board September 2022

The following table sets out information about the present Governing Board, including the names of members, the body by which they were appointed and the dates when their present terms of office come to an end. All Governors, excepting those who are ex-officio members of the Governing Board, are appointed for a period of 4 years.

Governor Name	Date of Appointment	Term of office (years)	Office ends	Appointing body	Committee(s)	Responsibilities
Judith Bentley	1.1.18	4	n/a ex officio	Headteacher	FGB Finance & Premises Curriculum & Standards Staffing & Well-Being	
Chris Harrington	15.5.12	4	/a ex officio	Foundation	FGB Staffing & Well-Being	Hazel Class Year 6
Margaret Ingham	8.10.2021	4	7.10.25	Foundation	FGB Staffing & Well-Being Curriculum & Standards	Silver Birch Class Year 5 SEND & Pupil Premium Governor
Robert Duerden	23.11.20	4	22.11.24	Foundation	FGB Curriculum & Standards	Rowan Class Year 4 Science and Maths Governor
Amanda Grant (Chair)	22.5.22	4	21.5.26	Co-opted	FGB Finance & Premises Curriculum & Standards Staffing & Well-Being	Safeguarding Governor
Mandy Topp	15.10.18	4	15.10.22	Local Authority	FGB Staffing & Well-Being Finance & Premises	Oak Class Reception English Governor
Dawn Hoare	15.11.18	4	15.11.22	Parent	FGB Finance & Premises Curriculum & Standards	Chestnut Class Year 3 Health & Safety Governor
Daniel Pryor	13.10.2021	4	12.10.25	Parent	FGB Curriculum & Standards	
Gail Gregg	7.7.21	4	6.7.25	Co-opted	FGB Curriculum & Standards Finance & Premises	Maple Class Year 1
Vikki Bontoft	27.4.22	4	26.4.26	Staff	FGB Curriculum & Standards	

8. School Dates

Autumn term 2022

Term 1 starts on: Tuesday 6th September 2022

Term 1 ends on: Friday 21st October 2022

Term 2 starts on: Monday 31st October 2022

Term 2 ends on: Friday 16th December 2022

Training days: Friday 2nd and Monday 5th September 3rd January 2023

Bank holidays: 26th and 27th December 2022. 2nd January 2023

Spring term 2023

Term 3 starts on: Wednesday 4th January 2023

Term 3 ends on: Friday 10th February 2023

Term 4 starts on: Monday 20th February 2023

Term 4 ends on: Friday 31st March 2023

Training Day: Monday 17th April 2023

Bank holidays: 7th and 10th April 2023

Summer term 2023

Term 5 starts on: Tuesday 18th April 2023

Term 5 ends on: Friday 26th May 2023

Term 6 starts on: Monday 5th June 2023

Term 6 ends on: Friday 21st July 2023

Bank holidays: 1st and 29th May 2023



9. Who to contact when...

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- › Email: enquiries@heckington.lincs.sch.uk
- › Put the subject and the name of the relevant member of staff (from the list below) in the subject line
- › We'll forward your email on to the relevant member of staff

Remember: check our website first, much of the information you need is posted there. We try to respond to all emails within 24 hours.

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Class activities/lessons/homework	Your child's class teacher
Payments	Mrs. Kelby or Mrs. Mason in the school office
School trips	Mrs. Kelby or Mrs. Mason in the school office
Uniform/lost and found	Mrs. Kelby or Mrs. Mason in the school office
Attendance and absence requests	If you need to report your child's absence, call: 01529 460633 If you want to request approval for term-time absence, contact the school office
Bullying and behaviour	Your child's class teacher in the first instance and then either Mr. Fuller or Mrs. Bentley if you feel it has not been resolved.
School events/the school calendar	Mrs. Kelby or Mrs. Mason in the school office
Special educational needs	Mrs. Lakins (sendco@heckington.lincs.sch.uk)
Before and after-school clubs	Mrs. Kelby or Mrs. Mason in the school office
Hiring the school premises	Mrs. Kelby or Mrs. Mason in the school office
The PTFA	Mrs. Baldock via the school office
The Governing Board	Mrs. Ingle (clerk to Governors) (clerk@heckington.lincs.sch.uk)
Catering/meals	Ideal School Meals (www.idealschoolmeals.co.uk) (01522 246424) enquiries@idealschoolmeals.co.uk

10. Timing of the school day

Foundation Stage and Key Stage 1

TIME	ACTIVITY
8.40 am	Doors open and children enter school and go to their classrooms
8.40 – 8.50 am	Registration
8.50 am	Collective Worship

TIME	ACTIVITY
10.30 – 10.45 am	Morning playtime
12.00 – 1.00 pm	Lunchtime
2.00 pm – 2.10 pm	Afternoon playtime including the Daily Mile
3.20 pm	School day ends

Key Stage 2

TIME	ACTIVITY
8.40 am	Doors open and children enter school and go to their classrooms
8.40 – 8.50 am	Registration
8.50 am	Collective Worship
10.30 – 10.45 am	Morning playtime
12.00 – 1.00 pm	Lunchtime
2.00 pm – 2.15 pm	Afternoon playtime including the Daily Mile
3.25 pm	School day ends for Years 3 and 4
3.30 pm	School day ends for Years 5 and 6

11. Before and after School Clubs

We provide a breakfast club from 7:30 am and after school club up until 6:00pm. Please book the sessions you require via parent pay. We have lots of fun craft and sports activities to join in with.

To find out more, please contact the office on 01529 460633 or enquiries@heckington.lincs.sch.uk

As a school, we offer a range of activities, which children can attend; these range from football, netball, choir and Lego club.

To book our school clubs, please follow the link below:

<https://heckingtonstrewscofe.parentseveningsystem.co.uk/>

In addition to this, we are able to offer a range of music lessons. There is a financial cost but nevertheless, they offer a tremendous opportunity to develop your child's talent and skills. The instruments for which we are able to offer tuition are as follows:-

Piano/keyboard, Trumpet, Flute, Clarinet, Violin, Double Bass, Colourstrings

Further details of lessons and payments can be obtained from the School Office.

The children are given the opportunity to attend a school residential experience in year 6.

12. PTFA

The school has a very effective and successful Parents Teachers & Friends Association. This team works tirelessly for the benefit of all the children in school. They meet regularly to plan for events and are always looking for additional members.

The PTFA raise money to supplement the curriculum for all children. This includes subsidising transport for trips, supporting visitors to school to lead workshops and more recently they have raised money to update our school library and to .

If you would like to become involved with the PTFA, please contact the school office who will be more than happy to provide you with more information.

13. School Meals Information

Children may bring their own packed lunch or access a hot school meal every day. We ask that you provide a balanced and healthy lunch for your child. Neither sweets nor fizzy drinks are allowed in school. If your child is Reception, Year 1 or Year 2 they will be eligible for universal free school meals every day. The children eat in two sittings and our team of midday supervisors will help and assist your child during this time.

Our hot school meals are provided by Ideal School Meals. All meals are prepared each morning in professional kitchens, operating to the highest standards of health and hygiene. Hot school meals are ordered in advance and the menus meet the government healthy school guidelines. Meals may be ordered for a whole week or on particular days.

Please visit Ideal School Meal's website for more information:

www.idealschoolmeals.co.uk



Free school meals

Your child might be eligible for free school meals if you access:

- Income Support
- Income-based Jobseeker's Allowance or Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

- Working Tax Credit run-on
- Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per month)

How do I apply for free school meals?

To apply, please visit: <https://www.lincolnshire.gov.uk/schools-and-education/free-school-meals/>

This portal is open all year round for applicants. Applying for free school meals can also be done when applying for a school place via Lincolnshire County Council.

More information

If you have any questions or specific concerns, please contact Mrs. Mason or Mrs. Bentley.

14. Uniform list

At Heckington St. Andrew's we believe that a uniform looks smart, wears well and contributes to a feeling of belonging to our school. We ask for the support of all parents in buying the correct items of uniform and by ensuring that your child wears them for school.

Winter uniform consists of:

- Bottle green sweatshirt or cardigan with school logo.
- Bottle green polo shirt.
- Grey skirt or grey trousers.

Summer uniform consists of:

- Pale green gingham dress or playsuit that sits just above the knee or
- Bottle green polo shirt with grey shorts, grey skirt or grey trousers.
- Tights and socks are to be grey or white.

Shoes are to be black leather style 'school shoes' with a low heel; trainers or long knee high boots are not acceptable. White or black sandals may be worn with summer uniform if worn with white or grey socks.

Outdoor PE uniform consists of:

- Plain black above the knee shorts
- House colour T-shirt (no logos)
- Black jogging bottoms and black sweatshirt.
- Outdoor trainers.

Indoor PE uniform consists of:

- Plain black above the knee shorts
- House colour T-shirt
- Black plimsolls.



Swimming Uniform consists of:

- A one piece swimming costume for girls, or above the knee swimming shorts for boys.
- Towel and swim bag.
- Swimming goggles
- A swimming hat may be worn.
- Rubber verruca socks are to be worn if a child is known to have a verruca.

Hair must be the child's natural colour. Long hair must be tied back, for safety and hygiene purposes, with a plain hair bobble or dark band. Extreme hairstyles are not permitted. Hair ornaments of any type are not permitted. Use of hair products is also not permitted.

For health and safety reasons children are not permitted to wear jewellery other than a single pair of plain stud earrings. During PE or swimming, earrings are to be covered by the children with a plaster or removed by the child. A simple watch may also be worn, smart watches are not permitted. Children are not permitted to wear makeup of any kind including nail polish except at school social functions e.g. Discos.

15. Illness and absence

If your child is ill and unable to attend school, then please telephone the school office on 01529 460633 and follow the instructions to report an absence. You must inform the school every day that your child is off sick.

If your child requires prescribed medication to be administered at school, please collect a consent form from the office. We cannot administer any medication without this completed consent form.

If you need to request a leave of absence, please ask at the school office for the appropriate form. This form should be completed by the parent/carer and returned to the school office as far in advance as possible.

Schools are obliged to refuse holiday requests during term time in all but the most exceptional circumstances. Parents are required by law to ensure regular attendance at school and fines may be issued by the Local Authority where leave is unauthorised. Please ensure that your child is able to benefit from the full curriculum by ensuring their excellent attendance at school. We would expect pupils to finish an academic year with attendance above 97.5% (apart from exceptional circumstances).

16. Homework

St. Andrew's is not a school at which homework dominates home and school life. We accept that not every activity will capture children and parents' imagination and that weekends can sometimes be busy. We believe that homework should be enjoyable and manageable for all concerned and that if it becomes a chore/burden/source of conflict it ceases to be a constructive aspect of teaching and learning.



We do not specify amounts of time that must be spent on a task, preferring individual children and families to set their own routines. Individual teachers are happy to give advice. Children should be encouraged to discuss any problems they are having with their teacher. It is not acceptable for children to struggle excessively, causing upset at home. Obtaining parental support is of paramount importance to us.

We hope the children are motivated by positive incentives and by the tasks themselves. A homework club will be provided if needed for children who wish to do some of their homework at school and support will be provided. One day's leeway will be given regarding the deadline for handing in work. Unfinished or missing work will need to be completed during lunchtimes. If a child consistently does not complete their homework, concerns will be discussed with parents.

For further information about our homework, please see the Homework Policy on our school website.

17. Complaints

In this school all staff are dedicated to giving all children the best possible education and caring properly for their health, safety and welfare at all times. We are committed to working closely with parents/carers and believe that school and parents/carers must work together in partnership, each carrying out their own particular responsibilities to help pupils gain the most from their time in school. We also desire to have good relations with our neighbours and the wider community.

Whether you are a parent/carer, or member of the wider community, if you feel that something is not going quite as you would like, that we are doing something that you are not happy about, or not doing something that you feel we should, please tell us about it. In the first instance, please speak to your child's class teacher. If you are still concerned, please make an appointment to see the Head teacher. If you still feel that your complaint has not been dealt with adequately, please follow our complaints procedure as set out in our Complaints Policy which can be found on our school website.

18. Behaviour

Heckington St. Andrew's C of E Primary School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and to encourage others to do the same.

Our behaviour and relationships policy guides staff to teach self-discipline, not blind compliance. It echoes our core values (respect, resilience, relationships, reverence and responsibility) with a heavy emphasis on respectful behaviour; a partnership approach to managing poor conduct and dynamic interventions that support staff and learners.

At Heckington St. Andrew's, we know the importance of a consistent approach and the rest of this policy will detail how we will achieve that. We believe that consistency lies in the behaviour of adults and not simply in the application of the procedures set out in this policy. A truly sustainable consistent approach does not come from a toolkit of strategies but in the determination of every member of staff to hold firm. It is hard fought and easily lost. The key is to develop a consistency that ripples through every interaction on behaviour. Where learners feel valued as individuals, they respect adults and accept their authority.

We have therefore developed the following consistent approaches that all adults at Heckington St. Andrew's will follow:

- Consistent language and consistent response: referring to the agreement made between staff and learners, simple and clear expectations reflected in all conversations about behaviour.
- Consistent follow up: ensuring 'certainty' in the classroom and at senior management level. Never passing problems up the line; teachers taking responsibility for behaviour interventions, seeking support but never delegating.

- Consistent positive reinforcement: routine procedures for reinforcing, encouraging and celebrating.
- Consistent consequences: defined, agreed and applied at classroom level as well as established structures for more serious behaviours.
- Consistent, simple values/agreements/expectations referencing promoting appropriate behaviour, icons, symbols and visual cues, interesting and creative signage
- Consistent respect from the adults: even in the face of disrespectful learners!
- Consistent models of emotional control: emotional restraint that is modelled and not just taught, teachers as role models for learning, teachers learning alongside learners.
- Consistently reinforced rituals and routines for behaviour around the site: in classrooms, around the site and at the school reception.
- Consistent environment: display the quality of a good primary school, consistent visual messages that echo our core values with positive images of learners.

For more information about behaviour at Heckington St. Andrew's, please see our Behaviour and Relationships Policy on the website.

19. Health and safety information

There are several aspects of Health and Safety parents need to be aware of. We have broken them down as follows.

SICKNESS AND ILLNESS

If your child suffers from a bout of sickness/diarrhoea we request that they are fully recovered for 48 hours before returning to school. The reason for this is to prevent any contagion being passed onto other pupils and staff. Also, if they have been prescribed a course of antibiotics, again please do not send them to school for 24 hours.

MEDICINES IN SCHOOL

Medicines are not normally administered in school. It is the responsibility of the parent to administer any medicines to their children. However, we accept that this is not always practical, and we are prepared to voluntarily administer medicines PROVIDING:

- i) The medicine is prescribed by a GP
- ii) The medicine is delivered to and collected from the office by a parent or responsible adult and a request for school to administer medication form is completed.

Whilst medicines may be administered voluntarily by members of staff, the school accepts no responsibility for any reaction or consequence in the administration of medicines, nor will we accept any responsibility for failure to administrate medicines for any reason whatsoever.

Furthermore, the school categorically refuses to allow its staff to administer medicines where:

- i) Any aspect of technical or medical knowledge or expertise is required.
- ii) Any aspect of administration is crucial to the child's welfare. iii) Intimate physical contact is necessary

INHALERS

Children needing to use inhalers should be trained in their use. They should store them in a practical, handy place. They should accompany them outside for games, and to the pool for swimming. Children should not normally need to ask permission to use their inhalers. We will, should parents require, keep a spare inhaler in the safety of the school office. (Labelled with your child's name and class).

FIRST AID

All school staff are trained in first aid, who will deal with minor cuts, grazes etc. Where heads are bumped or a child has suffered an injury, a note is usually sent home. In the event of a more serious injury occurring we will make every effort to contact you immediately.

EMERGENCY NUMBERS

We do request that parents keep us updated with changes of jobs, telephone contacts, childminders etc., as in the event of an emergency only a relative can give permission for a child to be treated by a doctor or nurse.

In addition to these particular aspects our caretaker makes every effort to ensure that we have a clean, hygienic and safe environment for children to learn in. We realise that we are not perfect, and welcome any suggestions you may have to improve the quality of the children's learning environment.

20. Relationships and sex education (RSE)

'Sex and Relationship Education (SRE) is lifelong learning process of acquiring information, developing skills and forming positive beliefs and attitudes about sex, sexuality, relationships and feelings' (Sex Education Forum, 1999).

Effective RSE can make a significant contribution to the development of the personal skills needed by pupils if they are to establish and maintain relationships. It also enables children and young people to make responsible and informed decisions about their health and well-being. RSE makes an important contribution to health and well-being by supporting children and young people's ability to learn, achieve and flourish.

"The right to education includes the right to sexual education, which is both a human right in itself and an indispensable means of realising other human rights, such as the right to health, the right to information and sexual and reproductive rights." Report to the UN General Assembly - July 2010 | Item 69, paragraph 18.

The sex education contained in National Curriculum science (Key Stages 1–4) is compulsory in maintained schools. In maintained secondary schools it is also compulsory for pupils to have sex education that includes HIV and AIDS and other sexually-transmitted infections. All state-funded schools must have 'due regard' to the Secretary of State's guidance on SRE (DfEE, 2000). This states that:

- 'All children, including those who develop earlier than average, need to know about puberty before they experience the onset of physical changes' (1.13)
- Children should learn 'how a baby is conceived and born' before they leave primary school (1.16).

Our RSE and PSHE Policy can be found on our website.

21. Pupil premium

What is the Pupil Premium?

The Pupil Premium is an additional layer of funding received by schools. The amount allocated is linked directly to the number of pupils eligible for Free School Meals and the number of pupils whose families work in the Armed Services.

The government has never dictated what the money has to be spent on, but what is clear is that money needs to be used to narrow the gap between the highest and lowest achieving pupils, and that it is for the school to decide the best way for this to happen.

Our latest Pupil Premium Strategy Statement can be found on our website.

22. Special educational needs (SEN)

We believe that each child is an individual and we strive to ensure that all children receive challenge and support to achieve at school and to be happy and engaged in their learning.

How do you know if my child needs extra help?

At Heckington St Andrew's we monitor the progress of all children regularly throughout the year. We have a comprehensive system of checks, including termly pupil progress meetings, to identify children who might need extra help. Here are some of the checks/indicators we use;

- Liaising with parents/carers and pre-school providers prior to your child starting school
- Liaising with your child's previous school if they transfer mid-year
- Listening to your concerns
- Meetings with teachers and other adults in school
- Liaising with external lead professionals e.g. Specialist Teaching Service, Healthy Minds, Behaviour Outreach Service (BOSS), Working Together Team (WTT), Educational Psychology Service (EP)
- Health diagnosis through a paediatrician
- Daily assessments of learning within class
- Your child expressing difficulty within an area of the curriculum
- Daily observations
- Termly pupil progress meetings
- Standardised test scores

What should I do if I think my child may have a special educational need?

Please come in and talk to us – your child's class teacher will usually be the first person in school to contact. Mrs. Katie Lakins our Special Educational Needs Coordinator (SENCO), Mrs. Judith Bentley our Head Teacher and Mrs Katie Lakins our Assistant Head Teacher are always available for you to discuss any concerns you have.

How will you support my child?

At Heckington St Andrew's we are determined to support children in the best way possible for each individual. There are many ways in which we do this but ultimately, we follow the same cycle of assess, plan, do and review.

Further information and our SEND Policy can be found under the SEND tab on our website or please ask for a copy at the school office.

23. Privacy notice

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils. We, Heckington St. Andrew's Church of England Primary School, Howell Road, Heckington, Lincolnshire, NG34 9RX, are the 'data controller' for the purposes of data protection law. Our data protection officer is Joe Lee (joe.lee@ark.me.uk).

To view our privacy notices for parents and children, please go to the GDPR tab on our website.

24. Social media policy and internet acceptable use agreement

Use of the Internet is now an integral part of people's lives. In spite of this, it is important schools continue to be aware of issues and problems and to continue to educate our children accordingly. It is important staff, pupils and parents understand the moral and ethical issues surrounding access to the Internet before allowing access.

There are a number of options available that restrict access to the Internet, but it must be understood that no system, other than a ban on using the Internet, can ensure users do not access material that is deemed inappropriate. There is also the difficulty with any filtering software that content which is deemed offensive to one group of people is regarded differently by others. Furthermore, we are now faced with more recent issues such as grooming, cyber-bullying and identity theft which cannot be controlled by filtering systems.

For these reasons, treating the use of the Internet as an issue that involves pupils, staff and parents has to be the most sensible approach. In response to this, the Heckington St Andrews School has an Acceptable Use Policy, together with rules for safe internet use. These rules are a joint agreement between staff and pupils as part of our E-Safety curriculum. The policy is available to parents on request and electronically via our website.

E-SAFETY CODE OF CONDUCT

Foundation Stage, Years 1 & 2 You should:

ALWAYS follow the instructions of your teacher.

ALWAYS be nice and polite when you send messages to other users.

ALWAYS tell your teacher if you see, hear or read anything which makes you feel uncomfortable while using the computer.

ALWAYS use your own log in.

You should:

NEVER send anyone a message which is not nice.

NEVER use bad or annoying language.

NEVER tell a stranger any of the following information:

- your name
- your home address

- your telephone numbers
- any other personal information about yourself or any of your friends.

When you are finished using a computer / iPad you should always close it down properly following your teacher's instructions.

E-SAFETY CODE OF CONDUCT Years 3, 4, 5 & 6

You should:

ALWAYS follow the instructions of your teacher who will guide you towards appropriate sites.

This also applies during 'My Time'.

ALWAYS be aware that your actions on the Internet can be seen by others.

ALWAYS be nice and polite when you send messages to other users.

ALWAYS tell your teacher if you see, hear or read anything which makes you feel uncomfortable whilst using the Internet.

ALWAYS use your own log in.

ALWAYS respect copyright and trademarks. You cannot use the words or pictures that you see on an Internet site without giving credit to the person that produced the information originally. You must not copy text or pictures from the internet and hand it in to your teacher as your own work.

ALWAYS check with a Teacher before downloading files, completing questionnaires or opening email attachments.

You should:

NEVER send, access, store or display any nasty messages or pictures.

NEVER use or send bad, threatening or annoying language.

NEVER access anybody else's work or email

NEVER intentionally waste resources e.g. printing without permission

NEVER tell a stranger any of the following information:

- your name
- your home address
- your telephone numbers
- any other personal information about yourself or any of your friends.

When you are finished using a computer / iPad you should always close it down properly following your teacher's instructions. Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved: certain activities may constitute a criminal offence.

