



Metheringham Primary School

A Parent's Guide

Welcome!



Welcome to Metheringham primary school. We are privileged that you have chosen us to educate and care for your child during their primary years. Your child will thrive with us.

Metheringham is a friendly school focused on high quality teaching and learning, and supporting every child in achieving the very best that they can. We aim to inspire our pupils through a creative and imaginative curriculum; we aim to encourage our pupils to believe in themselves and in what they can do; we expect our pupils to achieve their very best in everything that they attempt. Our school motto is therefore 'Inspire, Believe, Achieve'.

Children learn effectively when they are happy, safe and secure therefore all staff are committed to supporting pupils and their families to ensure children are ready and able to learn. We aim to ensure that children's learning experience is relevant, exciting and purposeful and underpinned by the rigorous development of skills and knowledge. Throughout the year, we provide a range of after school, lunchtime and holiday opportunities run by staff and external providers within the community.

This brochure sets out to describe the school's philosophy, organisational structure and educational aims, all of which are designed to produce an atmosphere in which children can grow physically, spiritually and intellectually.

The school is a Registered charity for Educational Purposes (Reg No 1046880).

Mrs Duggin
Headteacher



Our School Vision

To inspire lifelong learning, nurture well-being, and empower our school community to thrive in the modern world and beyond.

School Values



Kindness



Courage



Honesty

Curiosity

Pride



School Organisation

Metheringham Primary school is a local authority-maintained community primary school. We currently have nine classes organised as one Reception class, one Reception/Year 1 class, one Year 1/Year 2 class, one Year 2 class, one Year 3 class, one Year 3/Year 4 classes, one Year 4/Year 5 class, one Year 5/ Year 6 class and one Year 6 class. The organisation of our classes differs year on year depending on the number of children in each year group. Our Infant classes do not exceed 30 pupils and our planned admissions number is 40.

EYFS/ KS1

| | |
|-----------------------|--------------------------|
| 8:45 a.m.-9:00 a.m. | Soft Start/ Registration |
| 9.00 a.m.-12.30 p.m. | Morning session |
| 10.15 a.m.-10.30 a.m. | Fruit/Circle time |
| 11.00 a.m.-11.15 a.m. | Assembly |
| 11.15 a.m.-11.30 a.m. | Break time |
| 12.30 p.m.-1.30 p.m. | Lunchtime |
| 1.30 p.m.-3.20 p.m. | Afternoon session |
| 2.30 p.m.- 2.40 p.m | Break time |
| 3:30 p.m. | Home time |

KS2

| | |
|-----------------------|--------------------------|
| 8:45 a.m.-9:00 a.m. | Soft Start/ Registration |
| 9.00 a.m.-12.30 p.m. | Morning session |
| 10.00 a.m.-10.15 a.m. | Assembly |
| 11.15 a.m.-11.30 a.m. | Break time |
| 12.30 p.m.-1.30 p.m. | Lunchtime |
| 1.30 p.m.-3.20 p.m. | Afternoon session |
| 3:30 p.m. | Home time |

Break Times

All children in Early Years have a fruit break every morning at 10.15 a.m. until 10.30 a.m. A small healthy snack (eg: fruit or plain biscuits) is allowed at morning break – 11.15 a.m. until 11.30 a.m. This is the main morning break for all pupils in school. Early Year pupils also have a 10-minute break in the afternoon. Children are encouraged to drink water from their water bottles throughout the day.

Lunch Times

Cooked meals are provided by Good Lookin Cookin. If you choose for your child to have a hot school lunch, Good Lookin Cookin will provide you with a log in to order meals online. Children having a packed lunch should bring their packed lunches in suitable containers, clearly labelled. The commercially produced plastic lunch box, which includes an unbreakable drinks flask, is the most suitable. Glass containers, of any description, are not allowed. The children eat hot lunches in the school hall along with early years packed lunches. Mid-day meals and break times are supervised by the mid-day assistants.

Free School Meals

There is no cost for hot school meals in Reception, Year 1 and Year 2 year groups. This is part of the governments 'Universal Free School Meals' Scheme for all children in Early Years. We do however ask that parents of children in these year groups to complete the online free school meals eligibility form to see if their child is entitled to free school meals. The eligibility criteria is listed below:

- Income Support
- income-based Jobseeker's Allowance
- income-related 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 - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Registering for free school meals could also raise extra money for your child's school to fund valuable support like extra tuition, additional teaching and support staff or after school activities.

This additional money is available from central government for every child whose parents is receiving one of the benefits listed above.

Uniform

Children are proud to wear the Metheringham uniform and it has many benefits such as giving a sense of belonging and making it easier for staff to identify children when on school trips. As all children are expected to wear the uniform it can make a child feel uncomfortable if they are not dressed in the same way as other children at the school. Your co-operation is very much appreciated. The uniform is as follows:

- White shirts/White polo shirt.
- Emerald green sweatshirt/cardigan
- Emerald green pullover/jumper
- Black trousers
- Black skirts or pinafores
- Black cotton shorts may be worn in summer
- Green/white check or striped dresses may be worn in the summer.
- Sensible, black, flat-soled shoes/trainers are encouraged so pupils can be as active as possible at breaktimes.

Indoor PE

- Green T-shirt
- Black shorts
- Black plimsolls

Outdoor PE

- Green T-shirt
- Warm sweatshirt top (not hooded)
- Tracksuit bottoms
- Trainers
-

Book bags and water bottles are available to purchase from the school office. School uniform sweatshirts, T-shirts polo shirts and cardigans can be obtained from Uniform Direct in Lincoln.

Pupils who do not have a PE kit will not be able to take part for hygiene and health and safety reasons. It is the child's responsibility to come to school in their kit on PE days.

Jewellery

Children may only wear stud earrings if they have pierced ears. They must be covered for P.E. sessions. Children may also wear a watch (smart watches are not permitted), but this should be removed for P.E. Wearing jewellery of any kind can be dangerous for your child because the jewellery may get caught or accidentally pulled which can cause a painful and unpleasant accident. Any other jewellery will be confiscated and can be collected from the school office.

Attendance

Attendance and punctuality is always a high priority at Metheringham Primary School. Every day counts towards excellent attendance. As a school, we aim for all pupils to achieve an attendance level of 95% and above. Any pupil falling below a level of 90% attendance is considered to be persistent absentee. The school and the local authority monitor pupil's attendance regularly and families are kept updated on their child's level of attendance.

In order to get off to a good start and maintain 95% attendance and above we have included the following chart for your information:

| | |
|-----------------|--|
| 100% Attendance | 0 Days Missed |
| 95% Attendance | 9 Days Absence 1 week & 4 days of learning missed |
| 90% Attendance | 19 Days Absence 3 weeks & 4 days of learning missed |
| 85% Attendance | 28 Days Absence 5 weeks & 3 days of learning missed |
| 80% Attendance | 38 Days Absence 7 weeks & 3 days of learning missed |
| 75% Attendance | 46 Days Absence 9 weeks & 1 day of learning missed |

Excellent attendance is acknowledged and rewarded each week/term. Rewards include stickers, trophies, certificates, extra playtimes and class rewards to name a few. Children who achieve 100% attendance for the whole academic year will receive a golden certificate.

Holidays During Term Time:

Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. There is no automatic entitlement in law to time off in school time to go on holiday. Amendments to the 2006 regulations make clear that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.

We will expect all families to complete a leave of absence request form (available on our school website) if they deem a request for time off in term time to be an exceptional circumstance. Requests that are not deemed exceptional circumstances by our Headteachers may result in a fixed penalty notice and a fine from the Local Authority.

Illness:

You must report your child's absences to the office before 9:00 **on each day** of their absence. Please leave a message stating your child's name, class and reason for absence. Your child's absence will be reported to the class teacher each day.



Returning to School after an Illness.

Children returning to school after illness should clearly be fit to do so and free from infection. The 48-hour rule for sickness and diarrhoea must be adhered to for preventing further spread of these bugs. On return to school from illness, Children should be fit to participate in all school activities, including games and playtime. Injury and asthma are of course exceptions. If in doubt, the school is happy to advise.

Medicines

Prescribed medicines will be administered to children in accordance with our Medicines in School Policy. Please bring your child's prescribed medication in to the school office each morning and collect it at the end of the school day. You will be required to fill in a medicine form giving details of dosage and administration times. We cannot administer non-prescribed medicines but you are welcome to come into school to do this.

Asthma inhalers are prescribed medication and parents are asked to complete a Parent Request Form on their child's entry into school. Your child will be added to the school's asthma register. As children may need immediate access to their inhaler, they are kept in the child's classroom in a safe and readily accessible place. Inhalers should be taken to sporting events and used prior to or during exercise if an episode of asthma occurs.

Parents are encouraged to provide the school with full information about their child's medical needs so that staff can exercise appropriate levels of care.



Safeguarding

Metheringham Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Staff work hard to maintain an environment where children feel safe and secure.

Our curriculum is designed to ensure opportunities for children to develop the skills they need to recognise danger and stay safe. Children know that they can approach any of the adults in school if they are worried and that they will receive a consistent supportive response.

In recognising our responsibilities for Safeguarding and Child Protection, as a school we:

- Have clear staff recruitment selection procedures, ensuring that all staff (including volunteers) who have unsupervised access to children, have been appropriately checked for their suitability through the DBS procedure.
- Aim to raise awareness of child protection issues and equip children with the skills needed to keep themselves safe.
- Develop and implement procedures for identifying and reporting cases, or suspected cases of abuse.
- Support children where necessary in accordance with his/her child protection plan.
- Establish a safe and nurturing environment free from discrimination or bullying where children can learn and develop happily.

If you would like to know more about our policy or procedures for Safeguarding, please find our child protection, safeguarding policy and parent information leaflet on our school website.

Special Educational Needs

Metheringham Primary School is an inclusive school that caters for the needs of all children. For children with Special Educational Needs the school will endeavour to give them a full entitlement to the levels of which they are capable and to make them secure in what they know.

All children will have equal access to all areas of the curriculum in a stimulating environment. Parents and Governors have the opportunity to be fully involved. The individual needs of all children are considered in planning and teaching.

Should it be decided that a child needs specific input, an individual education plan is written involving school, parents, children and if required, support services. This is reviewed termly and the views of parents and their children are welcomed and very much considered.

The school works with a wide range of support services to help meet the needs of our pupils. These include the Working Together Team, Educational Psychology services, Behaviour Outreach Support Services, Speech and Language services to name a few.

More in depth information about SEND can be found on our school website.

Pastoral Support

Our Pastoral Team consists of our SENDCO and a full-time Behaviour and Family Mentor. Pastoral support can be accessed through referrals for support via class teachers. All referrals are triaged and in class support, targeted interventions or family support via Early Help are considered. More information on Pastoral Support can be found on our school website.



Starting School in Reception

In order to familiarise your children with school, the following induction arrangements are arranged:

- An afternoon visit for you and your child to come to school, see their new classroom and meet with the teacher. You will be encouraged to stay and enjoy this session with your child.
- A visit to school when your child can visit the class and meet with the teacher. You will be invited to meet the Headteacher and Early Years Co-ordinator for refreshments and also to find out about school arrangements.
- A visit where your child will stay on their own with their Reception teacher and other classmates.

In September the school will arrange for the pupils to complete half day visit/s. This will help your child's teacher to have the opportunity to work with only half of the class on these days and to have the opportunity to get to know your child a little better. Children start full-time education after one or two days of half day sessions.



Parent Partnership

We are firmly committed to building a partnership between home and school with the aim of developing shared expectations, of enhancing the quality of education, and of achieving high standards.

This partnership can take a variety of forms including:

- The sharing of books and undertaking other appropriate activities to support your child at home
- Help around the school – for example reading with individual children
- Attending consultation evenings
- Attending meetings and workshops
- Attending class assemblies and performances
- Joining the Friends of Metheringham School (FOMS) to support the school with fundraising and arranging fun events for children and their families.

Parent consultations take place twice a year although parents are welcome to see the class teacher at any other mutually convenient time. Parents receive a written report at the end of the school year.

Parents are welcome to see the class teacher at any other mutually convenient time. It is important for all parents/carers to know who to contact should they have any concerns or information that they wish to pass on.



School Governors

Chair's Welcome

My name is Richard Outhwaite. As chair of governors, I would like to offer you a very warm welcome to our wonderful school here in the village of Metherringham. I have been a Co-Opt governor at Metherringham Primary School since 2019 and have been Vice Chair for the past two years. Previously, I worked in primary education working in a range of roles, including senior leadership and SEND, before a career change into spatial planning.

I work with the Headteacher offering support and challenge as 'a critical friend' to ensure everyone at Metherringham Primary School achieves and ultimately lives out our vision of promoting a love of life long learning. Our governing body are a committed team of volunteers, who review policies, procedures, data, undertake various monitoring tasks to secure the best outcomes for children, staff and the wider community.

I hope you and your family have a wonderful journey through Metherringham Primary School! Learning really is a journey and everyone at Metherringham is here with you every step of the way!

Governance at Metherringham Primary school....

As a governing body, we have three core functions:

- ensure there is clarity of vision, ethos and strategic direction;
- hold the executive leaders to account for the educational performance of the organisation and its pupils; and the performance management of staff;
- oversee the financial performance of the organisation and makes sure its money is well spent

We are extremely fortunate at Metherringham to have a governing body that has a strong skill set from a variety of backgrounds, including: finance, HR, business, education, health and policy.

Governors are volunteers, many of us have full time jobs but we are very committed to ensure we visit school regularly throughout the academic year.

The full governing body attend meetings throughout the course of the academic year. Every governor is also part of a sub committee where further meetings are held to focus on particular aspects of school. Our sub committee structure is as follows:

- Staffing Welfare and Resources (SWR) - this committee deals with range of things such as school finance, staffing, premises, attendance and policies
- Vision Curriculum and Standards (VCS) - this committee looks at items such as, school performance data, curriculum development, policies connect with teaching and learning.

These meetings provide governors with the opportunity to discuss items in more detail, focusing on certain aspects of the school such as school finance or curriculum. At all meetings, governors ask school leaders questions this helps governors to be well informed but also to provide challenge to ensure leaders are held to account.

Metherringham, as a conscientious governing body, we all want the very best for Metherringham Primary School and the community we serve.

School Admissions

Parents considering sending their children to Metheringham Primary school are welcome to visit the school to meet with the Headteacher and staff and to have a tour of the school. As schools are busy places it is advisable that you make an appointment so that the necessary staff can be present for your visit.

The Planned Admission Number (PAN) for our school is 40. This means that we can admit up to 40 pupils into each primary school year group.

As a community school, we follow the admissions guidance as given by Lincolnshire County Council. The Local Authority Admissions policy can be accessed through the Lincolnshire County Council website or on our school website.

The Local Authority (LA) manage admissions to Reception classes throughout the County and parents must apply online through their website. Children born between the 1st of September and 31st of August will start school full time at the beginning of the Autumn term before their fifth birthday.

For pupils entering any other Year group in September or indeed at any other time of the year, parents with their children are most welcome to visit the school and to discuss placements by prior appointment with the Headteacher. A mid year application must then be made to the Admissions at County Offices who make the final decision.

The local authority link is <https://www.lincolnshire.gov.uk/parents/schools/school-admissions>

Our school office staff are always available to help parents with any concerns over applying for school places.



Homework

Children will be set a week's worth of homework on a Friday, to be completed by the following Thursday. This allows your child (at first with parental encouragement) to plan their week ahead. Those children who have clubs on a certain evening can organise themselves to complete their homework on other free nights. It is vitally important that parents support their child in reading, homework and other opportunities for home-learning.

What are the expectations for each year group?

| | In total, these activities should not take any more than 30 minutes | | | |
|--------------------|---|------------------------|--|---|
| Year Group | Reading | Spelling | Maths | Times Tables |
| Foundation Stage | 5-10 minutes daily | Spelling Shed activity | Weekly challenge set by teacher on Seesaw | Counting in 1's, 10's and 2's through everyday activities |
| Year 1 | 5-10 minutes daily | Spelling Shed activity | Weekly task set by teacher on Seesaw | Counting in 1's, 10's and 2's and 5's through everyday activities |
| Year 2 | Minimum of 10 minutes daily | Spelling Shed activity | Weekly task set by teacher on Seesaw | TTRockstars- From Spring Term onwards |
| Year 3, 4, 5 and 6 | Minimum of 10 minutes daily | Spelling Shed activity | Weekly task set by teacher on Google Classroom | TTRockstars |

No formal homework will be set during term breaks.
However, children are still expected to read frequently during these breaks, and in Foundation Stage continue to practise their sounds & words.
Occasionally, an optional holiday challenge may be set during term breaks.
Spellings will be assessed using a range of methods.



Extra Curricular offer

Learning doesn't stop at the end of the school day. We are proud to offer a wide range of extracurricular clubs from 3:30 to 4:30pm, designed to spark curiosity, build confidence, and develop new skills.

Each term, pupils across all year groups can take part in a variety of exciting free clubs, as well as optional paid clubs run by specialist providers. From sports, music and drama to coding, crafts, and gardening, there's something for every interest and passion.

Whether your child wants to discover a new hobby, make friends, or simply have fun after school, our clubs provide a welcoming and enriching environment for all.

Clubs for Reception pupils start in Spring term in order to help them transition and settle into school life as a first priority.

Join us – there's something for everyone!

Wraparound Care

To support our families beyond the school day, we are pleased to work in partnership with two trusted local providers – Yellow Brick Road and Kids Corner – who offer high-quality wraparound care before and after school.

Both providers offer a warm, safe, and engaging environment for children, with a range of fun activities, snacks, and time to relax with friends.

Yellow Brick Road and Kids Corner drop off and collect children directly from school, making wraparound care a seamless part of your child's day.

This service gives parents peace of mind and flexibility, knowing their children are in good hands before and after school.



Health and Safety

Parking and Car Park use

The school car park is out of bounds to parents during the hours of 8:45am and 9:15am and again from 3pm until 3:45pm. Please do not park in Hall Yard or Orchard Close. The village car park and the Star and Garter car park is available for parents to park when collecting and dropping off children at school. Parking around the school that can sometimes pose health and safety issues for parents and children crossing a busy road.

Personal Property on School Premises

Pupils are responsible for the security of their personal possessions. Please do not send children with precious items. Special items brought in to enhance school topics are to be left with a staff member.

Fire Drill and Lockdown

Fire drills and Lockdown procedures are practiced throughout the year.

Dogs

For Health and Safety reasons, we do not allow dogs into our school grounds. Please do not tie them to the school fence or gates close to where the children come in and out of the school grounds.

Smoke free Zone

Our school buildings and school grounds have been identified as a smoke free zone. Please refrain from smoking whilst on school premises for the sake of our pupils' health and safety.

Intimate Care

From time to time a child may have a toileting accident at school. In the majority of cases, this will result in a member of staff, usually their own teacher or teaching assistant, supporting them. The child will be given verbal support/instructions to manage their own personal hygiene. If necessary, minimal physical support (for example with tights) will be given.

Wet or soiled clothes will be contained in a carrier bag and sent home at the end of the day. In a small number of cases, you may be telephoned and asked to come to school to either support your child or to provide equipment/clothing as required.

If your child has a medical condition resulting in a toileting issue, this will be discussed on an individual basis and actions to be taken agreed together.

Sun Protection

During warm summer months all children should have a named sun hat in school which they will be encouraged to wear when playing outside.

School staff are not permitted to apply sun cream to children, but we would ask that you apply a long lasting sunscreen before school in sunny weather. Children may reapply their own sun cream which must be provided in a clearly named container.



Get in Touch

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