



Lawn Primary &
Nursery School

Excellence
Resilience
Confidence
Respect

Parent Handbook 2025-2026

Lawn Primary & Nursery
School



Welcome from the Headteacher

It is a real privilege to welcome you to Lawn Primary & Nursery School. I am incredibly proud to be the Headteacher of such a caring, inclusive, and vibrant school community—where every child is known, valued, and encouraged to thrive.

At Lawn, we believe that every child deserves the very best. Our dedicated and passionate staff team work hard to ensure that children are supported both academically and socially, enabling them to develop as confident learners and kind, respectful individuals. We have high expectations for all of our pupils—whether in their learning, behaviour, or the way they treat others—and we take pride in fostering a strong sense of belonging and pride in our school.

We are committed to providing a rich, ambitious curriculum that inspires curiosity and a love of learning, while ensuring children feel safe, supported, and happy at school. Our staff work tirelessly to build strong foundations from the earliest stages, and to ensure that every child is well prepared for the next stage in their education—and in life.

Education at Lawn is about far more than just lessons. It's about the whole child—their character, wellbeing, and self-belief. We want our pupils to leave us as well-rounded, resilient and respectful individuals who are ready to make a positive contribution to the world around them. As our vision states: **children to be proud of.**

We value the partnership we have with our parents and carers. Together, we can help every child succeed. Whether through day-to-day communication, involvement in events, or supporting learning at home, your contribution really matters. We believe that working together makes all the difference.

This handbook is designed to give you key information as we begin a new academic year. You'll also find an overview of our current School Development Plan, shaped by the voices of pupils, parents and staff, which outlines how we will continue to improve and grow as a school. For further details and ongoing updates, our school website is always available; <https://lawn-primary-and-nursery-school.secure-primariesite.net>

We're very much looking forward to the year ahead, working in partnership with you to ensure your child has the best possible experience at Lawn Primary & Nursery School. If you ever have any questions or concerns, please don't hesitate to get in touch.

Lindsay Wood

Mrs L Wood
Headteacher

Contents Page



Page 3	Parent Charter
Page 4	School Values
Page 5	School Development Plan 2025/26
Page 7	The School Day <ul style="list-style-type: none"> - School Arrival - Gates - Parking - Playground Safety
Page 9	Term Dates & Staff Training Days 2025/26
Page 10	Attendance & Punctuality
Page 12	Behaviour <ul style="list-style-type: none"> - Golden Rules - Behaviour blueprint & Behaviour ladder - Behaviour for learning expectations
Page 16	Safeguarding Family Support & Nurture
Page 17	Special Educational Needs
Page 17	Homework House System Rewards <ul style="list-style-type: none"> - Class dojo - Golden Book - Reading Certificates - 144 Club - Celebration Awards - Messages home
Page 20	Curriculum
Page 21	Bromcom - MCAS Wraparound Care
Page 22	Activity Clubs Trips, Visits, Events & Residential School Dinners Pupil Premium
Page 25	School Uniform
Page 26	Electronic Devices & WhatsApp
Page 27	GDPR & Data Protection The Governing Body
Page 28	Policies Friends of Lawn



Lawn Primary
and Nursery School

Lawn Primary & Nursery School Primary School



Lawn Primary
and Nursery School

Parent Charter

Your children need your help to succeed. You can support your child and all the staff & volunteers at Lawn Primary & Nursery School Primary School by embracing wholeheartedly the belief that all our children are 'Children to be proud of' during their time at school, no matter how big or small their achievement is, we want to watch your children flourish and grow during their time at Lawn and work together.

To flourish means to grow or develop in a healthy or vigorous way. especially as the result of a particularly congenial (qualities and interests that are similar) environment.

Our values enable us to grow & they can be summed up in four key words: **Excellence, Confidence, Resilience and Respect.** These values underpin our vision, at Lawn Primary and Nursery School we pursue the best through a secure happy and active learning environment of the highest quality. We nurture a sense of inclusivity respect and responsibility which permeates all that we do. Through positive praise and encouragement children will become confident and resilient lifelong learners.

Please read & sign the Parent Charter and keep it somewhere safe and visible at home so that you can use it to remind your children why you are expecting them to read or asking them to do their homework.

Signed (parent/carer) _____

Date: _____



<p style="text-align: center;"><u>Excellence</u></p> <p>Share our high expectations for your child's learning & behaviour.</p> <ul style="list-style-type: none"> • Know your child's targets and talk about them at home. • Encourage your child to join in after-school and holiday activities. • Show your child that you value education and learning so that they will too. • Set your child a good example of considerate and courteous behaviour in your dealings with school. • Encourage activities that promote emotional well-being, such as physical exercise or creative outlets • Promote Independence and support your child in setting and achieving personal goals • Promote healthy eating, regular physical activity, and adequate sleep. 	<p style="text-align: center;"><u>Resilience</u></p> <p>Support your child to build resilience and develop the skills necessary to navigate school challenges successfully.</p> <ul style="list-style-type: none"> • Teach children that mistakes are opportunities for learning. • Emphasize the value of persistence and hard work. • Model Resilience to them and demonstrate how to handle setbacks and challenges positively. • Encourage children to think of multiple solutions to a problem, breaking down large tasks into manageable steps where needed. • Acknowledge and celebrate both small and large accomplishments. • Encourage a sense of pride in their efforts and achievements.
<p style="text-align: center;"><u>Confidence</u></p> <p>Understand your role and responsibilities in your child's education.</p> <ul style="list-style-type: none"> • Attend all parents' evenings. • Back the school policies - they are there for the good of the pupils. • Maintain good communication with school & discuss any concerns promptly with us. • Respond to school requests & questionnaires on time. • Make sure school has your full and up-to-date contact details. • Help us make school a safe & peaceful environment for all children through your considerate & respectful behaviour 	<p style="text-align: center;"><u>Respect</u></p> <p>All our children are stars! Show pride in their success and in the school's achievements.</p> <ul style="list-style-type: none"> • Praise the skills, talents & successful learning of all pupils. • Notice when children behave well & praise them for it. • Attend school events and performances. • Be a good role model for your child by respecting other parents, staff, school neighbours & the school environment. • Encourage Positive Relationships with peers and staff •

School Development Plan 2025-2026

This is a summary of our School Development Plan. In order to write this document, we seek feedback from pupils, parents and staff at the end of each academic year. It focuses on key areas of improvement.



Quality of Education

- Pupils' outcomes are at least in line or above with national average
- Embed the use of pre- and post-assessment tasks in foundation subjects to ensure the curriculum meets pupils' needs, identifies gaps in learning, and demonstrates clear impact on knowledge retention.
- Continue to refine and embed a well-sequenced, knowledge-rich curriculum that clearly identifies what pupils must know and remember from the Early Years upwards, ensuring knowledge is built over time and retained.
- Ensure the Maths provision at Lawn supports progress and attainment of all learners
- Raise the profile of times tables across the school and improve pupils' fluency and rapid recall of multiplication facts.
- To further improve the quality and effectiveness of teaching in reading, with a focus on developing higher-level comprehension skills, particularly inference and deduction.
- Ensure that all pupils make strong progress in both word recognition and comprehension across all year groups, with a particular focus on Year 2 and lower KS2 pupils below expected standards.
- Develop consistent, high-quality handwriting skills from EYFS upwards.
- Embed and refine The Write Stuff approach across the school to ensure high-quality writing provision that is consistent, purposeful, and tailored to the needs of our pupils.

Personal Development

- Develop pupils' understanding and awareness of the protected characteristics as defined in the Equality Act 2010, through a progressive, age-appropriate curriculum and whole-school approach, fostering a culture of respect, inclusion, and equality.
- Embed a strong understanding of British Values—democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs—through the curriculum and wider school life, ensuring pupils are well-prepared for life in modern Britain.
- Embed and develop the OPAL (Outdoor Play and Learning) programme across the school, enhancing pupils' engagement, wellbeing, and social skills through enriched outdoor play opportunities.
- A strategic, systematic, rigorous approach to Personal Development and wellbeing, including taking responsibility at individual, class, school, community and global levels, result in better and more consistent self-regulation in all areas of the school and increased cultural capital

Behaviour and Attitudes

- Overall attendance including PPG is above the national average. SEND pupils' attendance is in line with the national average
- Introduce Five-to-Thrive and reintroduce and embed the Zones of Regulation framework across the school to support pupils' emotional regulation, self-awareness, and social skills.
- To ensure excellent classroom practice and the highest expectations and challenge for every learner in every lesson

- Pupils behave consistently well, demonstrating high levels of self-control and consistently positive attitudes to their education. Whenever this is not the case teachers will take fair and highly effective action to support pupils to succeed in their education.

Leadership and Management

- Strengthen subject and phase leadership by embedding effective monitoring, assessment, and support practices, building on the progress made in the previous academic year.
- The school's curriculum has clear Intent, Implementation and Impact, is tailored to its context and broadens children's horizons, including disadvantaged and SEND pupils.
- Continue to reduce staff workload and actively promote wellbeing to foster a positive, supportive, and sustainable working environment.
- Maximise the impact of teaching assistants (TAs) by ensuring their deployment is strategic and focused on supporting the learning and wellbeing needs of all pupils, leading to improved progress and engagement.
- Successfully undertake and embed the Hope Award, THRIVE, and Trauma-Informed Training projects to enhance staff pedagogy, improving pupils' personal development, behaviour, and attitudes across the school.
- The school is financially viable, and in a position to secure its long-term future.



School Arrival

School Open	Cleeve, Brecon and Windsor Gates open from 8:20am by a member of SLT. Gates will be locked at 8:35am
Start Time for lessons	8:30am School / 8:40am Nursery
Break	10:10- 10:25am– EYFS and KS1 10:30 – 10:45am – KS2
Lunch	11:30 – 12:20pm - EYFS 11:50 – 12:40pm – KS1 12:10 – 1:00pm – KS2
Finish	3:00pm School / 3:10pm Nursery

We have found that the children settle far quicker in the mornings and maximise their learning by coming straight into school immediately, leaving their parents at the school gate. We continue to encourage you to do this however, if you would like to accompany your child/ren into the school grounds we encourage a '**drop and go**' expectation

The school day starts at 8.30am, and the Nursery Day starts at 8.40am, all gates open from 8:20am and will be supervised by a member of SLT.

Reception and Year 1 children accompanied by parents/carers are to come onto the Windsor Road playground. The children need to line up in their designated class areas, at 8:25 the class teacher will collect the line from the playground.

KS1 and Lower KS2 (Year 2, 3 and 4) need to line up in their designated areas, children may enter the classroom from 8:25am and they will be sent into class by the supervising staff member on the playground, teachers will be waiting at the classroom doors to welcome the in.

Upper KS2 (Year 5 and 6) children may enter the school site from 8:20am and wait on the Cleeve Lawn playground, need to line up in their designated areas, where they will be supervised by a member of staff until their class teacher comes to collect them at 8:25am.

Nursery children may arrive at school from 08:30am and wait outside the nursery entrance, they must be accompanied by a parent until the Teacher opens the door at 08:40am.

All three gates will be locked by SLT at 8:35am, any late arrivals should make their way to the school office.

Gates

There will be a member of SLT on all three gates (Windsor, Brecon and Cleeve) in the morning and staff on the playground to welcome and supervise your child. If you need to pass any messages to the class teacher in the morning, please ring the school office – as we want to get the children settled and learning from 8:30am. Or you can use Class Dojo where you will be able to contact your child's teacher. Alternatively, you can inform the member of staff on the gate or playground, and they will pass the information on.

The gates will be locked at **8:35am**. Once the gates are locked you must come into school via the main school reception, where you will be recorded as late.

Classroom doors will not be opened until 8:25am for pupils.

Registers will be taken at 8:30am. Pupils arriving after 8:40am will be marked as late and should make their way into school through the Main Office.

The three school gates: Windsor Road, Cleeve Lawn and Brecon Close will be opened from 2:55pm Monday to Friday for collection.

Parking

Parking on the school site is for staff only; our parking spaces are limited with staff using both car parks at either end of the day. There will **not be any parking** on site for parents, our gates will remain closed during the day. The only exception being for anyone given a parking permit from the headteacher.



Parking permits need to be renewed on an annual basis in September, the school office will contact you at the start of the Academic year to re-new your parking permit. Any new applications need to be made to the Headteacher via an application form which can be collected from the school office.

As we approach another busy school year, we kindly ask for your cooperation in being mindful of our local residents when parking during school drop-off and pick-up times.

Our school community is situated within a residential area, and we continually receive feedback from our neighbours regarding the impact of school-related parking on their daily lives. To maintain a positive relationship with our local community and to ensure everyone's safety, please avoid Blocking Driveways, park only in designated parking areas and ensure you park legally.

Playground Safety

Please **do not** allow your children to play on the trim trails and equipment at the start and end of the school day, this is for your children's safety as this area is unsupervised. If you choose not to observe this, any use of the equipment is at your own risk.



Please can we ask that all children **dismount** their scooters and bikes at the school gate before entering the school site and not ride these within the grounds to avoid any accidents occurring, especially with so many children and adults being on the school site and moving around at the start and of the day.

Term Dates and Staff Training Dates 2025/26

The term dates for students are:



Autumn Term 2025

Term 1	Monday 1 st September 2025 – Wednesday 22 nd October 2025
Half Term	Thursday 23 rd October 2025 - Friday 31 st October 2025
Term 2	Monday 3 rd November 2025 - Friday 19 th December 2025
Christmas	Monday 22 nd December 2025 – Friday 2 nd January 2026

Spring Term 2026

Term 3	Monday 5 th January 2026 - Friday 13 th February 2026
Half Term	Monday 16 th February 2026 – Friday 20 th February 2026
Term 4	Monday 23 rd February 2026 – Friday 27 th April 2026
Easter:	Monday 30 th April 2026 – Friday 10 th April 2026

Summer Term 2025

Term 5	Monday 13 th April 2026 - Friday 22 nd May 2026
Half Term	Monday 25 th May 2026 - Friday 29 th May 2026
Term 6	Monday 1 st June 2026 - Wednesday 22 nd July 2026

Staff Training Dates:

- Monday 1st September 2025
- Wednesday 22nd October 2025
- Monday 5th January 2026
- Monday 13th April 2026
- Friday 12th June 2026

Early finishes

- Tuesday 21st October 2025 – 1:30pm
- Friday 19th December 2025 – 1:30pm
- Friday 27th March 2025 – 1:30pm
- Wednesday 22nd July 2026 – 1:30pm

Bank Holidays

- 25th – 26th December 2025
- 1st January 2026
- 3rd and 6th April 2026
- 4th May 2026
- 25th May 2026

All the above can also be found on our website, both in our calendar and a printable grid of the term dates.

<https://www.lawn-pri.swindon.sch.uk/term-dates/>

<https://www.lawn-pri.swindon.sch.uk/diary/grid/2024/07/>



Key Dates for the forthcoming year

Year 1 & 2 Phonics Screening Check:	w/c 08-06-26
Non-statutory Key Stage 1 SATS:	May 2025
Key Stage 2 SATS:	w/c 11-05-26
Year 4 MTC Check:	w/c 01-06-26 – 2-week window

Attendance/Punctuality



We believe that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

Last year the government announced new regulations for schools as part of its efforts to reduce pupil absence. The new guidance became statutory last September.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance

School Arrival

The school day **starts** at 8.30am, and the Nursery Day **starts** at 8.40am, all gates open from 8:20am and will be supervised by a member of SLT.

- **Reception and Year 1** children accompanied by parents/carers are to come onto the Windsor Road playground. The children need to line up in their designated class areas, at 8:25 the class teacher will collect the line from the playground.
- **KS1 and Lower KS2 (Year 2, 3 and 4)** need to line up in their designated areas, children may enter the classroom from 8:25am and they will be sent into class by the supervising staff member on the playground, teachers will be waiting at the classroom doors to welcome the in.
- **Upper KS2 (Year 5 and 6)** children may enter the school site from 8:20am and wait on the Cleeve Lawn playground, need to line up in their designated areas, where they will be supervised by a member of staff until their class teacher comes to collect them at 8:25am.
- **Nursery** children may arrive at school from 08:30am and wait outside the nursery entrance, they must be accompanied by a parent until the Teacher opens the door at 08:40am.

All three gates will be locked by SLT at 8:35am, any late arrivals should make their way to the school office.

We expect all school children to be in class and ready to learn at 8.30am.

If your child arrives at school between 8:35am and 9:00am, they will be marked as Late on the register. Late arrivals must enter via the main office to sign in, the number of minutes late will be recorded, but your child will get their session mark.

If your child arrives after 9:00am, a parent is required to sign them in with the School Office. The number of minutes late will be recorded, and that session will be marked as

unauthorised. Unauthorised lates will have an impact on your child's overall percentage attendance which could trigger attendance intervention.

Attendance

We expect all pupils to aim for **100%** attendance. However, we do appreciate that at times, particularly during primary years, the children are susceptible to becoming ill. Where this prevents them coming into school, parents should phone or email no later than 8.15am on the first morning of the absence and every subsequent day that your child is absent.

Termly communication to parents/guardians with Parental Responsibility

Each term you will be informed via text/email if your child's year-to-date attendance is:

Excellent	98% - 100%	
Good	96% - 97%	
Could be improved	94% - 96%	There is a risk of underachievement
Of concern	92% - 93%	There is a high risk of underachievement
In danger of becoming Persistently Absent	90% - 92%	There is severe risk of underachievement
Persistently Absent	below 90%	
Severely Absent	below 50%	

Where there are concerns the school will be in contact with parents/guardians with parental responsibility to discuss next steps. This process will be explained more fully in further communications in September regarding attendance and the new changes.

If your child is absent from school, please email absence@lawn-pri.swindon.sch.uk or contact the school office on 01793 522626 **before 8:15am** to notify us of the absence. We will be launching a new feature on the MCAS app shortly, where you will be able to notify any absences using the app. Further details to follow.

If your child has a 1:1 TA support please inform us as soon as possible of their absence, to allow us to reallocate staff resources.

Behaviour

At Lawn Primary and Nursery School we believe that secure, warm and respectful relationships underpin successful learning and the wellbeing of all members of our community. Central to the school's approach are three principles:



PRINCIPLES

1. **The quality of relationships** – We invest in relationships with all members of our school community to secure trust, respect, communication and empathy. Within a culture of good relationships, children and adults can work together with the common purpose of helping everyone to learn in an effective and considerate way. We recognise that it is not our role to make sure that everyone agrees at all times but to help them learn that we can disagree well. We actively work to repair relationships using **restorative practice** after any incident.
2. **Always learning** – we believe that our policy on relationships and behaviour should be focused on allowing our children to learn about these areas, rather than focused only upon how adults manage behaviour in school.
3. **Supporting mental health and mental fitness** - We support healthy expression of emotion, self-awareness, and co and self-regulation. We use Emotional Literacy Strategies and Interventions to support children to recognise emotions and responses, and we actively teach strategies for children to use to support their regulation.

These principles underpin the core **AIMS** of our Relationships and Positive Behaviour Policy, namely;

AIMS

- We aim for everyone in our school to feel valued and respected, and confident that they will be treated fairly.
- We aim to help all members of the school to thrive and work together in an environment where everyone feels happy, safe and secure.
- We aim to give staff, children and families the language and tools to communicate their feelings and to understand what others may be feeling and communicating.
- We aim to offer children strategies to regulate their emotions and behaviours with support as needed.
- We aim to involve and include all staff, parents and governors in implementation and commitment to this approach

Exceptional behaviour is expected from all our pupils at Lawn, and is rewarded weekly through dojos, stickers, certificates & celebration assembly.

Poor behaviour will not be tolerated at Lawn and will be actioned immediately. If a pupil is not behaving they will be reminded of the school expectations, our Lawn Golden Rules.

Golden Rules:





- **Be Respectful** - showing respect to each other, to adults, to our equipment and environment, and to ourselves.
- **Be Safe** - safe in our learning environment, safe with the people around us and safe in the activities in which we take part
- **Be Kind** – treating others and ourselves with kindness, always supports the most successful relationships
- **Do your Best** – taking responsibility for our own behaviour, emotions and learning to be the best we can be



Our four rules encourage and support behaviours and values that allow everyone to develop positive relationships and be successful learners.

We recognise that different cohorts and classes need the flexibility to find **routines** which suit them, but we expect everyone in school to uphold and promote the same four **rules** consistently.

First Attention to Best Conduct - Children are expected to behave in a considerate way towards others and to care for buildings and equipment. We aim for children to maintain these behaviours and relationships because of the intrinsic reward and sense of pride which comes from doing so, rather than because of material incentives. **This means that consistent, positive and meaningful recognition for their positive relationships and behaviours is crucial.**

Lawn Primary and Nursery School – Behaviour Blueprint

Adult commitment

- Invest in relationships
- Visibly consistent, calm adult behaviour
- First attention to best conduct

Golden Rules

- Be respectful
- Be safe
- Be Kind
- Do your best

Recognition over reward

- Children learning to feel pride, and experiencing intrinsic positivity from their choices is always best

‘Children to
be proud of’

Consequences

- Proportionate
- Appropriate
- Private
- Restoration and repair

Low level behaviours in class will always be addressed first with recognition and opportunity for take up. In the event that further intervention or outcome is required, consequences are proportionate to the situation and age/ developmental stage of the child.

They may include the following:

- engagement with restorative conversation (**always**)
- removal of privileges
- the child/ren to write a letter of apology (appropriate to age/ developmental stage)
- removal from class for a short period of time to reflect (for example to a neighbouring class)
- removal of class for a longer period of time (internal suspension – approved by Head, Deputy)
- involvement of parents or carers
- removal from lunch time or break time activities

In more extreme or persistent circumstances;

- fixed term suspension
- permanent exclusion

Behaviour Ladder that is followed in the event of an incident.

Level	Pupil Behaviour	Sanction	Teacher Action
Baseline	Pupil recognises his/her responsibilities towards behaviour, respects the rights of others and is following the Golden Rules.		Positively reinforce expected standard of behaviour and administer positive praise. First attention to positive conduct
1	Minor disruptions and occasionally breaks the Golden Rules e.g. being off task, making inappropriate noises, minor peer disputes...	An initial verbal warning—the pupil is asked to think about making the right choices and changing their behaviour.	Use Preventative and Supportive classroom strategies (found in 'Behaviour policy guidance pack' in Behaviour folder in Staff Data.
2		Pupil's will be asked to stop and make the right choices, changing their behaviour, making clear they are in yellow level behaviour.	
3		If a pupil continues to behave inappropriately, they will have time out – to be taken within the classroom (for e.g. move their seat; sit on their own...)	
4	Persistently infringes on the rights of others and repeats yellow level behaviour.	Depending on the age of the pupil, child will lose part of their break time (to be supervised by the class teacher or TA)	Involve colleagues, Phase Leader and, if necessary, SENCO and Nurture Team.
5	Disruptive to the learning of others.	If behaviour is not corrected at this point, the child will miss part of their lunchtime (to be supervised by the class teacher).	Record as a behaviour incident on CPOMs.
6	Continually exhibiting orange level behaviour. Persistent defiant behaviour. Verbal or physical assault of another pupil.	Spend lunchtime either with the nurture team, the member of SLT on duty or as a helper in the hall. If a pupil receives 2 of these in a week, move them to step 7.	Keep a behaviour log. Involve Nurture Team. Record as a behaviour incident on CPOMs.

7		Sent to another class to work for half a day with set work. If this happens on 2 or more occasions in a week, then they will go to see the Head/Deputy Head, parents will be informed, and a support plan considered.	
8		Spend the next day working separately from their class with set work, potentially with break time and dinner to be taken separately to their peers.	
9	Intentional and significant physical assault of another pupil or member of staff.	Spend the remainder or next day working separately from their class in a supportive environment with set work, with break time and dinner to be taken separately to their peers, or could escalate immediately to 10.	Refer the incident to SLT who will consider action in accordance with appropriate policies.
10	Despite interventions continues with red behaviours as outlined in step 9.	Fixed Term Suspension and risk of a potential Permanent Exclusion	Refer the incident to SLT who will consider action in accordance with appropriate policies.

Behaviour for Learning Expectations

We have high expectations of children's behaviour in order to ensure the safety of your child and the entire Lawn community. We have outlined explicit, non-negotiables about what your child can or cannot do. Class teachers will be following the behaviour ladder in response to any poor behaviour.

Expectations	Not acceptable	Reasons
All children arrive at school no later than 8:30am.	Lateness.	Late arrival, whilst occasionally unavoidable, will lead to lessons not being able to start promptly, therefore disrupting the learning of your child and others within the class. Every effort must be made to arrive at school on time.
Children (& parents/carers) say goodbye at drop off with minimal fuss and in good time.*	School refusal; drop-off 'tantrums'.	Delays in children coming into school impacts on lesson starting on time. Poor punctuality and absences could lead to attendance interventions & ultimately fines
Children must listen to and follow adult instructions at all times.	Refusal to do what they have been asked at any point.	All staff will only ask children to do something that is in the best interest of themselves and others. Choosing not to follow these instructions puts others at risk.
All children need to practice good personal hygiene.	Not washing hands after going to the toilet; before eating or after coughing & sneezing.	Personal hygiene is one of the best defences against passing on germs to others.
Children should tidy up after themselves.	Spreading their equipment over their desks, leaving stuff on the floor.	All children should tidy up after lessons and look after school and their own property.

		It is good practice to tidy up after ourselves and to respect our school and property. Tidy tables makes this easier.
Children look after their belongings, including items of clothing.	Leaving items in corridors or on the playground/field.	We do not want belongings or clothes to be lost or damaged. Children should take responsibility for their own things.
Children are dressed appropriately for the school day and weather.	Children not wearing jumpers; not bringing coats if rain is forecast or during winter months; children wearing trainers.	Children's uniforms foster a sense of community and identity.
Learning chat in class will be at 'low-flow' at MOST times.	Shouting across the classroom; singing; making silly noises.	All children have the right to learn. Class teachers need to be able to avoid having to raise their voice in class.

Safeguarding & Child Protection



Safeguarding is the responsibility of everyone at Lawn Primary & Nursery School. We all have a duty of care towards the children and young people at Lawn Primary & Nursery School. If at any time you have a concern about a child or young person, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share that concern about the safety or wellbeing of a child -please speak to a member of the Safeguarding Team.

- **Miss Jelley** is the Designated Safeguarding Lead
- **Mrs Sanghera, Mrs Cannon and Mrs Wood** are Deputy Safeguarding Leads

Further information can be found on school website regarding this and how to contact them.

In addition, to ensure we all play our part and keep our children safe there is a dedicated section to safeguarding in every newsletter.

Family Support & Nurture

The Family Support and Nurture Team have a wealth of experience and are trained in delivering nurture and parenting programmes, supporting families, providing information and signposting to different agencies.

If you would like further information on the support that we offer, have any questions, need any advice or simply want to chat, feel free to contact us on: 01793 522626.

Special Educational Needs

Mr Berry is the school SENDCo and as such ensures that we meet the needs of our children with SEND. He holds Termly drop-in sessions. For parents who wish to meet with him, a 15-minute appointment will be able to be made via the school office.



Homework



It is expected that all children are required to **read every night** at home, this may well be the same book over a week, but this aids pupil phonological knowledge and sight-vocabulary. Children receive awards for the completion of nightly reading, please see the rewards section for more details.

In addition to this, children should also practise spellings set weekly by their class teacher. A little and often, is more effective than reading/practising for long periods of time less frequently.

There will also be a termly homework grid set by the class teacher, pupils are expected to complete a minimum of 4 tasks of their choice from the grid as the main homework task – this will consolidate or build upon learning in class. Pupils in KS2 also have logins to TTRS (Times Tables Rockstars) and it is expected that they access this at home at least 3 times a week where possible and as directed and children in KS1 have logins for Numbots.

Rewards

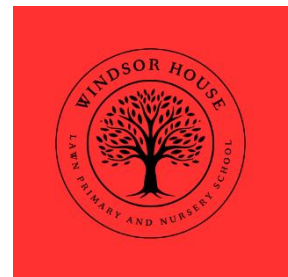
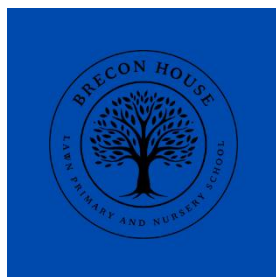
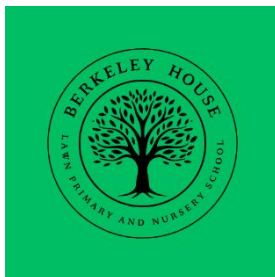


The House System

In 2024/25 we revamped the house system and the children were involved in selecting the new house names.

On starting at Lawn Primary & Nursery School every pupil is placed in one of four houses: **Berkley, Brecon, Cleeve or Windsor**. The house is central to the school's rewards which every pupil contributes to by achieving Class Dojos (house points) daily. The Class Dojo totals are collected on a weekly basis and celebrated in the Celebration Assembly. At the end of every short term the winning house participates in a house reward.

Sports days will also centre around the houses, with all winning points being collated and resulting in an overall winning house!



Rewards are a key part of life at Lawn Primary & Nursery School and there are several ways that we use to praise your child for the outstanding work and behaviour they show during the school day.



ClassDojo

Dojos can be awarded to children throughout the school day for several reasons that range from excellence in classwork to perseverance when they are finding the work challenging: from kindness to others to participating fully in activities.

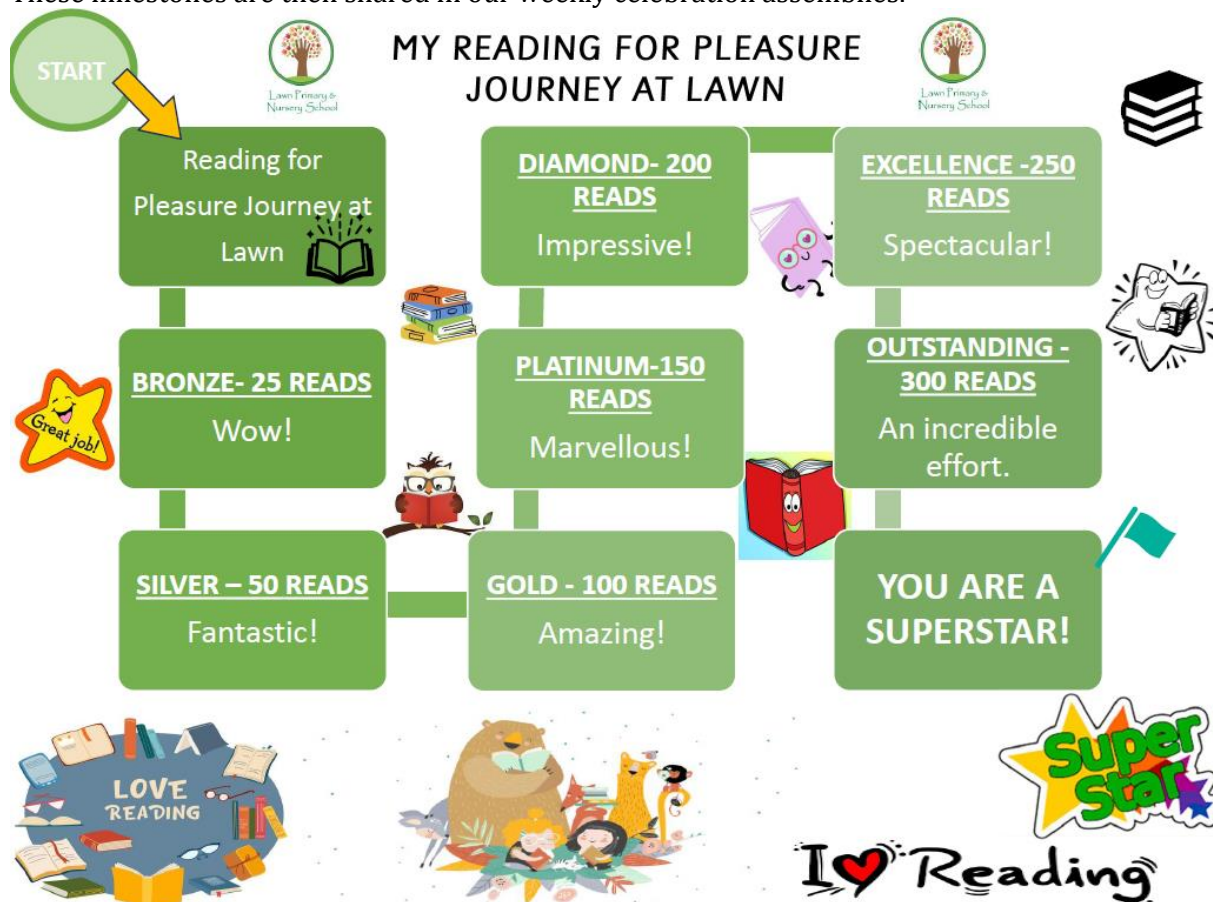
Golden Book

Mrs Wood and Miss Jelley both have their own Golden Books and class teachers are invited to send as many children as they want to go and see Mrs Wood and Miss Jelley if they have completed some exceptional work or demonstrated outstanding Lawn Primary & Nursery School character. Mrs Wood and Miss Jelley will then enter them into their Golden Book, and they will receive a certificate during the Celebration Assembly on a Friday and given a mention also in the school newsletter.



Reading certificates

To celebrate and encourage our pupils' to read daily at home, the children are rewarded every time they reach a milestone of reads in their reading record (only 1 read will count per day). These milestones are then shared in our weekly celebration assemblies.



144 Club



From Year 3, children have a weekly opportunity to join the 144 club. This is a privilege for all of the children who have learnt their times tables and can answer 144 multiplication questions correctly in a time related to their age.

New entrants to the 144 club will receive a badge and have a special mention in assembly.

Celebration Awards

Each week every class teacher awards a 'Celebration Award' to a member or members of the class in recognition of their hard work, achievement or effort over the week. This is underpinned by our Lawn values of resilience, excellence, confidence and respect.



Messages home

Sometimes we will want to share a particularly good piece of work or behaviour with you directly. At Lawn we use Class Dojo, this allows teachers to share with you your child's learning and particularly when they have demonstrated out school values. The teachers are able to share messages as well as pictures of their work via the Dojo App.

Class Dojo may also be used to communicate any information, incidents or the need to talk to you at the office at the end of the day by the class teacher. If you need to provide some information to the class teacher you can contact them via the Dojo app or email the class link on the school website or alternatively ring or email the school office.

Sharing Learning



At various points during the year, we will invite parent into school so that the children can share their learning with you through Book Looks. These will be advertised in the school newsletter, which is emailed out to parents monthly.

We hold Parents Evenings twice a year: in October and in April/May. You will be informed of the dates near to the time and will be asked to book these via our online booking system. Attendance to these are imperative so that you know how your child is doing at school and how you can help.

In addition to the above we aim to run various Parent Workshops throughout the school year e.g. How to help with reading; phonics; understanding behaviour. These will be communicated as and when they are running, and we encourage to sign up if you can support your child and your understanding.

Curriculum

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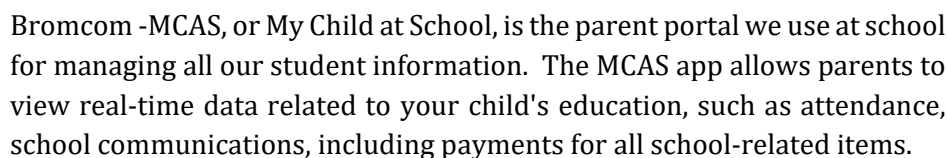
Primary National Curriculum for Years 1 to Year 6. In 1999, these set out the content of their education. Essential trips for Years

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We are a cashless school and use MCAS to receive payments for all things. When your child joins in nursery or reception, you will be sent a link to activate and use the MCAS app or access your account via their website.

board you can access, view and book school meals, wraparound, trips, events, as well as parent's evenings. You will also be able to manage yours and your child's and ensure it is kept up to date.

We know sometimes things can be tricky, all of our services and products are payable in advance of booking, but we would advise you to monitor your account and ensure that you do not incur any debt. Please speak to the School Office if you have any difficulty using MCAS or with payments.

Wraparound Care

We offer a wraparound care service for all children at the school from Nursery (3 & 4-year-olds) to year 6. All our sessions are run by fully trained members of staff and run throughout the school week during term time.

Breakfast and after school clubs operate out of our designated wraparound care room, with use of the KS2 hall and the Cleeve Lawn Playground for activities that require more space.

Drop off and collection is via the Brecon Close entrance. Please ensure, when you are dropping your child off to breakfast club you are being greeted by a member of the breakfast club team.

Breakfast Club



Timings: 7.30am - start of school
Cost: £5.00
Booking: 24hrs ahead of the session needed

Children can arrive from 7.30am at Brecon Close entrance a choice of healthy breakfast foods and drinks are available until 8.00am. The children are also offered a range of fun activities until the start of the Nursery/School Day. Wraparound staff take the Children to their class in time for registration.

After School Club



Timings: Short session 3.00pm - 4.00pm
Long session 3:00pm - 5:50pm
Cost: Short session £5.00 / Long session £15.00
Booking: 24hours ahead of the session needed

After School Club runs directly after the school/nursery day, children are collected from their classroom by a member of the wraparound team. There are lots of fun activities organised for the children, along with a healthy snack and a light meal (for children staying after 4pm).

Parents can choose to collect their child anytime throughout the session, via the Brecon Close entrance.

Menu for after school club can be found on our website
<https://www.lawn-pri.swindon.sch.uk/wraparound-care/>

Booking

You can book your child's sessions via MCAS. Please note places are subject to availability and are released on a termly basis.

Activity Clubs

We organise a termly programme of clubs, which the children are encouraged to sign up to.

<https://www.lawn-pri.swindon.sch.uk/school-clubs/>



In addition, we organise training for our sports teams after school, and once again parents are notified if their child has been selected to participate in these sessions.

Trips, Visits, Events & Residential

In order to enhance the topics that are taught across the school there are a number of visits/trips that are planned outside of the classroom. We vary this with visitors into school. In order to cover the costs of such events we do request payment via MCAS. We will always try and give you suitable notice in order to pay for trips.



We recognise that there are families that might need support towards a trip or extracurricular activities. We have limited funds available, that can be allocated to help families who may be experiencing unexpected and unplanned financial difficulties. Applications will be considered on a case-by-case basis.

If you would like to request financial assistance towards a trip, or extracurricular activities

Please complete and return the Financial Support Application Form via the school reception or by email to admin@lawn-pri.swindon.sch.uk

The form can be found on our website or a copy obtained from the school office <https://lawn-primary-and-nursery-school.secure-primariesite.net/trips/>

School Dinners

At Lawn Primary & Nursery School, we are proud to provide freshly prepared meals every day, made by our dedicated team in our on-site kitchen. Our meals meet the School Meals Healthy Eating Standards, ensuring that every child enjoys a balanced and nutritious diet.



We believe that healthy eating plays a vital role in supporting children's learning and well-being. That's why we use high-quality ingredients to create delicious meals that fuel young minds and bodies. By serving a variety of wholesome dishes, we encourage healthy eating habits that last a lifetime.

Food Hygiene Rating

Our kitchen and catering facilities are regularly inspected by the Food Standards Agency. Following the last unannounced inspection in October 2024 we were awarded a 5* rating.



School Lunch Menu

We have a 3-week menu which rotates throughout the academic year.

Items on the menu also indicate any associated allergens in line with the Food Standards Agency.

<https://www.lawn-pri.swindon.sch.uk/school-menus/>

Booking & Payment

All meals are booked through MyChildAtSchool (MCAS). If you're not already registered, or experience difficulty accessing or booking meals through MCAS, please contact the school office, (admin@lawn-pri.swindon.sch.uk) who will be able to assist you, and/or provide you with your personalised login details as necessary.

Please note that even if your child is entitled to free school meals, you will still need to book your meals on the MCAS system in order for a meal to be prepared for your child.

When a booking window has closed, you will still be able to view your menu choices but will not be able to make any changes. The booking window closes every Tuesday at midnight for the week ahead.

If you have not booked a school meal, please supply your child with a packed lunch. Alternatively, if you have booked a meal, please do not supply your child with a packed lunch.

Please ensure you top-up your account before booking. You will be asked to pay for your meals when you make your booking unless your child is entitled to universal infant free school meals (Reception, year 1 and year 2) or you receive pupil premium funding.

Snack

Reception, Y1 and Y2 receive daily fruit from the government scheme – there is no need to send in anything else.

Years 3 – 6 Please bring in a healthy snace , piece of fruit or a cereal bar only. No sweets, chocolate, crisps or nuts.

Milk

Milk is provided free of charge to all children under 5. Children over 5 can sign up to the [clicking on this link](#). Milk is offered free to all children who receive free school meals. Please ask at the school office for details.

Tuck Shop

Our school tuck shop runs weekly offering a variety of snacks and drinks to the children's during morning break. Children can purchase up to 2 items per week. Parents can make a termly payment in advance through the store on MCAS.

Free School Meals

You may be entitled to free school meals if you are in receipt of certain benefits. These include:-

- 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).

Even if your child is in KS1, please apply as the school receives additional funding (Pupil Premium Grant) for every child entitled to income related free school meals. See the FSM Campaign flyer below for further information.

[Click here to apply](#)

Pupil Premium & Free School Meals - Years Reception - Year 6

***Please note that this is different from Universal Free School Meals, which entitles all children in KS1 (Reception - Year 2) to free school meals.**

Pupil Premium

Pupil Premium is extra money given to the school by the Government to support children. It is up to the school to decide how to spend this money and it may end up benefitting other children in the school as well. Ofsted check how we use this money.

Who does the school get funding for?

- Children who get Free School Meals based on their family income.
- Children who have had Free School Meals in the last 6 years.
- Children in care or who have been adopted.
- Children from service families.

Once your child has been allocated Pupil Premium and Free School Meals they will remain eligible until they finish the primary phase of their education.

School Uniform

We expect all our pupils to wear the correct uniform. We like to foster a feeling of community and identity and the uniform is a key part of that. It helps our children to feel part of a team and take pride in their appearance too.



School branded Sweatshirts, cardigans, polo shirts, fleeces, rucksacks, and book bags with the school badge are available online from Price & Buckland using this link <https://www.pbuniform-online.co.uk/lawnprimary>

It is vitally important that **ALL** school items listed below are clearly labelled with your child's name. If you put an order through www.easy2name.com, our FOL (PTA) will earn 20% cashback of your entire order, just select our unique code at the checkout: **FR-FRIENDS-98**

Uniform - Reception – Year 6 – Lawn Primary & Nursery School

Compulsory Uniform Options

- Grey or black skirt, trousers, or shorts Green and white summer dress (warmer weather)
- White blouse, shirt, or polo shirt
- Green sweatshirt, fleece, or cardigan
- Black shoes (or sensible footwear in warm weather)

PE Kit:

- Your child will need to come dressed in their PE kit on the days they have PE.
- In the warmer weather children should wear a plain white t-shirt or a coloured t-shirt that reflects their house colour (either red, blue, green or yellow)
- In colder weather tracksuit bottoms/tops are permitted.
- Children should wear trainers, suitable for PE.
- Children who forget kit will still be expected to participate in PE
- Swimming Kit- swimming costume (one piece, no bikinis), trunks (short and fitted), towel and swimming cap.

NOT permitted:

- Jewellery, except a watch &/or single stud plain earrings in either or both ears. If ears are pierced, children are responsible for these at all times. Earrings need to be removed for PE.
- No make-up or nail varnish.
- No extremes of hairstyles will be accepted including extremely short cuts, patterns cut into the hair & unnatural colours.
- Coloured sports clothing including football shirts for PE.
- Non-school uniform, apart from on agreed dates.

PE Days

Year Group	PE Day
Reception	Thursday
Year 1	Monday & Friday
Year 2	Wednesday & Thursday
Year 3	Tuesday & Wednesday
Year 4	(Monday Swimming Day) Thursday
Year 5	Monday & Friday
Year 6	Tuesday & Wednesday

All children to come to school wearing their PE Kit as per the uniform list above.



Electronic Devices

Parents, Visitors or Volunteers in School

Adults either in school or accompanying children on school trips should not use their cameras or mobile phone cameras to take pictures of pupils unless it is at a public event such as Sports day or Summer fayre and of their own children and this follows the rules of the event.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera or school iPad. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children.

Pupils

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Lawn Primary & Nursery School Primary School discourages pupils bringing mobile phones to school due to the potential issues raised above.

When a child **needs** to bring a phone into school, they should be turned off or put on silent and given to their class teacher. Parents are advised that Lawn Primary & Nursery School Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds. ***Please note that no phones or devices should ever be kept in a pupils' school bag.***

Please refer to the Pupil Acceptable use policy for more details. There are separate ones for KS1 and KS2 and these will be sent out annually, asking for you to electronically sign to confirm you have read through with your child and they agree to follow these terms.

<https://www.lawn-pri.swindon.sch.uk/policies/>

GDPR & Data Protection

School is often asked to countersign passport applications for children on roll at school. Please note that due to GDPR we will not be countersigning any requests for passports.

WhatsApp

The school does not use WhatsApp as a communication tool. Any groups formed to discuss any school matters are not facilitated by school staff but are managed by parents/carers.



We would advise, any groups formed follow the below guidance.

Agreed Code of Use for Parents (also relevant for other social media class groups)

1. Respect the purpose and objective of the group. The purpose of a Class WhatsApp Group is to establish collective conversations with other parents for primarily sharing information related to the class/school. Newsletters and the school website should be referred to before contacting the group.
2. It can also serve the purpose of bringing parents together socially and to enlist support of parent volunteers for school events.
3. A “WhatsApp Group” should not be used to send messages or content of a personal nature or to promote a business or biased views of an individual parent.
4. You are encouraged to refrain from sending content, information or “news” that has not been verified. **If you feel uncomfortable in a group for any reason, feel free to notify the group administrator. If appropriate, the group administrator can report any concerns to the Headteacher or Designated Safeguarding Lead.**
5. Do not share any opinions about staff, or teacher’s teaching style or personality. Should you have any personal views or concerns relating to a specific member of staff, teacher or school matter, these should be raised with the school.

Any matters that may cause offence or bring the school into disrepute will be referred to the Governing Body and potentially the school legal team.

Governors

The school governing body consists of 10-14 volunteers including members from parents, school staff, community and the local authority.



As Governors we work openly in partnership with the Head teacher and staff for the benefit of the school as a whole.

We help to shape strategic direction and make sure that the best possible education is being provided while ensuring the health, safety and wellbeing of all staff and pupils.

Please follow the link to the governor page on the school website, which contains information about our governors and their roles, governor updates & minutes and information about becoming a governor.

<https://www.lawn-pri.swindon.sch.uk/governors/>

Policies



Copies of all our school policies are available to view on school website.

Please see the below link to our policies page.

<https://www.lawn-pri.swindon.sch.uk/policies/>

Friends of Lawn

Friends of Lawn is a registered charity run by a joint group of parents and staff, volunteering together at Lawn Primary and Nursery School.

Their aim is to help build a proactive, inclusive, supportive school community, raising funds to be able to enable and enrich opportunities for our children.

A small committee of parents and staff representatives organise events and activities, and provide support for school performances and tasks, meeting occasionally in person and virtually, WhatsApp chats and often via playground conversations!

They also have a wonderful group of regular volunteer parents who help with specific activities both in the background and on event days.

They aim to fundraise for equipment and projects that will enrich the students' time and experience at school also will put more emphasis on external fundraising where this is feasible, as the local and wider economy returns to a better position.



Activities & events

Throughout the school year we aim to hold a wide range of events from Christmas, and Summer Fayres, to Disco's, Movie Nights and a Leaver's Party for Year 6 children. In addition, we provide support for a variety of other activities such as refreshments for school performances/ sports day, end of term treats and tasks such as lost property sorting.

Fundraising

Along with fundraising at our events you can also help us raise funds when shopping online using easyfundraising. For more information click on the following link:

<https://www.easyfundraising.org.uk/causes/lawn-primary-and-nursery-school/>

Uniform sales

Our online second-hand uniform shop is open all year round at www.uniformerly.co.uk. The website is easy to use and is well stocked with all types of uniform in a range of ages with prices starting from 50p an item and school logo branded jumpers/cardigans at just £2.50.

collection is usually available on Fridays at pick up time. We also welcome donations of pre-loved uniform in a saleable condition that we can sell on to other parents raising money for the school, these can be dropped in the small uniform bin located near the main entrance gate on Cleeve Lawn.

Contact us - Email: friendsoflawn@outlook.com

Follow us on Facebook: @friendsoflawn

More Information <https://lawn-primary-and-nursery-school.secure-primariesite.net/friends-of-lawn/>

Join us

If you are interested in helping by volunteering or even joining the committee, please get in touch via email or Facebook.