



Lawn Primary &  
Nursery School

Excellence  
Resilience  
Confidence  
Respect

# Parent Handbook 2026-2027

Lawn Primary & Nursery  
School



# Welcome from the Headteacher

It is a real pleasure to welcome you to Lawn Primary & Nursery School as we begin a new academic year. We are proud of our caring, inclusive and ambitious school community, and of the children, families and staff who make Lawn such a special place.

Our vision is simple: '*Children to be Proud of*'. We want every child to feel valued, respected and inspired to achieve their very best, whatever their starting point. At Lawn, we believe in excellence for all and in providing every child with the support, challenge and encouragement they need to flourish.

Our curriculum is designed to be rich, engaging and carefully planned so that children build strong foundations in reading, writing and mathematics, alongside the knowledge, skills and experiences that help them grow as confident, curious learners. We place a strong emphasis on reading and language, knowing that these open doors to learning and opportunity. We also want children to enjoy school, to develop resilience and independence, and to take pride in their achievements.

Our school values of *Excellence, Confidence, Resilience and Respect* are at the heart of everything we do. They guide our learning, our relationships and the way we work together as a community. We believe that children thrive when school and home work in partnership, and we are grateful for the support and encouragement of our families.

This handbook provides important information for the year ahead and reflects the high standards, care and ambition that define Lawn. We hope it gives you a clear sense of what we stand for and what you can expect from us. For further details and ongoing updates, our school website is always available:

[Click link to website](#)

We are very much looking forward to the year ahead and to working with you to ensure your child has the very best experience at Lawn Primary & Nursery School. If you have any questions or concerns, please do not hesitate to get in touch.

*Lindsay Wood*

**Mrs L Wood**  
Headteacher

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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:** \_\_\_\_\_



*Values*

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

## **School Development Plan 2026-2027**



**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.**

Our priorities for the year are focused on making sure every child at Lawn Primary & Nursery School receives high-quality teaching, a broad and ambitious curriculum, and the support they need to succeed. We are working to strengthen reading, writing and mathematics, improve outcomes for all pupils, develop rich opportunities for play and enrichment, and ensure our environments and provision help children thrive.

### *Inclusion*

- We want every child to access learning successfully, with teaching and support that meet their needs and help them make strong progress.
- We want disadvantaged pupils to achieve well by making sure they benefit from high-quality teaching and carefully matched support.
- We will track interventions more carefully so we can see what is working and improve support where needed.

### *Curriculum & Teaching*

- We want every lesson to follow a consistent, high-quality approach so that children learn well across the school.
- We want to strengthen mathematics teaching so that children develop secure number knowledge, fluency and reasoning from EYFS to Year 6.
- We want pupils to write with greater confidence, control and flair, while improving spelling, grammar and punctuation.
- We want every child to become a strong reader, with secure phonics, fluent decoding and a growing love of reading.

### *Achievement*

- We want more pupils to achieve well in reading, writing and mathematics and make strong progress over time.

### *Attendance & Behaviour*

- We want our classrooms and outdoor spaces to be purposeful, engaging and positive so that children feel proud, settled and ready to learn.
- We are continuing to develop OPAL so that outdoor play is rich, consistent and supports children's wider development.

### *Personal Development & Well-being*

- We want to offer a broad range of clubs and enrichment opportunities so that more children can take part and widen their experiences.

### *Early Years*

- We want the Early Years environment to be stimulating, inclusive and well organised, supporting strong play, exploration and independence.
- We want to strengthen early writing through Drawing Club in Reception and Year 1, helping children make a smooth transition into the whole-school writing approach.

### *Leadership & Governance*

- We will make sure our improvement priorities are implemented consistently and checked carefully so that they have the greatest possible impact.

## **The School Day**

### **School Arrival**

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.

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

**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. 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**, so we can secure the site. 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 until 4:30pm.

The only exception being for anyone given a parking permit from the headteacher. For the safety of our children leaving at the end of the school day, our gates will remain closed to all staff, visitors and permit holders between 2:50pm and 3:10pm.



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 2026/27



The term dates for students are:

## Autumn Term

|                  |                                                                             |
|------------------|-----------------------------------------------------------------------------|
| Term 1           | Tuesday 1 <sup>st</sup> September - Wednesday 21 <sup>st</sup> October 2026 |
| <b>Half Term</b> | Thursday 22 <sup>nd</sup> October - Friday 30 <sup>th</sup> October 2026    |
| Term 2           | Monday 2 <sup>nd</sup> November - Friday 18 <sup>th</sup> December 2026     |
| <b>Christmas</b> | Monday 21 <sup>st</sup> December – Friday 1 <sup>st</sup> January 2027      |

## Spring Term

|                  |                                                                          |
|------------------|--------------------------------------------------------------------------|
| Term 3           | Monday 4 <sup>th</sup> January - Friday 12 <sup>th</sup> February 2027   |
| <b>Half Term</b> | Monday 15 <sup>th</sup> February – Friday 19 <sup>th</sup> February 2027 |
| Term 4           | Monday 22 <sup>nd</sup> February – Thursday 25 <sup>th</sup> March 2027  |
| <b>Easter:</b>   | Friday 26 <sup>th</sup> March – Friday 9 <sup>th</sup> April 2027        |

## Summer Term

|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| Term 5           | Monday 12 <sup>th</sup> April - Friday 28 <sup>th</sup> May 2027  |
| <b>Half Term</b> | Monday 31 <sup>st</sup> May - Friday 4 <sup>th</sup> June 2027    |
| Term 6           | Monday 7 <sup>th</sup> June - Thursday 23 <sup>rd</sup> July 2027 |

## Staff Training Dates:

- Tuesday 1<sup>st</sup> September 2026
- Wednesday 21<sup>st</sup> October 2026
- Monday 4<sup>th</sup> January 2027
- Monday 12<sup>th</sup> April 2027
- Friday 25<sup>th</sup> June 2027

## Early finishes

- Tuesday 20<sup>th</sup> October 2026 – 13:30
- Friday 18<sup>th</sup> December 2026 – 13:30
- Thursday 25<sup>th</sup> March 2027 – 13:30
- Wednesday 23<sup>rd</sup> July 2027 – 13:30

## Bank Holidays

- 25<sup>th</sup> and 28<sup>th</sup> December 2026
- 1<sup>st</sup> January 2027
- 26<sup>th</sup> and 29<sup>th</sup> March 2027
- 3<sup>rd</sup> May 2027
- 31<sup>st</sup> May 2027

## Key Dates for the forthcoming year

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| Year 1 & 2 Phonics Screening Check: | <b>w/c 14-06-27</b>                 |
| Non-statutory Key Stage 1 SATS:     | <b>May 2026</b>                     |
| Key Stage 2 SATS:                   | <b>w/c 10-05-27</b>                 |
| Year 4 MTC Check:                   | <b>w/c 07-06-27 – 2-week window</b> |



## 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.

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

### Absence Reporting

If your child is absent from school, please email [absence@lawn-pri.swindon.sch.uk](mailto:absence@lawn-pri.swindon.sch.uk) or contact the school office on 01793 522626 **before 8:15am** to notify us of the absence.

**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.

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

|                                           |            |                                          |
|-------------------------------------------|------------|------------------------------------------|
| 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.

## **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, emotion 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 a reminder of the school rules 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                                                                                                                     |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Baseline</b> | 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            |
| <b>1</b>        | 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. |
| <b>2</b>        |                                                                                                                                     | Pupil’s will be asked to stop and make the right choices, changing their behaviour, making clear they are in yellow level behaviour.                       |                                                                                                                                    |
| <b>3</b>        |                                                                                                                                     | 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...) |                                                                                                                                    |
| <b>4</b>        | 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.                                                        |
| <b>5</b>        | 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.<br><br>Persistent defiant behaviour.<br>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.<br><br>Involve Nurture Team.<br><br>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                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>All children arrive at school no later than 8:30am.</b>                                          | 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. |
| <b>Children (&amp; parents/carers) say goodbye at drop off with minimal fuss and in good time.*</b> | 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                                                                         |
| <b>Children must listen to and follow adult instructions at all times.</b>                          | 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.                                                                    |
| <b>All children need to practice good personal hygiene.</b>                                         | 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.                                                                                                                                                          |

|                                                                           |                                                                                                                          |                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Children should tidy up after themselves.</b>                          | 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.<br>It is good practice to tidy up after ourselves and to respect our school and property. Tidy tables makes this easier. |
| <b>Children look after their belongings, including items of clothing.</b> | 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.                                                                                            |
| <b>Children are dressed appropriately for the school day and weather.</b> | 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.                                                                                                                                                    |
| <b>Learning chat in class will be at 'low-flow' at MOST times.</b>        | 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 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 regular coffee mornings / afternoons for parents but is usually available to talk or meet with parents about any SEND issues. Call or email for an appointment.



If you have any questions about SEND and would like to discuss it further, please feel free to contact him or ask your child's teacher.

For more SEND information or advice :

Please take a look at our school website - especially the SEND section.

<https://www.lawn-pri.swindon.sch.uk/special-educational-needs/>

Here is a link to the Swindon Local Offer where you will find more information on SEND.

<https://www.swindon.gov.uk/sendlocaloffer>

Here is a link to SIAS who offer SEND parents advice.

<https://www.swindonsias.org.uk/>

Here is a link to Swindon SEND Families Voice. They are other parents with SEND children, should you need to chat or ask for information.

<https://swindonsendfamiliesvoice.org.uk/>

Here is a link to Swindon Carers. They can help, advise and possibly offer respite times.

[Supporting Unpaid Carers in Swindon](#)

## **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.

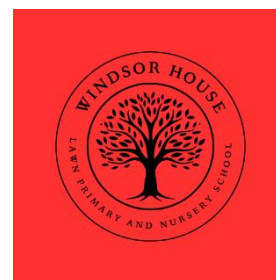
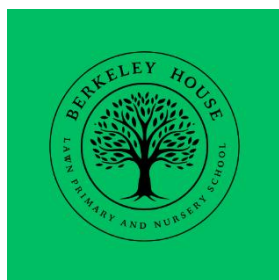
## Rewards



### The House System

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.

Teachers also use Class Dojo to share updates about your child's learning, particularly when they demonstrate our school values.

Please note that Class Dojo is not used as a primary communication tool; all official communications are sent via MCAS.

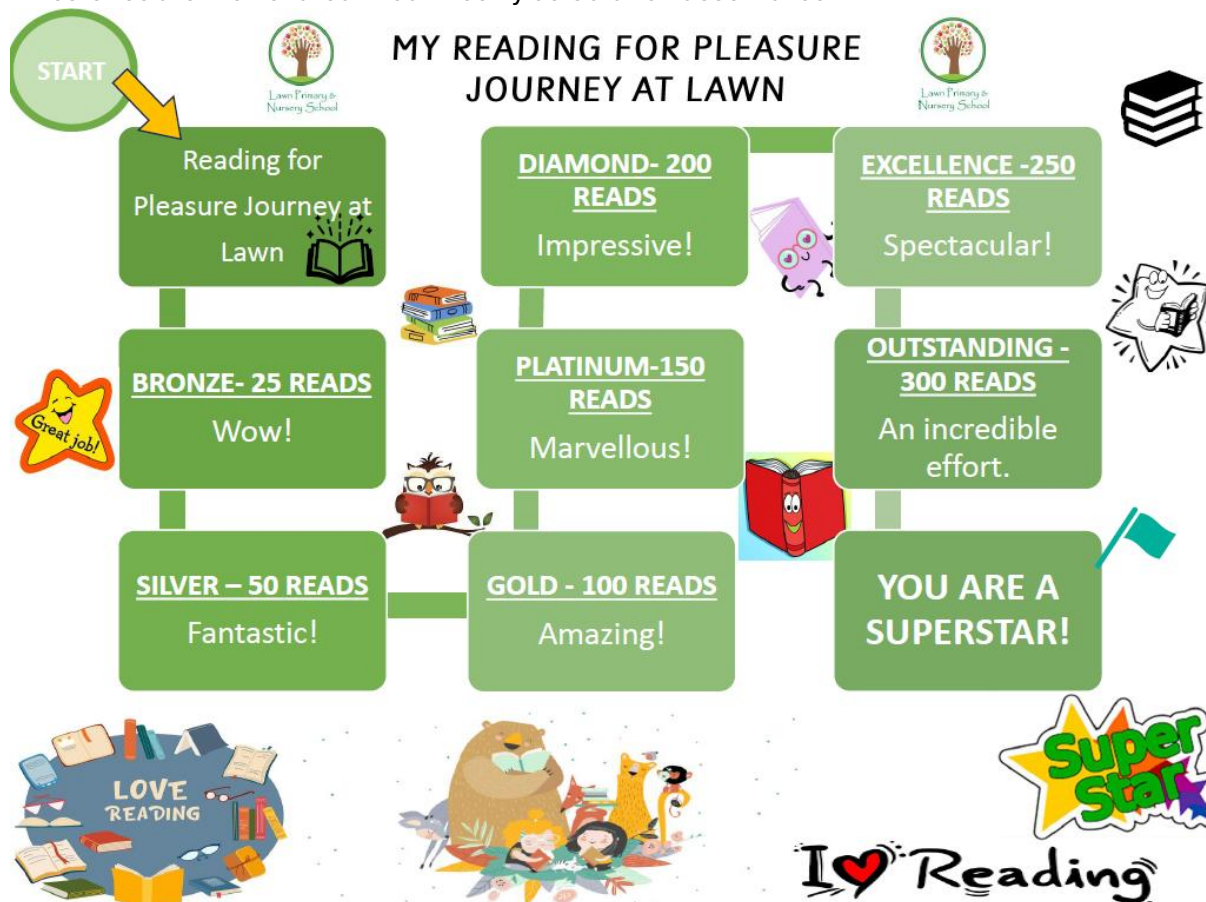
### Golden Book

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.





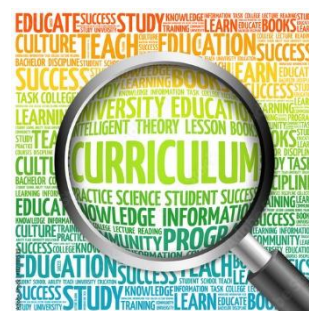
At various points during the year, we will invite parent into school so that the children can share their learning with you through Book Looks. These will be advertised in the school newsletter, which is emailed out to parents monthly.

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**

At Lawn Primary & Nursery School, our curriculum is ambitious, inclusive and designed to inspire curiosity, independence and a love of learning in every child. Rooted in our vision - children to be proud of - and underpinned by our values of Excellence, Confidence, Resilience and Respect, our curriculum provides a rich, coherent and progressive learning journey from Early Years through to Year 6.



We believe that every child can flourish, regardless of starting point. We are committed to providing excellence for all through high expectations, strong relationships and teaching that is carefully adapted to meet the needs of every learner. Our curriculum celebrates individuality while ensuring that all pupils, including those with SEND and those who are disadvantaged, can access and succeed within a shared, challenging learning experience.

The Statutory Framework for the Early Years Foundation Stage and the Primary National Curriculum 2014 form the foundation of our curriculum, supported by our progression maps, which carefully sequence the knowledge and skills children need to build over time. We place a strong emphasis on the core subjects of reading, writing and mathematics, whilst also ensuring children benefit from a broad and balanced curriculum that includes enrichment, practical experiences and meaningful links to our local community and the wider world.

At Lawn, we champion the joy of reading and language as gateways to future learning and life opportunities. We want children to develop the knowledge, skills and confidence to think deeply, ask questions, solve problems and express themselves clearly. Through high-quality teaching, purposeful modelling, effective questioning and thoughtful feedback, children are supported to make strong progress and to take pride in their achievements.

We strive to provide a safe, happy and active learning environment where children develop respect for themselves and others, alongside a sense of responsibility, curiosity and care for

the world around them. Positive praise and encouragement, together with clear routines and high expectations, help children to grow as confident and resilient lifelong learners.

We also offer a range of extra-curricular clubs, as well as residential opportunities in Years 4 and 6, which further enrich children's experiences and support their wider personal development.

We greatly value the partnership we have with parents and carers and recognise the important role you play in supporting learning at home. Year group curriculum maps are available on the school website so that children can share their learning with you. Throughout the year, we also provide opportunities for families to take part in workshops, open afternoons, performances and celebrations of learning.

For further information please refer to our website <https://lawn-primary-and-nursery-school.secure-primariesite.net/curriculum/>

Year group guides and a curriculum map are also available on each class page to support and inform parents via our school website. <https://lawn-primary-and-nursery-school.secure-primariesite.net/year-group-pages/>

**We are very much looking forward to working with you and your child to ensure they achieve their very best at Lawn Primary & Nursery School!**

### **Bromcom - (MCAS)**



Bromcom -MCAS, or My Child at School, is the parent portal we use at school for managing all our student information. The MCAS app allows parents to view real-time data related to your child's education, such as attendance, school communications, including payments for all school-related items.

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

Via the parent dashboard you can access, view and book school meals, wraparound, trips, events, and nursery sessions as well as parent's evenings. You will also be able to manage yours and your child's information 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 provide a comprehensive wraparound care service for all our children, including a daily breakfast club and after-school club. These sessions are delivered by our own dedicated school staff, ensuring a consistent and supportive environment.

Bookings can be made through the MCAS app at least 24 hours in advance of the required session. Availability is released on a termly basis.

**Breakfast Club\*** - drop off is via the Brecon Close entrance. Club times: 07.30 to the start of the school/nursery day

**After School Club\*** - runs directly after the school day. Children are collected from their classroom by the wraparound staff and taken to the club. We offer 2 sessions; short session daily from 15:00 to 16:00 and long sessions Monday to Thursday only 15:00 to 17:50 (early finish Friday at 4:00pm)

We accept payments through Tax Free Childcare Vouchers (pre-payment is required). Please email the school office, with details of your payment, and we will credit your MCAS account.

\*Available for Nursery children in Bluebells 3- & 4-year-olds only

## **Activity Clubs**

We offer a wide range of after-school activity clubs designed to enrich each child's experience and support their individual growth.



These opportunities encourage the children to explore their interests while nurturing their unique talents and abilities.

These are available to book on a termly basis, full details are available to view via our website. We are expanding the range of clubs on offer, please refer to our website for full details.

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

## **Trips, Visits, Events & Residentials**

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](mailto: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](mailto: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 snack , 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**

We informed parents of important changes to Free School Meals (FSM), which will take effect from September 2026.

From now for September 2026:

- All families must reapply for Free School Meals – eligibility will no longer automatically continue
- Eligibility will be based on current household circumstances.
- There will be two FSM categories:
  - **Targeted FSM** – for families on certain benefits or with household earnings of £7,400 or less. This includes additional support such as the Holiday Activities and Food (HAF) programme.
  - **Expanded FSM** – for families on Universal Credit with earnings above £7,400. Meals will be provided, but additional funding and benefits will not apply.

Please find the link below with all the information you need and to apply for FSM 2026:

[Free school meals | Swindon Borough Council](#).

If you are unable to complete this via the link, or you need some support please contact the school office, and we will support you in making your application.

**\*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.

### **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](http://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, pinafore 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**

| <b>Year Group</b> | <b>PE Day</b>       |
|-------------------|---------------------|
| <b>Reception</b>  | Thursday            |
| <b>Year 1</b>     | Monday & Friday     |
| <b>Year 2</b>     | Tuesday & Wednesday |
| <b>Year 3</b>     | Tuesday & Thursday  |
| <b>Year 4</b>     | Tuesday & Thursday  |
| <b>Year 5</b>     | Monday & Friday     |
| <b>Year 6</b>     | Wednesday & Friday  |

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 or encouraged by school staff but are managed by parents/carers.**



We would advise that if any groups are formed they 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/>

**Contact us** - Email: [friendsoflawn@outlook.com](mailto: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.