

Welcome to our School!

School Prospectus



"Inspiring a love of learning in
our St Faith's family."

St Faith's Church of England Infant and Nursery School

"Our inclusive St Faith's family strives to enable all to achieve their full potential and inspire a community of hope and friendship. We seek excellence by ensuring a safe, respectful and flourishing learning community, where differences are celebrated and our genuine love and high expectations make a difference to all."
"Aspire not to have more, but to be more." (Oscar Romero)

A very warm welcome to St Faith's Church of England Infant and Nursery School! We are extremely proud of our friendly and thriving school for children aged 3 - 7 years in the wonderful West End community, in the lovely cathedral city of Lincoln.

Our school is a voluntary controlled Church of England School and enjoys strong links with St Faith's Church and the Diocese of Lincoln. We cherish and love our family feel and the involvement that our friends, family and the whole community have in our school. Our St Faith's family includes children and their families from Nursery to Year 2, staff and governors, friends, the Church, the Diocese, our fabulous local junior school, St Faith and St. Martin Junior School and the West End community.

Our Christian values of friendship, respect, community, compassion, trust and justice are very important to our school. The children have a clear understanding about our values and both children and adults live through them each day.

Here at St Faith's we warmly invite you to take an active interest in the school. You are welcome to discuss, in confidence, any circumstances that are likely to affect your child's progress, behaviour or attitude. We will also endeavour to keep you informed of any incidents or problems noted at the school. **I am sure you will agree that as 'partners' we share a common interest - your child's progress and wellbeing – and we do hope that you will maintain a close contact with us throughout the years ahead.**

Warmest wishes
Mrs Amanda Konrath

Headteacher



Further information about the school, our achievements, inspection reports and much, much more can be found on our website www.st-faiths.lincs.sch.uk and you can keep informed about what we do, day by day, by following us on Twitter at @StFaithsTweets.

A message from our Chair of Governors

Welcome to St Faith's Church of England Infant and Nursery School situated in the heart of the West End Community in Lincoln.

We are a Christian School and pride ourselves on the family environment we have created and the warmth in which we embrace children of all faiths, abilities and needs. We strive to enable all children to achieve their full potential in an atmosphere of love and friendship. The family atmosphere that informs everything we do here is noticeable everywhere you look. The inclusion of a nurture room and a family room are testament to the school's vision; and at the heart of our school stands our fantastic library.

The Governing Body consists of a wide range of people from the community who bring a variety of experience to the school. Our core role is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance. All of us on the governing board are extremely proud of St Faith's and of the quality of education, love and care demonstrated everyday by our staff. We know that you will be proud to become part of our St Faith's family.

If you would like to know more about our school, please contact us. We take great pride in our school and look forward to meeting you.

Dave Vincent
Chair of Governors

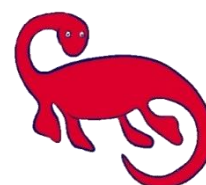
Our School

Although St Faith's School is over 100 years old (in fact the Parish of St Faith's dates back to 1124), we now have a modern building, originally built in 1974 with playgrounds and a grassed area, now known as St Faith's Church of England Infant and Nursery School. The classrooms are bright and have their own toilets and cloakrooms in each of the four wings of the school, adjoining the central hall and administration block.

In 2015, the school was extended by the Local Authority to increase capacity. A new hall, family room, library, small group space, classrooms and offices were added. All classrooms have their own doors leading out into the playground, which the children use as their entry and exit point into the school. In September 2018 we extended our Nursery to up to 78 part-time places and changed our school name to include the Nursery. The Nursery is such an integral part of the school. There is also a Children's Centre next door to our school, which offers a wide range of activities for children and families.

Our School Emblem

The skeletal remains of a Plesiosaur, a prehistoric sea creature, were discovered on the present school's site in 1906 and were adopted by the children in 1992. The Plesiosaur is on display at The Collection, Lincoln's very own museum and art gallery. **We are very proud to have such a unique emblem!**



School Address:	St Faith's Church of England Infant and Nursery School West Parade Lincoln LN1 1QS
Telephone:	01522 888988
E-mail address:	enquiries@st-faiths.lincs.sch.uk
Website:	www.st-faiths.lincs.sch.uk
School classification:	Voluntary Controlled (Church of England) Infant and Nursery
School roll:	277 children (at October 2024)
Age range:	Nursery class 3 - 4 years (part-time) Main school 4 - 7 years (full-time)
Nursery hours:	(am) 9.15am - 12.15am (pm) 12.30pm - 3.30pm (full time) 9.15am – 3.30pm
School hours:	Reception, Year 1 and Year 2: 9.00am until 3.30pm
Local Authority	Lincolnshire
Director of Children's Services	Mrs Heather Sandy
Address	County Offices, Newland, Lincoln, LN1 1YQ
Chair of the Governors	Mr Dave Vincent
Clerk to the Governors	Mrs Gemma Fogg
Address of Governors	c/o the school
Head Teacher	Mrs Amanda Konrath
Deputy Head	Miss Lisa Wright
Class Teachers	Mrs Hazel Talbot Mrs Sarah Walton Ms Cathy Holman Mrs Katie Spratt Mrs Imogen Wraith Mrs Katheryn Kemal Miss Barks Miss Jenna Cocking Mrs Helen Gill Mrs Rachel Smith Mrs Gemma Wallis Mrs Alison Hul Miss Sally Frecklington Mrs Sophie Desforges

SENDCo	Mrs Hayley Palmer
Nurture Lead	Mrs Gemma Simpson
Senior Administrator	Mrs Juliet Cox
Administrator	Mrs Kerry Lower
Teaching Assistants	Mrs Wendy Hooton
	Mrs Jenny Jones
	Mrs Jemma De'Ath
	Mrs Melanie Picker
	Mrs Emma Parkinson
	Mrs Lisa Madin
	Mrs Carla Uzzell
	Miss Andrea Goldacre
	Mrs Emma Taylor
	Miss Becky Clark
	Mrs Amy Warner
	Mrs Amanda Rhodes
	Mrs Toni Hawes
	Mrs Stacey Overton
	Mrs Tracy Warden
Caretaker	Mr Andy Craycraft
Cleaners	Mrs Linda Royle
	Mr Luca Konrath
Lunch Team	Mrs Jane Kirman (Midday controller)
	Mrs Sharron Davison
	Mrs Linda Royle
	Mrs Sarah Harry
	Mrs Emily Fletcher
Wraparound Care Staff	Miss Sandy Alves
	Mrs Lisa Warnes
	Mrs Toni Hawes
	Mrs Amanda Rhodes

Values and Vision

Values are deeply held beliefs that underpin and influence behaviour and actions. As a Church of England Infant and Nursery School, our values are firmly rooted in Christian values and traditions, and all members of our school community will experience these values in action. Our St Faith's family live through our Christian Values day in and day out. We celebrate together how the values are demonstrated and displayed. Our Values are friendship, respect, compassion, service, justice and trust. They are very important to us all and we are so proud of how they shine through, in all that we do.



Our Vision is:

"Our inclusive St Faith's family strives to enable all to achieve their full potential and inspire a community of hope and friendship. We seek excellence by ensuring a safe, respectful and flourishing learning community, where differences are celebrated and our genuine love and high expectations make a difference to all."

"Aspire not to have more, but to be more." (Oscar Romero)

We believe that **all** children and members of the school and its communities matter greatly. Therefore, we strive to ensure that they are given the maximum possible support and encouragement to gain the knowledge, skills, concepts, understanding and positive attitude that will enable them to develop successfully. We seek to give all children opportunities for achievement and success through a variety of first-hand experiences and an exciting curriculum. We also aim to provide a stimulating, happy, safe and secure environment in order to nurture academic, social, spiritual, emotional, cultural and physical growth within a Christian ethos.



Behaviour

We continually seek to identify the needs of individual children and to organise the curriculum in such a way as to meet those needs as efficiently and effectively as possible within the resources available to us. We have established a positive ethos within the school based upon a consistently applied Social and Emotional Communication Policy, which is closely linked to our school values and ethos. This has an emphasis on positive and effective strategies to promote learning and good behaviour.

Our School Rules of **Ready, Respectful** and **Safe** underpin all that we do throughout school.

Family

We seek to involve parents in the education of their children either in the classroom, such as on Family Fridays (parents and children can come into school early to share a book together), outside of the classroom, for example on educational visits, or at events such as parents' evenings or workshops. We hope to support you in encouraging your child to read, write, learn spellings and carry out home learning activities at home. We recognise and value the crucial role that parents play in this partnership.

We provide family learning whenever possible. This is within our school or using an external provider. There have been a range of courses, for example money management and getting back to work.

We aim to support our families in as many ways as possible. This is done by providing targeted support, as applicable. Our Nurture Lead works very closely with our armed forces children and families and can offer individual family support as well as facilitating group events. We also provide targeted support for our International families and Pupil Premium families.

We also aim to work closely within our school community, our local community and beyond to Lincolnshire, Great Britain and the wider world, in order to foster a real sense of belonging. Our school values and the British values of democracy, tolerance, individual liberty, mutual respect and the rule of law underpin this work.

Finally, we encourage all members of our school to adopt our values and our rules. All families are asked to sign the "Home School Agreement" each September, which outlines the responsibilities of school and home in ensuring these are embedded.

Our school policies, including Equal Opportunities, Racial Equality, Community Cohesion, Looked After Children Policy all reflect these important values and copies can be obtained by requesting at the school office. Some are also available on our website.



Starting School: Admissions

Nursery

The school has 78 part-time Nursery places. Parents should register their child before with the school, indicating their preference for a place. A birth certificate is required for registration. We offer some 30 hour places, if you are entitled to this.

We are usually able to offer a place to all children who apply for the September following their third birthday. New Nursery parents are invited to a meeting in the Summer Term, to meet the staff and gather information on helping their child make a successful and happy start in school. Children will also be invited to visit Nursery with their parents/carers and will be offered a home visit to support settling in.

We also offer admissions in the January and April, if the child has turned three the term before. This is pending on the numbers and availability in Nursery at the time.

Visits to view the school are most welcome and encouraged by appointment.



Main School

Our pupil admission number for our Reception year group is 90. The Local Authority manage admissions to all classes throughout the County. Parents will be given information about applying online by the school or nursery and are invited to indicate their preference of school. Places are allocated by the Local Authority in March each year according to the current admissions criteria (see the Local Authority booklet “Going to School in Lincolnshire”). Please see our Admissions Policy for admissions criteria.

Please be aware that children attending our Nursery class must apply as outlined above and are not automatically allocated a place in Reception. The above criteria still applies.

Children starting main school are given the opportunity to visit their new class before they transfer. Parents are invited to a meeting to meet staff and to gather information on helping their child make a successful and happy start to their main school career. They are also invited to a tea-time and story session with their child. Staff also make visits to feeder nurseries and offer one to one appointments to parents.

Visits to view the school are most welcome and encouraged by appointment.

Legally children must attend school at the start of the term following their fifth birthday. However, the governors and the LA have decided to accept children into the main school earlier. Children may start full-time education in September if their fifth birthday falls between 1st September and 31st August of that school year.

Extended Provision: The Fireflies

We offer before and after school provision each day, in the Fireflies. The Fireflies opens for breakfast from 7.30am and is available after school until 6pm. This extended provision is held in school and is available from Nursery to Year 2. For further details please enquire at the school office or the school website <http://www.st-faiths.lincs.sch.uk/wraparound-care-the-fireflies>

After School Clubs

The school provides a range of after school clubs. Some are run at no cost, while for others there is a small charge. Information about clubs is sent home via letter and/or ScholarPack and is also on the school website.

Uniform

There is a simple school uniform. Children should wear grey or black skirts, trousers or pinafores, a sky blue polo-shirt and a navy blue sweatshirt. School polo-shirts and sweatshirts with our logo are available from Uniform Direct or Tesco Direct. Sensible shoes are also required. A white t-shirt and black shorts are required for PE, with plimsolls or trainers for outdoor PE. Long hair **MUST** be tied back.

For health and safety reasons it is essential that PE kit is in school at all times, unless the children are asked to come to school wearing their PE kit. Parents are requested to clearly mark **all** items of clothing, particularly anoraks, coats, shoes and Wellingtons with their child's name. (Please note if children wear wellington boots to school then they must bring some shoes or plimsolls/trainers to change into).



Curriculum

The school offers a broad and balanced curriculum to all pupils. This curriculum promotes progression and continuity in learning and ensures all children are provided with equal opportunities and equal access. Education should be a source of wonder and delight, and we take every care to provide for this vital experience.

Our curriculum is central to our school day. We want pupils to love learning and be totally immersed in our local community and the wider world. We want to nurture enthusiasm and empower pupils to take ownership of their learning. We take pride in excellence and create life-long learning habits which include being physically active, mentally healthy and being independent. We want our pupils to aspire high and have a secure knowledge and understanding of fundamental British values.



The Early Years Foundation Stage:

Children in Nursery and Reception follow a curriculum which spans from birth to age five. Some children continue this curriculum into Year 1, if appropriate. This is the Statutory Framework for the Early Years Foundation Stage. The framework is based on the principles that every child is a unique child, that children need positive relationships and enabling environments and that children develop and learn in different ways and at different rates.

The curriculum involves activities and experiences based on topics of interest to the children which develop:

- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy skills
- Mathematical development
- An understanding of the world
- Expressive arts and design skills



The National Curriculum:

All children in Key Stage 1 (Years 1 and 2) are taught the National Curriculum, which includes the following subjects: Maths, Science, English, Computing, Religious Education, Geography, History, Art and Design, Music, PE, Design Technology and Relationships, Sex and Health Education. Subjects are generally covered in 'topics' using our creative curriculum, which matches the needs of our pupils. They include exciting topics such as 'Muck, Mess and Mixtures' and 'Superheroes!'

Please look at the website for more information.



Educational Visits and Visitors

As part of the curriculum, visits and visitors are organised from time to time to support learning. These are usually to local places of interest, for example Lincoln Cathedral or Castle, museums and farms.

Occasionally the children may visit an area further afield, such as the Deep in Hull. Voluntary contributions are usually requested from parents and carers toward the costs involved in the visit. Although no child will be excluded from the visit whether or not they have made a contribution, a visit or visitor may need to be cancelled if the school does not have enough funds to cover the costs. Please see our Charging Policy for more information.

The school reserves the right to exclude from a visit or visitor a child whose behaviour creates a risk to their safety or the safety of others.



Special Educational Needs

Many children will at some time in their educational careers require additional intervention and support. Sometimes that extra help will be provided within the classroom situation, or alternatively an individual child or small group of children will be withdrawn to receive extra support. Parents are always consulted if there are any concerns about a child. Our Special Needs Lead works very closely with the class teachers to support the children.

Further information about Special Educational Needs is available on request at the school office and on our website <https://www.st-faiths.lincs.sch.uk/send/>.

Amongst the agencies available to the school are Family Support Workers, Children's Centre staff, School Medical Officers, Nurses, Speech Therapists, Educational Welfare Officers, Educational Psychologists and Behavioural Support Services.

Religious Affiliation and Collective Worship



The school is a Church of England Voluntary Controlled school. The original school was thus financed by the church. This entitles the Church of England to nominate three Foundation Governors to the Governing Body and influence the ethos of the school. Religious education is mainly Christian in character and content but strictly non-denominational.

An act of Collective Worship is held daily. Our Collective Worship mirrors the aims, ethos and values of our school and offers pupils opportunities to reflect individually on spiritual issues. From time-to-time representatives of other denominations and faiths will be involved in worship. We do not seek to convert, and we respect the integrity of the religious communities from which the pupils come. Our policy on Worship is in general accord with the Diocesan policy on Worship in Voluntary Schools and a copy is available on request at the School Office.

Keeping you Informed

Progress Evenings and Appointments with the Teacher

Throughout the year, parents are welcome to discuss concerns or problems at any time. An appointment will ensure the availability of staff at a mutually convenient time, usually after school. Progress Evenings are held each term for a more general review of progress and an opportunity exists after reports are sent out in the Summer term to discuss their content and pupils achievements. The regular school newsletter will announce details well in advance. Also, informal drop-ins are held for parents and carers to look at work and books.

Educational Records and Pupils Achievements

Staff keep on-going records and information about the children's progress, and formally record this at the end of each term. Parents may have access, by appointment, to these educational records. In Nursery and Reception, children are assessed in ages and stages and against the Early Learning Goals at the end of Reception. Tapestry, an online assessment tool, is used to record progress in Nursery and Reception. Parents are given access to Tapestry so that they may add their own observations whenever they wish. They are also encouraged to add their own assessments and will receive email alerts when new assessments are added by the school.

From Year 1 and in Year 2, children are assessed against National Curriculum objectives.

Parents will receive a written school report in the summer term detailing the teacher's assessment of their child's progress over the year. In addition to this, Year 1 parents, whose children will undertake a statutory phonics assessment in June each year, will receive information about whether or not they have met the required level. Children in Year 2 will undertake the National SATS Tests. These tests are used to help teachers make judgements about whether each child is working at, above or below the expected level for their age in reading, writing, maths and science. These judgements are reported to parents in July.

Child Protection

All staff and Governors receive regular Safeguarding Training and there are 4 named designated members of staff, Mrs Konrath, Miss Wright, Mrs Palmer and Mrs Simpson. Mrs Garrod-Mason is the named Safeguarding Governor. All staff and volunteer helpers read and sign the school's Code of Conduct and the Child Protection and Safeguarding policy. Any concerns are dealt with confidentially and immediately, with advice and support from relevant agencies.

Parents and carers should be aware that staff have a duty to report any concerns to the relevant authorities.

Concerns:

We strive to deliver the best possible education within the resources provided by the LA and Government. We also aim to care properly for the health, safety and welfare of all of the children in our care. If you have a worry or concern, PLEASE LET US KNOW AT ONCE so we can look into the matter. Every single child is very important to us and we always try our best to sort out any problem no matter how small.

Complaints

The school has a Complaints Procedure which gives helpful information on the best way of expressing any such concerns. In the first instance, if you are worried about your child, please speak to the class teacher concerned. They will listen carefully to your concern and take the appropriate action. If your concern is not resolved by the teacher, please raise the matter with the Head by making an appointment so she can try to resolve the problem. You can get a full copy of the Complaints Procedure, or any other policies, from the Administrator. It is also available on the school website.

Additional information about the School Day

Snack time

Water and fruit are provided daily. In Nursery and Reception milk is also provided. Children in Year 1 and 2 can buy milk each day, and children entitled to Pupil Premium will be provided free of charge.

Many children bring their own drink to school, in a reusable plastic bottle. Please do not send your child with a single-use bottle, as we do not encourage the use of single-use plastics. Our own water bottles are available to buy.

You may also wish to provide an alternative healthy snack, such as fruit or vegetable snacks.



Lunch time

At lunchtime, the children may either bring a packed lunch, or enjoy a free hot school meal from our provider 'Good Lookin Cookin'. Free school meals are available for all pupils in Reception, Year 1 and Year 2. Nursery parents wishing to take up a hot meal will need to buy them at a cost of £2.52 per meal. Meals are ordered online at www.goodlookincookin.co.uk and **must** be ordered a week in advance.

For safety reasons, hot food and hot drinks are not permitted in packed lunches. Drinks should be milk, water or still fruit drinks in unspillable plastic containers, preferably with straws.

Water is available. Parents are asked to ensure that their children bring a balanced diet **without sweets or chocolate** to encourage healthy growth and teeth. All food should be packed in a suitable small container clearly marked with the child's full name on its outside cover. Large insulated containers are regrettably not permitted because of severe space problems. A small cool pack is a useful addition to lunchboxes to keep food cool until lunchtime.

If you are in receipt of certain benefits or you are in the armed forces, the school may get extra funding, called the pupil premium, to help with a wide range of things such as extra help in school and free places at after school clubs. Please ask for more information at the school office or respond to the information that is sent home.

Parking

In order to keep all the children and their families' safe, we have a no parking policy for parental cars between 8.30am and 9.30am and 3pm – 4pm, unless you hold a disabled badge.

Please try to walk to school if at all possible. If a car is necessary, please park in neighbouring streets early enough to allow your child to be at school on time. There is pedestrian access into school available from both West Parade and Blenheim Road.



Attendance

Punctuality

We ask that parents and carers ensure that their children arrive at school on time. This ensures that teachers can start the day promptly. The gate is closed at 9.05am and latecomers will need to come into school via the front entrance. A late child misses a vital part of the day, so lateness is regularly monitored.

Absence and Holidays

It is vital that you let us know if your child is going to be absent from school, for any reason. Please telephone school between 8.00am – 9.30am to notify us, giving the reason for his/her non-attendance. The School sends letters to parents/carers in the case of a high rate of absence or lateness in any one particular term.

Head teachers are unable to grant any leave of absence during term time, unless there are exceptional circumstances. This means that parents and carers are not able to request leave of absence for any reason, including for a family holiday, unless they can demonstrate that there are **exceptional** circumstances involved. These circumstances must be put in writing for the attention of the Head Teacher prior to any arrangements being made.

Attendance Statistics

The Government require schools to report the number of unauthorised absences as defined by them. It is therefore very important to let school know about any absence and the reasons for it. Attendance is monitored monthly and close attendance is paid to pupils with attendance in any one term below 95%. Pupils with attendance consistently below 90% are considered to be 'persistent absentees'.



Health Matters

Illness or Accidents at school

If a child has a minor bump or graze, we will apply first aid and sympathy until the child recovers. If he or she becomes unwell or is sick, we would normally try to contact the parent/carer as soon as possible so that the child can be taken home or to the doctor. In case of more serious cases of illness or accident, we would seek immediate medical attention by either calling a doctor or ambulance or taking the child to hospital and remaining with them until the parent/carer arrives. When a child has a head bump, even if we are happy for the child to remain in school, parents or carers will receive an email or phone call (depending on the severity) to inform you of the incident or accident. Even when parents or carers have been informed, paperwork regarding the incident or accident will always be sent home and a copy remains in school.

IT IS ESSENTIAL THAT PARENTS PROVIDE THE SCHOOL WITH SEVERAL UP-TO-DATE TELEPHONE CONTACT NUMBERS AND ADDRESSES AT ALL TIMES OR THAT OF A RELATIVE OR FRIEND WHO COULD BE CALLED UPON IN AN EMERGENCY.

Medication and Medicals

Asthma

Please ensure we are given full details for the usage of inhalers in school. Asthma cards are available from the school office and a register is kept of all asthma sufferers. Inhalers must be clearly marked with the child's full name and kept in school. Teachers are not responsible for ensuring children use their inhalers but will do their best to remind them before playtime or PE lessons.

Medicines

If your child has a prescription from the doctor and the medicine must be administered during the school day, parents may sign a form to say that they are happy for a staff member to administer it.

Staff will supervise a child self-administering medication on a school visit, when travel sickness tablets are required for a return journey. If parents request this, they must complete and sign a form before the visit. This form is available from the school office.

Management of Long-term Medical Conditions

We aim to support children with long term medical conditions so that they may access the curriculum as fully as possible. Where appropriate we will develop a health care plan for a child, which clearly outlines details of the child's medical conditions, special care requirements, what constitutes an emergency for that child and the action to take in such a situation. This plan is drawn up with the child's parents, with guidance from the child's GP or hospital consultant where appropriate. The plan is reviewed as necessary and relevant training provided for staff if required. Further details can be found on our website.

Infectious diseases

Please do not bring your child to school if they have any infectious illness. If in doubt please contact your GP for advice and contact the school office. We do ask that children who have been sick or had diarrhoea remain away from school until **48 hours AFTER THE LAST BOUT**.

School Governing Body

St Faith's has a Governing Body of 12 members who meet each term. Additionally, Governors attend sub-committee meetings regularly. These are the Resources and Standards Committees. Parent Governors are elected to serve for a period of four years as and when vacancies occur. In the event of a vacancy, all parents are carers are notified and invited to stand for election. Please contact the Administrator or see the school's website for a list of current Governors.

The Governing Body consists of:

- 2 elected parents
- 1 nominated Local Authority Governor
- 1 elected staff Governor + the Headteacher
- 3 Foundation Governors
- 4 co-opted Governors

Further details about Governors can be found on the school website.

Thank you

I hope this booklet has been informative. It would be impossible to detail all aspects of school life.

The information contained herein is correct at the time of publication although it should not be assumed that there will be no change in arrangements and details before the start of or during the school year in question or in relation to subsequent years.

We are delighted to welcome you to St Faith's and look forward to working with you to give your child the best possible start to their school career.

Amanda Konrath, Headteacher

