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## WELCOME TO ST LUKE'S

St Luke's is a Church of England Voluntary Controlled Primary School for boys and girls aged 4 - 11 serving the village of Endon and surrounding district, including parts of the City of Stoke-on-Trent. The School's Motto,

*"Helping Lights Shine for All"*

and the mission statement, stress the uniqueness of the individual child, our belief in gospel values and a commitment to the best possible education for your child.

We strive to enact pedagogic & leadership principles of trust, choice, collaboration and inclusion. We challenge fixed ability labelling or notions of fixed identities, which can create artificial barriers to our ever expanding potential. These principles aim to reflect the gospel message demonstrated by Jesus throughout his ministry.

As a school community of children, parents, staff and governors, we aspire to our actions and attitudes being underpinned by 'The 5Bs of Great Learning' (attitudes):

- Be Honest
- Be Considerate
- Be Positive
- Be Determined
- Be the best YOU CAN BE



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## GENERAL INFORMATION

St Luke's Primary School is a voluntary controlled co-educational school, which caters for children between the ages of 4+ and 11+. The school is maintained by Staffordshire County Council.

Address: Leek Road  
Endon  
Stoke-on-Trent  
ST9 9EB

Telephone: 01782 502369

Email: [office@st-lukes-endon.staffs.sch.uk](mailto:office@st-lukes-endon.staffs.sch.uk)

Head teacher: Mr Phil Wright

Chair of  
Governors: Mrs Jane Cox

School  
Chaplain: Reverend Alan Betts

## SCHOOL MISSION STATEMENT

As a voluntary-controlled church school, we strive to ensure the best possible learning journey for children in our care; encouraging the development of values and attitudes, skills and knowledge, that will 'release the potential' in each individual, for the benefit of others, in an ever changing world.



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## **ADMISSION ARRANGEMENTS**

Applications are invited to our Reception Class through the County Council. Online applications are encouraged although completed application forms may be accepted at the school office. Admission criteria falls in line with Staffordshire County Council policy and details can be found on the Admissions website.

<http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/primary/home.aspx>

Our class sizes are 30 in Reception and Key Stage One; in Key Stage Two our class sizes are occasionally slightly greater.

If your child is already of primary school age and you wish to make an in year application, please contact the school office.

## **PROCEDURES FOR INDUCTION**

Any parent wishing to choose St Luke's for their children should contact the school to arrange a visit.

During the summer term before entry, successful applicants will be invited to attend short sessions in Reception Class. These visits are intended to support the transition of children into our Early Years setting.

A new intake parents evening is held during the summer term, providing an additional opportunity for parents to meet the staff and discussion transition arrangements



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## THE SCHOOL CURRICULUM

All pupils within the Foundation Stage engage in a range of learning experiences based upon the Early Learning Goals; Spiritual development, personal, social and emotional, language, literacy and communication, mathematical development, creative development, knowledge and understanding of the world and physical development.

In Key Stages 1 and 2, all pupils access the National Curriculum which consists of the following areas:

**Core** English, Mathematics and Science

**Foundation:** Religious Education, History, Geography, French, Design Technology, Music, Art and Physical Education and Computing.

*NB: On transfer into Year one, some children may still be working within the Foundation Stage Early Learning Goals. As in all year groups, the curriculum is planned to cater for children working at various levels of ability.*

Planning in each year group is carefully structured to accommodate the needs of every pupil. It is our aim to provide a broad and balanced curriculum which promotes creativity, excellence and enjoyment, with opportunities for independent learning. Class teachers deliver lessons using a variety of teaching styles to ensure that the school meets the needs of every learner. Creative lessons include opportunities for collaborative and independent activities.



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The curriculum is designed to:

- Instil respect for religious and moral values and respect for others.
- Help pupils develop lively, enquiring minds and the ability to question and apply themselves to tasks and physical skills.
- Teach pupils to use language and number effectively
- Facilitate pupils understanding of the world in which they live, their own responsibility and contribution and the interdependence of individuals, groups and nations. This is implemented through teaching units which incorporate sustainability, cultural awareness and economic wellbeing.
- Nurture an enthusiasm for learning, in order to equip them with independent life-long learning skills.
- Involve pupils in setting realistic and challenging targets in order to achieve success and raise aspirations.

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## RELIGIOUS EDUCATION

As a Church of England School, the teachings of Jesus remain central to every aspect of school life. Participation in a daily act of worship is a fundamental part of each day at St Luke's and our school works closely with St Luke's Parish Church to enhance the quality of our worship. Every class prepares and leads an act of worship throughout each term with parents, families and parishioners warmly welcomed.

At St Luke's, our aim is to engender in our children an understanding that they are children of God with a strong emphasis on gospel values. To achieve this aim, our RE curriculum is supplemented by units of work from the Lichfield Diocese. In addition, children study work on the saints and stories from the Old and New Testaments, engage in circle time sessions and Personal, Social and Health Education.

All pupils learn about other religions and cultures and are encouraged to show respect and acknowledgement for the beliefs of others through open discussion and shared experiences.



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## LANGUAGE AND LITERACY

At St Luke's we recognise that language is central to all learning and we appreciate that language empowers children to communicate creatively and imaginatively, as well as allowing them to engage with others at an early age. It is our aim to teach, support and encourage children to develop as enthusiastic, confident, independent users of language through the spoken and written word.

In Reception Class the emphasis is placed upon communication, language and literacy development through structured play, child choice and teacher directed activities including the daily Letters and Sounds phonics programme.

In Key Stage One, daily phonics is continued to develop children's understanding of reading and spelling patterns in addition to a daily literacy lesson.

Our highly experienced teachers deliver exciting learning opportunities in literacy aimed to instil a love of reading and language in our children. A complete range of language skills are taught every day throughout the school which include speaking and listening, writing in a variety of forms and for different audiences, reading with understanding, research and retrieval of information and fostering an appreciation and love of literature. Children learn grammar and spelling, appropriate to their needs, and to help them to write with fluency and efficiency.



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## MATHEMATICS

Mathematics at St Luke's aims to focus upon real life problem solving skills in addition to developing efficient strategies for mental and written calculations. The work is developed through a series of graded topics and experiences which facilitates appropriate, stimulating and challenging activities which are differentiated for various levels of ability.

We stress the importance of knowing multiplication tables and number bonds and look for evidence of this in weekly mental arithmetic lessons.

## SCIENCE

There is a strong emphasis on investigative learning in science, with pupils working collaboratively, undertaking practical activities, discussing their work and drawing their own conclusions from their results.

Science topics are most often linked to the creative curriculum, linking to real-life situations. This enables our science lessons to be more meaningful.



## CREATIVE CURRICULUM

As a forward thinking school, we are constantly seeking to make improvements to our school curriculum in order to improve the outcomes for the children in our care. Our creative curriculum, covers the foundation subjects of history, geography, design and technology, computing, PE, art and PHSE.

Each half term children experience these foundation subjects through a topic based approach which encourages our learners to develop thinking skills whilst setting challenges for individuals to improve. This approach develops children's ability to reason and problem solve as well as improving collaborative working skills.

Through this approach to learning, children are developing their awareness of how to learn and subsequently are able to sustain that learning ability.

## COMPUTING

The school is committed to developing digital literacy in our children and has developed the provision of ICT to include wireless ICT provision across the building. New laptops and iPads have enabled the curriculum to become mobile.

ESafety is part of our ICT curriculum to ensure that children are clear about how to stay safe online.



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## MODERN FOREIGN LANGUAGES

French is taught at St Luke's in Key Stage Two classes to develop early language learning skills and encourage understanding of different cultures. French is taught as a series of highly interactive lessons using ICT based programmes.

## PHYSICAL EDUCATION

Sport at St Luke's has a very high profile and children are encouraged to participate in a wide variety of extra-curricular sports activities.

Our dedicated PE leader is highly ambitious for the school and our sporting accolades are many, the school usually taking many of the trophies at the local schools' sports presentation evening.

Teams include cross country, cricket, hockey, netball, swimming, athletics and football.

## MUSIC

Music also has a high profile at St Luke's. In addition to curriculum music lessons, the school offers individual and small group instrumental tuition. This includes brass, violins and cello, woodwind and individual piano lessons.





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## **SPECIAL EDUCATIONAL NEEDS**

The school follows the DFES Code of Practice for the identification and assessment of pupils with special educational needs. Special needs may include learning, physical or emotional difficulties. The school has a Special Educational Needs Co-ordinator who liaises with parents staff and support agencies. The school will call on the support of an external agency to give advice.

The school has a policy for Special Educational Needs, a copy of which can be obtained from the school office.

A range of support strategies are currently established in school to assist pupils with difficulties and these are closely monitored by the school SENCO. Parents are consulted and involved at every stage when planning individual provision.

## **MORE ABLE AND TALENTED**

As part of the curriculum, class teachers plan work to challenge more able children to ensure that they continue to make expected, or greater than expected, progress. In addition to this, more able students are able to access opportunities provided through the High School and Primary Schools cluster.

## **HOMEWORK**

Homework is given throughout Key Stage One and Two and is usually related to literacy and numeracy. In addition children may be asked to undertake research, learn spellings and tables and complete unfinished classwork at home.

Children's reading activities are recorded in a home-school diary, which parents are expected to sign regularly.



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## **THE SCHOOL DAY**

The school operates a flexible start to the day. Reception class children can be brought directly into their classrooms between 8.45 and 9.00 am.

The main school also operates a flexible start to the day; classroom doors are open at 8.45 to begin registration at 9.00am. The school day ends at 3.15pm for Key Stage One children and 3.20pm for Key Stage 2.

Lunches are taken in the school hall with the opportunity, on good weather days, to dine outside. The school is flexible in its choice of cooked lunches and children are able to select this meal option for less than a full week if they prefer.

## **ATTENDANCE**

Regular attendance is crucial for children to achieve to the best of their ability. Lateness and pupil absence is recorded and closely monitored by administration staff and the Headteacher, following local authority guidelines.

Parents are strongly discouraged from removing children from school during term time. Children are not expected to take holidays during term time and this should only be permitted in exceptional circumstances. Exceptional circumstances do not include; annual holidays, cheaper during term time, auditions, etc.

## **CLASS SIZES**

Class sizes in Reception and Key Stage One. In Key Stage Two, the governors have the discretion to increase the number of pupil places beyond 30 in certain circumstances.



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## ORGANISATION OF THE SCHOOL

Reception Class	Mrs Birch - Class teacher Mrs Jones - EYFS Support
Year One	Miss Dunn - Class Teacher Miss Hambleton - Learning Support-HLTA Mrs Eardley - Learning Support
Year Two	Mrs Elkin - Class Teacher / KS1 Mrs Holland - Learning support Miss Schonau - Learning support
Year Three	Mr Jennings - Class teacher Mrs Shelley - Learning Support / HLTA
Year Four	Mrs Deavall - Class teacher Mrs Caulfield - Learning Support
Year Five	Miss Taylor – Class Teacher Mrs Snow - Learning Support Mr Stokes – Learning Support
Year Six	Mrs Woodward - Class teacher Mrs Thompson - Learning Support Mrs Heath – Learning Support
Administration	Mrs Elliott – Finance & HR, Admin Supt Mrs Taylor - Admin support
Site Technician	Mr Mycock



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## COMMUNICATION WITH PARENTS

At St Luke's we value and recognise the benefits of an effective partnership between home and school. On entry to the school, all parents are expected to sign a Home School Agreement, which outlines expectations from the school, pupils and parents.

Our School newsletter is published onto our school website monthly, providing information and guidance to parents on all aspects of school life. In addition, the school operates a text facility to inform parents of any last minute changes or important events.

Parent, pupil, teacher conferences are held each term to enable parents to discuss their child's progress in line with their targets to improve.

Each child is supplied with a home - school diary which is used to record homework and reading details. Parents are encouraged to add any comments in addition to recording their child's reading progress.

Good communication is essential to the well-being of the children, parents and staff. Parents are strongly encouraged to discuss any concerns with staff by prior appointment. The Headteacher operates an 'open door' policy and will endeavour to meet with parents/carers at the earliest opportunity.

A copy of the formal complaints procedure is displayed in the main entrance area.

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## **AFTER SCHOOL ACTIVITIES**

Our school is proud to offer a range of activities to complement and extend our curriculum. These activities usually run until 4.15pm and are led either by staff on a voluntary basis or by outside agencies, for which a small fee is charged.

A list of current clubs on offer is available on the school website. Some of the activities throughout the year include:

ICT, football, netball, cricket, drama, cookery, gardening, sewing, board games, choir, tag-rugby, X-country, ocarina and super stories.

## **BEHAVIOUR IN SCHOOL**

High expectations for good behaviour and a consistent approach to discipline and behaviour management is fundamental if children are to remain happy and secure.

Within the school and beyond the school environment, there is a strong emphasis on respect and courtesy towards others.

We believe that positive behaviour management encourages children to want to succeed and our school has a range of strategies to encourage a positive working environment.

A copy of the behaviour policy is available from the school office.



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## **SCHOOL UNIFORM**

All pupils are expected to wear the correct school uniform at all times. It is the policy of the governors that all children wear school uniform, which is as follows.

### **Boys**

Blue jumper with school logo  
White school shirt (not fashion shirt)  
School tie  
Dark grey flannel trousers  
Grey socks and black shoes



### **Girls**

Blue cardigan with school logo  
White school shirt (not fashion shirt)  
School tie  
Dark grey skirt, pinafore or trousers  
White socks and black shoes

### **Summer Term only**

Girls may wear blue and white checked summer dress  
Boys may wear shorts  
All pupils may wear navy or black summer sandals

### **PE Kit**

Navy T shirt (with/without school logo)  
Navy shorts  
School sweatshirt with school logo  
Navy jogging bottoms (winter)  
Black plimsolls (trainers and/or boots in KS2)

In the interests of safety, jewellery must not be worn. This includes earrings which are not permitted, even if covered with a plaster.

Hair should be conventionally cut and well groomed at an appropriate length. Shoulder length hair should be tied



back. Highlights / lowlights, fashion accessories 'extreme' hairstyles, shaven heads or tram lines are not permitted.

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### **PUPIL ABSENCE**

If a child is unwell and is unable to attend school, parents must contact the school on the first day of absence. This can be done by telephoning the school to leave a message on the answerphone. An accompanying note should be sent with the child on returning to school. Failure to notify the school may result in the absence being classified as 'unauthorised.'

If a child becomes unwell at school, then parents or carers will be notified as soon as possible. Parents are required to keep the school updated of any changes to contact numbers to enable swift contact to be established in the event of an emergency.