

# LUDDINGTON & GARTHORPE PRIMARY



## Welcome to Luddington & Garthorpe Primary

We hope that you and your child find the experience enjoyable. We are very proud of our school and are happy that you have chosen for your child to join us.

This booklet is aimed to help to answer any questions you may have about the school day and other routines. If you have any questions, please don't hesitate to contact the school, either by emailing [admin.luddingtongarthorpe@northlincs.gov.uk](mailto:admin.luddingtongarthorpe@northlincs.gov.uk), or phoning us on 01724 798228. If no one answers the phone, please leave a message and we will get back to you. Thank you

## What happens if my child is ill at school?

What happens if my child is ill at school? Please inform staff of any health problems, that your child may have e.g. allergies, eczema, asthma, and of any other upsets that might affect them during the day i.e. if they have had a nosebleed in the morning or complained of feeling unwell. If your child complains of feeling unwell at school we will notify you at home or work to see if there have been any concerns that morning. Depending on the time of day and how unwell your child actually is you may be asked to come and collect your child from school.

If your child has any medical conditions, we will ask you to complete a medical form. We are able to administer medicine in school but you'll need to fill in a form at the start of the treatment to give the staff permission to administer.

## Where do I buy the uniform from?

You can order and pay for school uniform on line from School Trends by following the link:

[www.schooltrendsonline.com/uniform/LuddingtonGarthorpePrimarySchoolDN174QP](http://www.schooltrendsonline.com/uniform/LuddingtonGarthorpePrimarySchoolDN174QP)

Or visit [www.schooltrendsonline.com](http://www.schooltrendsonline.com) Simply go to the website address, then select 'Find my School' and follow the order instructions.

### Girls

- Royal Blue sweatshirt
- White blouse or polo top
- Grey trousers or skirt
- Black shoes

### Girls PE Kit

- White t-shirt
- Blue shorts
- White ankle socks
- and black plimsolls

### Boys

- Royal Blue sweatshirt
- White shirt or polo top
- Grey tailored trousers or shorts
- Black shoes

### Boys PE Kit

- White t-shirt
- Blue shorts
- White ankle socks
- and black plimsolls

Trainers or football boots can be worn for outside activities

## What happens if I want to take my child out of school in term time?

Government legislation dictates that parents should not take their children on holiday outside an official school holiday period as even in the younger years the children miss important aspects of the school curriculum. On the rare occasion where it may be necessary for children or families to be away for "exceptional circumstances" it will be necessary to request permission from the headteacher by submitting a "Leave of Absence" request form which is available from Mrs Harris or Mrs Morton in the school office.

*What time does the school open/close?*



The school day starts at 9.00 a.m. We operate a soft opening system, where children are welcome to come in from 8.45 a.m. You are welcome to stay in Foundation until your child has settled.

Lunch is between 12.00-1.00 and the day ends at 3.30 p.m.



## Who are the staff?

Mrs Bassindale - Head  
Teacher

Mrs Harris - Business  
Manager

Mrs Morton - Administrative  
Officer

Mrs Gracey - Caretaker

### Teachers:

Miss Dixon

Miss Woodmansey

Mrs Eggington

Mr Cullen

Mrs McDermott

### Support staff:

Mrs Ledgerwood

Mrs Beasley

Mrs Pullan (lunch times)

The designated safeguarding lead is Mrs Bassindale. The deputy safeguarding leads are Mrs McDermott and Miss Dixon

## What should my child bring to school?

It is important that your child's PE kit, contained in small drawstring bag is with them in school every day. Please make sure that if you take it home for washing at the end of the week, half-term or term that it is returned on the next day back at school. We also like the children to have a school book bag. Book bags should be brought to school along with the reading record every day, even if you have not had a chance to read the book with your child. There is an expectation for all children to read at least 3 times a week with an adult once they are issued with a school reading book.

## Do I need to pay for school lunches?

While your child is in nursery, they only attend between 9 and 12 o'clock. At the moment, children who are in EYFS (Reception) and KS1 (Years 1 and 2) receive a free lunch as part as the Universal Free School meals offer.

Once your child moves into KS2 (Juniors), you will be charged for school meals unless you qualify for pupil premium. You can send money in to school in a name envelope, or you can pay online.

Here's the link to explain about how you can pay.

<http://www.northlincs.gov.uk/schools-libraries-learning/schools-colleges-education/school-meals/paying-for-school-meals/>

Your child will also receive a free piece of fruit every day at break time.

School website: [www.luddington-school.org.uk](http://www.luddington-school.org.uk)

