



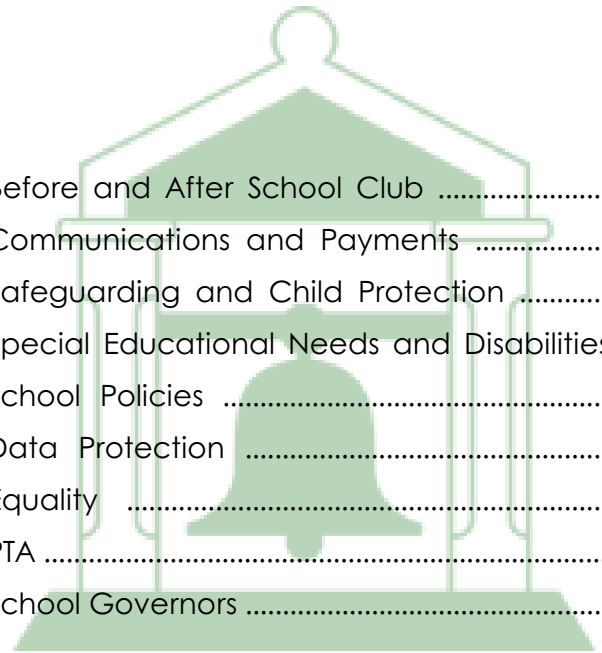
Salford CE Primary School



School Information Booklet

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Term Dates

Autumn Term 2026

School Opens	Wednesday 26th August
Bank Holiday	Monday 31st August
Half Term	Monday 19th October - Monday 26th October
School Closes	Friday 18th December

Spring Term 2027

School Opens	Monday 4th January
Half Term	Monday 15th February - Friday 19th February
School Closes	Friday 22nd March

Summer Term 2027

School Opens	Monday 5th April
May Day Bank Holiday	Monday 3rd May
Half Term	Monday 31st May - Friday 4th June
School Closes	Friday 9th July

Welcome to Salford CE Primary School

On behalf of the staff, pupils and governors, we would like to welcome you and your child to Salford Church of England Primary School. We will do all that we can to make your child's start to school as smooth and as straightforward as possible. We believe that the partnerships between parents and school are essential to enable your child to settle quickly and make progress during their time at school.

At Salford School we pride ourselves on our values and aims and believe in creating a safe and stimulating learning environment where all children are encouraged to reach their personal best.

We set high expectations for all and generate an ethos underpinned by Christian values, respecting each other. All children are encouraged to develop a positive attitude and a love of learning. We aim to create experiences that will become fond memories for life.

Our aim for new pupils, is to ensure that they feel safe, secure and valued as individuals. Please do not hesitate to contact school if you have any queries or worries, so that we can work together to sort them quickly.

We have produced this document in order to give you all the information you will need to help your child start school. We would be grateful if you could download the Arbor Parent Portal when you receive login details and complete the online request for information about your child.

We look forward to welcoming you to our school community.

Mr Ash Ward
Headteacher



Vision, Values and Behaviour

Our vision and values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

Our Vision:

Staff work in partnership with parents and carers to enable all children to reach their full potential. Our hope is that by providing a nurturing ethos embedded in the delivery of a high quality education children learn that they can make a positive contribution to the diverse society of today.

Our Mission Statement:

"I am the light of the world"

Again Jesus spoke to them, saying, "I am the light of the world. Whoever follows me will not walk in darkness, but will have the light of life." (John 8:12 English Standard Version) We all try to make the right choices. As we try to do our best at all times we hope to reflect the nature of Christ — His love, compassion, and forgiveness.

We hope His light shines through our attitudes, words, and deeds.

Our Motto:

'Always trying to do our best so that we can shine'

Our Values:

We aim to serve our community by providing an education of the highest quality within the context of religious belief and practice. We encourage an understanding of the meaning and significance of faith and promote Christian and British values through the experience it offers to all our pupils.

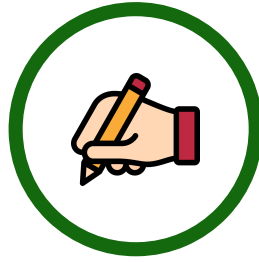


Getting Ready for School

Preparing your child to start school for the first time can feel overwhelming, especially if you're unsure what to expect. We've put together some helpful tips to support your family and make the transition as smooth and positive as possible.



Practise the school run



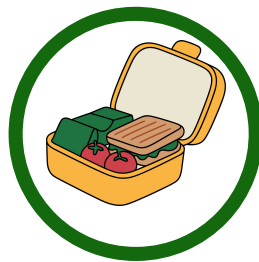
Name label all your child's things.



Make a note of all the key dates



Try putting coat and shoes on independently



Practise opening lunch boxes and waterbotles



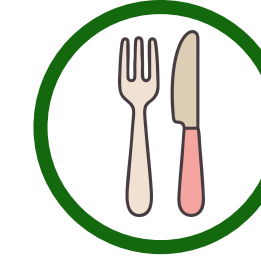
Wash and dry hands independently.



Answer your child's questions and share positive thoughts



Use the toilet independently



Encourage using cutlery and eating independently

Starting School Useful Information

Starting school can be an exciting but anxious time for both parents and child. Our handbook aims to give information about our school, your child's education and ways that you can help to prepare them for that 'first day'.

On joining school in Foundation, your child will be welcomed into Base 1. This class is comprised of our Foundation and Year 1 children.

Following the first two weeks for Reception children, the school day begins at 8.45am and ends at 3.15pm. The children will enjoy a variety of lessons, following the school curriculum. The children will use the playground to the front of the building, and walk up to the village hall for lunch. Make sure you send weather appropriate coat or sun cream as we walk up every day whatever the weather. They will have PE twice a week. **On these days they will come to school in their PE kit for the whole day.**

If your child joins our school part way through their education, they will join either Base 2 or Base 3. Base 2 is for our Years 2 and 3, while Base 3 is for our children in Years 4 to 6. Our Year 6 children will often be taught key subjects (English and Maths) separately to their classmates in readiness for the SATS. All the children in Base 2 and 3 will have PE twice a week, and **they too will come to school in the PE Kits on those days.**

Birthdays

On their birthday children can come into school in their own clothes. If their birthday falls in a holiday or at the weekend, they can choose a day which is close to their birthday. Some families choose to send in a treat for the class on their child's birthday. We are happy to give those out at the end of the day, but in response to feedback from parents we have a policy of **not giving out sweets**. Chocolate or cakes are fine, but please be aware that we do have children in school with dairy and nut allergies. Some families send in something dairy free alongside other treats to include everyone, all treats should be nut free please.



Starting School Useful Information

Gold Book

Every Friday we hold a 'Gold Book' together in worship to celebrate the children's achievements in school (see certificates and trophies below). Every half term (usually the last Friday of the half term) we hold a Gold Book together in worship in church and families are welcome to attend. During this church service we celebrate children's achievements outside of school. Families are welcome to send into school any certificates, trophies, or achievements you would like to celebrate from home. We ask that these are clearly labelled, thank you.

Trophies

The Headteacher award trophy is given out each week on a Friday. Children can keep the trophy for the week, and we ask that they bring it back into school on a Thursday ready to be given out to the next child.

Certificates

Certificates for the head teacher award and shining star award are given out each Friday during Gold Book. The Headteacher award is given for academic success and the shining star award is given out for showing care, consideration, perseverance, resilience, having a good work ethic etc.

Messy Fiesta

We hold a Messy Fiesta every half term. We spend the day celebrating one of our Christian value words, such as Thankfulness, Justice, or Peace. The children work in their school house groups for the day and take part in four activities. We get together at the end of the day in church to celebrate what we have learnt throughout the day. Parents and carers are welcome to attend this service at the end of the day in church.

Other Church Services for Parents

We hold services for Harvest Festival in September, Remembrance in November, Christmas in December, Mother's Day in March, and an Easter service. Parents and carers are welcome to all these services, look out for more details in the newsletter.

Look out for key information in the newsletter each week

The School Day

The school day begins at 8:45am and end at 3.15 pm.

Before School

We open our school gate from **8.40 am**. A member of staff will meet and greet children, parents and carers on the gate and take any messages. The gate will be closed at 8:45 am. Children make their way to their classroom where they will be greeted by their teachers. If you arrive late and the gate is closed please buzz the gate and someone will let your child into school. We aim to get all children into school and ready to learn so if you have a concern or wish to share more detailed information about your child staff will be available at the end of the school day.

All pupils have a named peg and drawer and a space in the classroom for lunch boxes, book bags and water bottles.

If your child is not going to be in school for any reason please call or email the school office before 9.00am. We will call to chase absence if we have not heard by 9.15am.

After School

School finishes at 3.15 pm. The school gate will be opened at 3.15 pm.

Base One pupils will only be allowed to leave their classroom once their respective adult has collected them.

Base Two pupils will remain with their class teacher, outside their classroom (near Base Two window) until collected.

Base Three pupils can leave their classroom independently with the expectation that they will remain within the playground until collected. If any child is given permission to leave the school playground and not be collected by a parent/carers we will require a written letter from their parent/carers. We will always follow this procedure unless parents/carers have specifically made alternative arrangements.

Please can you let us know about any changes to collection of children before the end of the day, thank you.

If you are going to be unavoidably late please can you let us know by calling the school office. Children who are not collected by 3.25pm will be taken back into school (or in the case of Base One, remain in school) and parents/carers will be contacted.

We ask please that children do not play on the school play equipment at the end of the school day, thank you.

Attendance

We want and expect our learners to attend school every day.

We believe children who attend regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education.

Attending on time every day also helps pupils form good habits which can stay with them throughout their education and on into the workplace.

Lunchtime

Universal Free School Meal Scheme

All pupils in Foundation Stage and in Key Stage 1 (Years 1 & 2) are currently eligible to receive a free hot meal in school at lunchtime. This means that when your child has a hot dinner at school, there is no charge for this until they are in year 3, at which point meals are paid for on our online payment system. All hot dinners (including free ones) are ordered during registration and your child can switch between packed lunches and hot dinners daily. Our meals are delivered from an offsite kitchen and served in the village hall. You will find the current menu on our school website. www.scalford.leics.sch.uk/lunch-menu-healthy-eating/

Dietary needs can be catered for, such as religious or medical requirements. Any child suffering with a diagnosed food allergy must complete a special diet form. These can be requested from the school office.

Income Related Free School Meals

Families who receive certain benefits may also be eligible for free school meals. Registering for free meals provides the school with Pupil Premium funding which we can use to pay for valuable support such as extra tuition, additional teaching staff or school activities. Even though school meals are provided free of charge as an automatic entitlement for Foundation and KS1 children, it is very important that you also register if you are in receipt of these benefits. If you think that you may be eligible, please contact the local authority on 0116 3057093 at least four weeks before your child is due to start school.

Packed Lunch

If your child would prefer to have a packed lunch, they should bring it in a named container and your class teacher will let your child know where to place it at the start of the day. Please don't send any fizzy drinks. **We are a nut free school.** Please don't send any food containing nuts (e.g. peanut butter, Nutella or similar spreads or cereal bars containing nuts).

Milk, Fruit and Water

Our school milk, subsidised by the Government, is sourced through Cool Milk. All pupils under the age of five are eligible to receive 1/3 pint of milk each day free of charge. You will need to register your child with Cool Milk, to establish delivery of the milk to the school, through the website www.coolmilk.com. This entitlement continues until the week of their fifth birthday. At this time, Cool Milk will contact you to ascertain whether you wish to place a paid milk order, to ensure continuation of supply.

If you are eligible for benefit-related free school meals, your child can also receive milk free of charge after their fifth birthday with your permission.

Children in Foundation and Key Stage 1 receive a piece of fruit or vegetable every day and some children also bring a small, healthy snack from home in a labelled container which is eaten during break time. Children should also bring in a named reusable bottle for water (not fruit juice or squash) which they can drink during the day.

School Uniform

We believe that a school uniform encourages a sense of belonging and unique identity for our school children. We also like our pupils to dress smartly to show they have pride in their appearance. Grey trousers, skirts, pinafore dresses and green summer dresses can be purchased from a variety of places including supermarkets. PE shirts can be purchased from school, whilst stock lasts. **We also stock a wide range of good quality second hand school uniform. Please contact the school office for further details.**

Jewellery

In line with our uniform policy, jewellery is not allowed. If earrings are worn they must be a small stud type. Children will need to remove earrings, before PE lessons, sports activities and swimming. Children must be responsible for them at all times.

School Uniform

Boys

- Grey trousers or shorts
- Gold polo-shirt with or without logo
- Green sweatshirt with or without logo
- Green fleece with logo
- Grey/black/white socks
- Black shoes (no trainers)
- Book bag*

Girls

- Grey skirt or trousers
- Gold polo-shirt with or without logo
- Green sweatshirt/cardigan with or without logo
- Green/white checked summer dress
- Green fleece with logo
- Grey/green tights or white socks
- Sensible black shoes or sandals (no heels please)
- Book bag*

PE Uniform

- Black shorts (no skins please)
- Green t-shirt with or without logo (no skins please)
- Green fleece with logo
- Trainers or plimsolls

Stockists

- www.yourschooluniform.com - we have had a request from the company to advise parents to order uniform early so that if it does not fit you have chance to return it and get a replacement.
- www.greenlineservices.store/pages/scalford-primary-school - our local supplier in Melton Mowbray. 25/29 Pate Road Leicester Road Ind Est Melton Mowbray | 01664 482548
- Local supermarkets stock grey trousers, shorts, skirts, pinafore dresses and green summer dresses.
- Marks and Spencer stock our gold polo shirts and green jumpers : School Polo Shirts | M&S (marksandspencer.com).
- School also holds a range of good quality second hand school uniform which is free of charge

Please note:

- Long hair must be tied back.
- It is important that children wear sensible, flat shoes. This is because they have to walk to and from the village hall every day. Slip on shoes or ballerina style are therefore not appropriate.
- Please ensure all items of clothing are named
- A warm coat is recommended for the winter months, preferably with a fitted hat (to prevent losing hats). We also recommend a light waterproof coat during the warmer months as our British weather is so unpredictable and the children do walk up to the village hall every day, regardless of the 'majority' of the weather (except in exceptional circumstances).

Parents experiencing financial or other difficulty in providing school uniform for their children are invited to speak to the school office in confidence.

Medical Matters

The school keeps records of home, work or emergency contact telephone numbers for each child so that someone can be contacted in event of illness or injury. It is important that parents/carers tell the school office if any of these numbers change.

If your child is away from school because of illness, please telephone the school on the first day of absence before 9:30am to tell us the reason. Any absence without an acceptable explanation is counted as "unauthorised". Where levels of absence cause concern, they may be reported to the local authority.

We have many qualified first aiders and their opinion will always be sought if needed. If your child becomes ill, we will telephone you and ask you to collect them from school.

If your child receives a minor injury, you will be contacted by email with details of how and when the injury occurred. We will contact you by phone if there is a more serious accident.

We are also partnered with the School Nursing Service who are employed by Leicestershire & Rutland Healthcare NHS Trust. They work as part of a team in local healthcare with health visitors and the School Health Service. It is an important part of the School Nurse's role to promote good health for all young people in and out of school. They work with school staff, the pupils themselves and their families to support them at this important stage of development and schooling.

They are available as a listening ear to pupils and can offer advice on a range of health issues. Please do not hesitate to contact the school nurses by phone if there is anything that you or your child wants to discuss about any health issues related to their progress at school. They can be contacted on 0116 2642671.

Prescription medicines can be administered by school staff but you will need to complete the relevant form first. All medication needs to be brought to and collected from the school office by an adult, and it will be stored in a locked cabinet throughout the day. If your child needs long-term medication (e.g. asthma inhalers, epipens) please complete the relevant form in the Forms to Return Booklet.

If your child is not well, please keep them at home as germs spread easily between children in school. If your child has sickness or diarrhoea, they are not allowed to return to school for 48 hours after they were last ill to prevent bugs from spreading.

For further information on when to keep your child off school, please visit www.nhs.uk/live-well/is-my-child-too-ill-for-school/

Please let the school know if your child has head lice so that we can ask other parents in your child's class to check their children's hair. We won't identify your child in any messages that are sent out.



Before and After School Clubs

We believe that out of school activities are important to support what we do in our curriculum. We try to offer a wide range of clubs, for all ages of pupils.

We review our clubs regularly to ensure we are meeting children's needs and interests.

Breakfast Club

Our Breakfast club runs from 7:30am Monday to Friday each morning.

Each session costs £4.00 and a healthy breakfast is included in this price. Places will be available to book via Arbor.

After School Clubs

Our after school clubs run from 3:30 - 4:30pm from Monday - Friday, please check our newsletter for the sports/activities on offer. Places will be available to book via Arbor. Each session costs £4.50

(Prices are correct as of April 2026. These may change in the new school year.)

Communications and Payments

Communications to parents such as information letters and newsletters are sent by email. It is therefore very important that we have your correct contact details. We use a secure online system called Arbor to store records and send emails from which come directly to your personal inbox. You can also download the free Arbor Parent Portal app where you can access information about your child such as attendance records.

We have an active Facebook Page which we encourage you to join and follow. Information and photos are regularly shared here, with your consent, so please ensure you have granted/declined the permissions section on Arbor accordingly.

We operate a cashless system using Arbor for parents to make purchases on behalf of their children. Items such as school meals, trips and After School Club should all be paid for on this platform. Log in details and instructions for our payments and communications platforms will be sent to you shortly and we would encourage you to login and complete your child's details on there as soon as possible.

We have regular in-school events for parents, twice-yearly Parents Evenings and you are always welcome to make an appointment with your class teacher, the Headteacher or SENDCO as needed.

Safeguarding and Child Protection

Scaford CE Primary School believes that it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, throughout all the activities which the school undertakes. This means that staff and volunteers must be alert to possible concerns about every pupil, and to report these in a proper fashion. The school has a safeguarding and child protection policy which is available to download on our website.

Designated Safeguarding Lead: Mr Ward

Deputy Designated Safeguarding Leads: Mr Vella-Blake

Our school is part of Operation Encompass. For further details please see www.operationencompass.org

To report a concern about a child please contact the school office and ask to speak to any of the above people.

Special Educational Needs & Disabilities

We are committed to using our best endeavours to provide an appropriate and high quality education for all children which enables them to:

- Achieve their potential
- Become confident individuals living fulfilling lives
- Make a successful transition to the next phase of their education

We have the highest aspirations and expectations for all pupils, including those with special educational needs. We aim to achieve a community where parents and staff work together in a positive manner with clear and consistent approaches to communication, enabling all children to achieve their potential. We aim to provide all children, including those with special educational needs and disabilities, with a broad and balanced academic and social curriculum. This needs to be accessible and ensures they are fully included in all aspects of school life and feel equally valued and fully part of the school community.

Our SENDCO can be contacted via the school office.



School Policies

We publish our policies on our website www.scalford.leics.sch.uk/policies If you require a paper copy please ask at the school office.

Data Protection

The school is registered under the Data Protection Act 1984. Any information you supply to the school will be held and used only for the administration of the school and to support the education of your child/children. It may be held on computer databases.

If at any time you would like to verify the information that you have supplied, please contact the school office. We also ask parents to sign a photo consent form when your child starts school and these records are kept on file in the office and in registers.

Equality

We are committed to ensuring equality of opportunity for all pupils, staff, parents and carers irrespective of race, gender, disability, belief, sexual orientation, age or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life. We tackle discrimination through the positive promotion of equality, by challenging bullying and stereotypes and by creating an environment which champions respect for all. We believe that diversity is a strength which should be respected and celebrated by all those who learn, teach and visit us.

FOSS

The Friends of Scalford School is a committee comprising parents and teachers, whose main aim is to provide the children from the school with extra activities and treats that would not be available to them through school funds.

This is achieved by various fundraising methods, including refreshments at school events, cake raffles and large scale family events.

All money raised is used for the benefit of the children in school and in the community of which they are part.

Fundraising has enabled the children to take part in several workshops to complement their learning and extras such as planters in the playground, picnic mats and bibles. FOSS's greatest achievement to date has been replacing the old playground equipment at the village hall, which the children use on a daily basis, to provide brand new play equipment.

FOSS would not be able to achieve its aims without the hardworking, dedicated committee and the generosity of the parents and local community.

Meetings are held approximately every two months, where all are welcome to attend to discuss future fundraising activities and how best the monies raised are spent.

If you would like to find out more, or to join FOSS, they can be contacted via their Facebook Group- Friends of Scalford School (F.O.S.S) or the school office.

School Governors

School governing bodies are responsible for working with the school to ensure that it delivers a good quality education. Together with the Head of School, who is responsible for day-to-day management, they set the school's aims and policies.

The Key Roles of Governors:

- To ensure clarity of vision, ethos and strategic direction
- To hold the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- To oversee the financial performance of the school and make sure its money is well spent

We are very fortunate to have a strong and committed team of Governors here at school made up of Staff, Parents and Members of the Local Community.

To find out more please see www.scalford.leics.sch.uk/governors





We are proud to be a member of Learn Academies Trust. Learn Academies Trust was established in 2016, and comprises a mixed family of 19 Church of England and Community Primary Schools across Leicestershire, including Leicester City.

Our Church Schools also benefit from being part of the larger family of 97 schools and academies within the Diocese of Leicester. All our schools are highly inclusive. Children and families from all faiths and none are welcomed, respected and embraced equally at every one of our schools.

We believe in the power of education to transform lives.

We commit, in courageous fellowship, to the restless pursuit of our core aims of equity, well-being and excellence.





Scalford CE Primary School

Scalford CE Primary School
School Lane

Scalford

Leicestershire

LE14 4DT

01664 444 282

www.scalford.leics.sch.uk

A member of Learn Academies Trust, a charitable company limited by guarantee, registered in England and Wales with company number 08095439

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