



School Information Booklet

Lubenham All Saints CE Primary School

Welcome to Lubenham All Saints CE Primary School

Lubenham All Saints CE Primary School prides itself on the excellent achievement of its pupils, the dedication of the staff and the support of the parents, governors and wider community. At Lubenham we want children to be happy and confident and to develop an enduring love of learning.

We provide a happy and caring environment of mutual respect which is rooted in Christian teachings and seeks to develop the whole child. The school is located on School Lane in a beautiful Victorian building which is set within extensive grounds, including a large school field, a playground area and wildlife area for environmental studies.

The building maintains many original features, including the school clock set above the original main entrance. We offer wrap-around childcare at our popular breakfast and after-school club which runs from 7.45am in the morning and finishes at 5.15pm each evening.

We strive to promote a love of learning which will enthuse and motivate pupils in preparation for modern life. We want our children to create memories to last. We are proud to be a member of Learn Academies Trust, sharing best practice with our sister schools to ensure our children always benefit.

We are immensely proud of our school and everything the children achieve and we can't wait to welcome your child into our school.

**Mrs Sarah Bishop
Headteacher**



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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

Our School

Our school was opened in 1858 and has sustained its good reputation throughout. Today we welcome children from across the Harborough district, with many coming from our lovely village.

All our classrooms are based in the main school building, however our hall is located just behind this, enabling the children to come together for assemblies, lunchtimes and indoor PE.

Beyond our hall is our generous field, just perfect for football matches, games of hide and seek and Forest School sessions. We have a new wildlife pond, garden area and school chickens, that produce delicious eggs for sale.

Our most recent addition is our preschool, which sits alongside our early years provision. Here our youngest members of school fit seamlessly into school life, learning and playing with their peers.

We have very close ties to our village church and name sake, All Saint's Lubenham, where we visit for different services throughout the year.

We offer:

- On-site wrap-around care provided by our own staff, ensuring a continuity of care for your child.
- A variety of after school clubs and enrichment opportunities throughout the year - from apple pressing in the autumn and joining in with the Scarecrow Festival to whole school Christmas activity!
- Excellent outdoor spaces designed to foster a love of nature
- Computing equipment for all the children to access, a well-stocked library and the opportunity for children to learn a musical instrument.
- All food is cooked fresh from an exciting and enticing menu by our own experienced catering team
- A caring and nurturing community that supports all our children and families



Vision, Values and Behaviour

"Let Your Light Shine" Matthew 5:16
We Care * We Learn * We Achieve

We create a nurturing yet ambitious family community underpinned by strong Christian values to support and develop each unique child.

Through a rich creative curriculum children embark upon an inspiring journey of learning to let their light shine.

We believe all children can excel at Lubenham and we strive for every member of our school family to succeed and flourish with us.

At Lubenham All Saints we enable everyone to flourish and "let their light shine" through a whole school ethos built upon our Christian and British values.

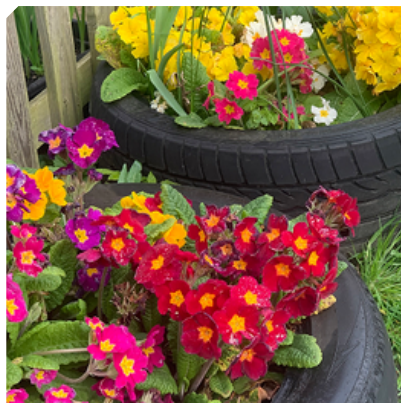
**Friendship, Dedication, Forgiveness, Hope, Service, Peace, Liberty, Rule of Law,
Democracy, Respect, Tolerance.**

We make sure we:

- Work together with families, pupils and the wider community for the good of all
- Deliver a rounded, rigorous and knowledge rich curriculum
- Strive for high academic standards and are ambitious for all our pupils to achieve personal excellence
- Recognise and celebrate success in all its forms; letting our pupils shine

The Lubenham Way - Lubenham All Saints Code of Conduct:

- *Choose Respect*
- *Choose Kindness*
- *Do your best*
- *Step up and take part*

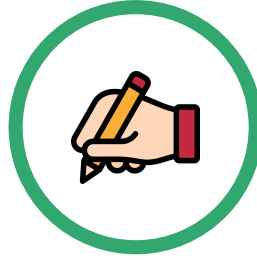


Getting Ready for School

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



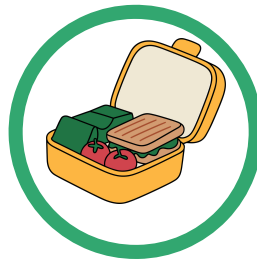
Name label all your child's things.



Make a note of all the key dates



Try putting coat and shoes on independently



Practise opening lunch boxes and waterbotles



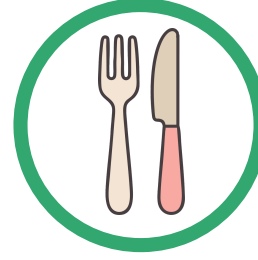
Wash and dry hands independently.



Answer your child's questions and share positive thoughts



Use the toilet independently



Encourage using cutlery and eating independently

Starting School

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 our Early Years Foundation Stage (EYFS), your child will be welcomed into our Robins Class by their teacher. The Early Years Curriculum is taught through seven areas of learning and development and activities are carefully planned so that children are given the opportunity to explore, develop, practice and build up ideas, skills and concepts. Well-planned play is a key way in which children learn with enjoyment and challenge, and is an important part of a child's development. The children in Robins Class have access to a secure, outdoor play space with lots of age appropriate toys and equipment for them to use. For further information on the EYFS curriculum please visit www.lubenham.leics.sch.uk/learning/foundation-stage

The gates into school are opened at 8.45am. Our EYFS children can be dropped off at their classroom door at 8:50, this is accessed through the gate that leads to the Hall. Parents will also collect their child from here at 3.15pm. Pre-school hours are 9am to 3pm.

As a small school, we have mixed classes, comprising two different year groups. This means our children have the advantage of developing deeper social skills as they socialise with children who are older and younger than themselves. All our staff are well trained and versed in teaching mixed year groups and because of the way our curriculum is structured, it means our children develop a greater understanding of our core subjects as they have time to revisit and revise information as key stage groups throughout the year.

If your child joins our school when they are in Years 1-6, they will join one of our three other classes - Blackbirds, Swallows and Kingfishers. These groupings mirror the Key Stages devised by the Department for Education; Key stage 1 (Years 1-2), Lower Key Stage 2 (Years 3-4) and Upper Key Stage 2 (Years 5-6).

We follow a broad and varied curriculum, covering English (including oracy, reading and writing), Mathematics, Science, Computing, History, Geography, PE & Sport, Art, Music, Religious Education, Design Technology, Personal, Social & Health Education (PSHE) and French (in Key Stage 2). The class teachers keep careful records of the pupils' progress in each area of the curriculum and they are always happy to discuss this with you. The children are assessed against the Primary National Curriculum at the end of Year 6 (SATs). They also complete Phonics Screening in Key Stage 1 and a Multiplication Test in Year 4. To see full details on the school curriculum please visit www.lubenham.leics.sch.uk/learning

All the children have PE twice a week, and they will need to come in their PE Kits on those days. They have a mid-morning break and lunch starts at 12 noon and the children eat in the school hall before heading out to play. By the end of Year 6 our children are ready to transition to secondary school, with most choosing Welland Park Academy or Robert Smyth Academy in Market Harborough. Through organised transition days our pupils familiarise themselves with their new school. Through various partnerships, our older children will take part in Sporting Festivals and Tournaments throughout the year, and we will also organise school trips and residentials, enrichment opportunities and guest assemblies.

School Staff

Headteacher	Mrs Sarah Bishop
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Assistant Headteacher	Mrs Martin
SENDCO	Miss Lucy Wallis
Officer Manager	Mrs Frost
Admin Assistant	Mrs Nichols

For a full list of our teachers and support staff please visit
www.lubenham.leics.sch.uk/about-us/staff



The School Day

Morning: 8:45am to 12:00pm

Lunch: 12:00pm to 1:00pm

Afternoon: 1:00pm to 3:15pm

The total time children are in school in a typical week is 32.5 hours.

Key Stage 1 and 2

Our school days are timetabled and our lessons planned to ensure everything on our curriculum is given the correct amount of time over the course of the year. For these key stages, the curriculum runs on a two year cycle, meaning those in mixed year groups do not have to repeat topics they have already covered.

When the children enter the classroom in the morning, there will be a 'drift in' activity on the board - either some maths revision, a writing exercise or time to read their books. This allows for lessons to start in a calm and focused manner.

Each lesson lasts between 30-60 minutes, depending on the age of the children. Every term the whole school takes part in a Creative Week, allowing the children to delve deeply into a creative subject, producing some stunning work!

Classes will often take 'brain breaks' throughout the day, to ensure children feel refreshed and ready for new learning. These breaks can involve a quick walk around the playground or similar. Assemblies happen every day, often with a specific focus on a school value, and sometimes with our local Reverend or with a visiting guest.

EYFS

In our EYFS class, a typical school day is structured to ensure the key learning moments are met but there is still time for play and exploration. The children also benefit from lots of outdoor learning, where new classroom ideas can be explored through nature. The children do PE twice a week, as well as joining in with whole school initiatives, assemblies and enrichment opportunities.

During their time at school, all our children are encouraged to nominate themselves for various roles and responsibilities, from Wellbeing Ambassadors to being on the Worship Team, Sports Leaders, Library Monitors and more!

We love seeing the children develop their sense of citizenship and are always supportive of any child who wishes to demonstrate one of our values.



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. All meals need to be booked in advance via our online payment system, Arbor (you will be given a log in by the Office). Once logged in to Arbor, you simply need to add the meal selections to your 'basket' and pay for them using your credit/debit card or Arbor balance. If your child receives Universal Free School Meals (FS & KS1) or Free School Meals, the system will automatically reduce the payment due to zero. To see the weekly menu, please visit www.lubenham.leics.sch.uk/school-life

Dietary needs can be catered for, such as religious or medical requirements. Any child 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 305 5417 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, sweets or chocolate bars. 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 Stage and Key Stage 1 receive a piece of fruit or vegetable from school every day as a snack. Children in all year groups are also allowed to bring in a healthy snack from home, 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

Our uniform helps children to take a pride in school and is an important part of school life. Please help us by ensuring that children wear the correct uniform and that it is all clearly named, so that we can reunite lost items with their owners quickly.

A selection of clothing with the school branding is available online from our school uniform supplier [Just School Wear](https://just-schoolwear.co.uk/school/lubenham-all-saints-primary-school/)*. The range includes polo shirts, sweatshirts, cardigans, baseball caps, winter hats, waterproof jackets and PE t-shirts. You can order these items directly from the supplier.

If you have any queries or would like to enquire regarding preloved uniform, please contact the school office.

Our school uniform is:

- Grey or black skirts and trousers
- Emerald green polo shirt
- Royal blue cardigan, jumper or school sweatshirt
- Pale blue check summer dress or grey shorts in summer
- Black shoes

PE

- Sky blue t-shirt
- Royal Blue cardigan, jumper or school sweatshirt
- Black shorts
- Trainers
- Plain black tracksuit top and trousers for games in cold weather (outdoors)

Jewellery

In the interests of safety please make sure that your child does not wear any jewellery to school. Long hair should be tied back.

*<https://just-schoolwear.co.uk/school/lubenham-all-saints-primary-school/>



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 9am 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 at the end of the school day 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 in their original packaging 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 safely throughout the day. If your child needs long-term medication (e.g. asthma inhalers, epipens) please complete the relevant form off the website (or from the school office.)

If your child has a sickness or diarrhoea bug please do keep them at home until they are well. They are not allowed to return to school for 48 hours after they were last ill to prevent bugs from spreading. For advice on when to keep your child home from school please visit <https://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 Club

BREAKFAST CLUB

Our breakfast club starts at 7.45am. The cost per session is £5.50 to include a healthy breakfast choice. This is bookable through **Arbor**.

AFTERSCHOOL CLUB

The arrangements for after school club are as follows:

- There are two sessions: 3.15-4.15pm and 4.15-5.15pm. You will be able to book for one or two sessions per day. Booking and payment is through **Arbor** and sessions have to be booked by midnight the night before.
- Please note that if a child is booked in for one session and not collected promptly at 4.15pm we will charge for the second session. In the event of a child not being collected at 5.15pm, we reserve the right to make an extra charge to cover staffing costs.
- The cost is £5.50 for one session and £11 for both sessions.
- Children should bring a snack.

Both our Breakfast and Afterschool Club are run by our own staff to ensure a continuity of care for your child. Mrs Chepovska is our Breakfast Club and Afterschool Club leader.

All prices are correct as of May 2025, however they may change in the new school year.

Communications and Payments

We believe that communication with our parents is key to ensuring the success of our school. Our weekly newsletter, the Friday Flyer, is our main means of communication but we also have a Facebook page and our class teachers or the office often send out updates via email relating to in-school activities, trips and pupil progress.

It is therefore very important that we have your correct contact details and that you have given permission for us to share pictures of your child at school. We use a secure online system called Arbor to store records and send emails through, and it is through Arbor you can give or decline consent for various activities and where you can view your child's attendance records.

Arbor also allows 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 provided when your child starts at school.

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. We also work with our sister school to run SEND Coffee Mornings and School Nurse Meetings open to all families.

Safeguarding and Child Protection

Lubenham All Saints 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: Mrs Sarah Bishop

Deputy Designated Safeguarding Leads: Mrs Martin, Mrs Mugridge and Miss Wallis

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 is Miss Wallis and she can be contacted via the school office.



School Policies

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

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.

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.

PTA

Our PTA is a registered charity and made up of parents and carers, with a wide variety of skills and interests, whose aim is to raise funds for the benefit of all children at Lubenham All Saints CE Primary School in a fun and sociable way.

Some of their recent fundraising events include:

- Christmas Craft Fair & Raffle
- Ice Cream Sales
- School Discos
- Cake & Doughnut Sales
- Producing items for sale, e.g. Christmas cards
- School Fair at Lubenham Scarecrow Weekend
- Parent Socials

Their successful fundraising has meant that they have managed help fund, school trips, computer equipment, new library books, outdoor seating, Year 6 Ambassador hoodies, and so much more!

They have their own Facebook page and once your child joins Lubenham School, you are automatically a member of the PTA so do come along and join them!

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.lubenham.leics.sch.uk/about-us/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.



Lubenham All Saints CE Primary School

School Lane

Lubenham

Leicestershire

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www.lubenham.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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