

Lawford Mead

PRIMARY & NURSERY SCHOOL



SCHOOL PROSPECTUS

“PROUD OF OUR SCHOOL, PROUD OF OUR ACHIEVEMENTS”

LAWFORD MEAD PRIMARY & NURSERY SCHOOL

Trent Road | Chelmsford | Essex CM1 2JH

01245 354134 | admin@lawfordmead.essex.sch.uk



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DATE OF PUBLICATION



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For a full picture of our school please visit lawfordmead.essex.sch.uk

This prospectus contains information on the school, its aims, curriculum and activities. We also include data as required by the Parents Charter (DfEE Circular 11/96). The information in this prospectus is correct at the time of its publication.



Welcome

WELCOME FROM LEADERSHIP & MANAGEMENT



Dear Families,

We would like to offer you a warm welcome to Lawford Mead Primary & Nursery School, which seeks to serve the children who live in the surrounding area as well as those who choose our school but live further afield.

At Lawford Mead Primary & Nursery School we seek to nurture each child's talents and abilities, but still encourage a strong team spirit where we work, play and share experiences together. The staff, governors and Leadership aim to provide a stable and secure environment within which your child can develop and flourish.

We are very proud of our school and place a special emphasis on our relationship with the parents and wider community. Confidence in a school comes from knowing and understanding what is happening inside it. We hope that you will come to develop that knowledge through contact and discussion with the staff and the leadership team, and through attending our target sharing days, special occasions and social events. The link between home and school is of vital importance and we would welcome and encourage parents to become involved in the life of our school.

If you already have a child here we are pleased to renew our association with you. If you would like to join us, we welcome your whole family and look forward to a happy working relationship with both you and your child.

Kind regards,

Mr Matthew Poyton
Head of School



Welcome

WELCOME FROM THE LOCAL GOVERNING COMMITTEE



Dear Parents / Carers,

Thank you for your interest in Lawford Mead Primary & Nursery School.

As Governors, we are proud of the school and its continued commitment to all children. Many of us either have children who attend or previously attended and we are therefore passionate, through first-hand experience, about ensuring that every child can flourish in all areas of their lives during their time at Lawford Mead.

The Local Governing Committee works effectively alongside Mr Poyton. We know that through their strong senior leadership, the school continues to thrive. As governors we remain committed to this partnership, whilst providing constructive challenge in a way that will help the school continue to deliver improved outcomes for all children.

We know that both parents and children (past and present) say they enjoy their time at Lawford Mead and that is a safe place full of fun and opportunity. It is also a place where children say they love to learn and where they develop the skills and character they will need in the future, illustrated by our school values (Passion, Integrity, Respect, Aspiration, and Resilience).

As school governors we monitor key areas of school life – ensuring that the priorities and objectives set out by the leadership team are delivered, so that every child in the school can meet their potential. We know that if you choose to send your child to Lawford Mead Primary and Nursery School, their time will be happy and productive.

As a Local Governing Committee we will continue to work closely with senior leaders at the school to ensure that your child is able to succeed and that the whole family can look back on their time at the school as a positive and defining period in their life.

Kind Regards,

Andrew Montague

Chair of the Local Governing Committee



Vision, values & aims



OUR VISION

Lawford Mead Primary & Nursery School works in partnership with staff, families and the wider community to create a safe and inspiring environment where children are excited about learning, develop a curiosity about the world and take pride in their progress. We have high expectations of ourselves and each other so that all children can reach their potential and become confident, life-long learners who make a positive contribution and respect others.

OUR VALUES

Working in partnership with parents and the wider community, the school aims;

- To encourage tolerance and respect for ourselves, others and the world.
- To provide a safe, secure and trusting environment.
- To develop children's social and emotional skills so that they can enjoy learning and reach their potential.
- To nurture and celebrate individual and collaborative talents, aspirations and achievements.
- To challenge and engage children to become confident, enquiring and independent.
- To prepare children for the opportunities responsibilities and choices in life.
- To inspire a life long love of learning.

Through our school values and our curriculum we promote the British values of:

- Democracy
- The rule of Law
- Individual liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.



TRUSTEES, GOVERNORS & STAFF



TRUSTEES & THE LOCAL GOVERNING COMMITTEE

Chair of the Board of Trustees, Brickfields Multi Academy Trust – Sarah Threadgold
Chair of the Local Governing Committee – Andrew Montague

Please visit our website for the full list of governors and trustees.
www.lawfordmead.essex.sch.uk/about-us/governors

SCHOOL STAFF

SENIOR LEADERSHIP TEAM

Head of School – Mr M Poyton

Deputy Head of School – Mrs S Wilson

SENCo and Inclusion Manager – Miss H Chittick

Please visit our website for the full staff list.
<https://lawfordmead.essex.sch.uk/about-us/staff>



Joining Lawford Mead



ACCOMMODATION

Lawford Mead Primary & Nursery School opened in September 2015, the classrooms are organised over two floors. The school building includes a studio space for music lessons and a food technology room used for DT and cookery lessons. Pupils have access to iPads, Macbooks and Chromebooks in every class to enhance learning across the curriculum. The space provided by our Family Centre further enhances our excellent work with families and the local community.

The school is set in extensive and attractive grounds, consisting of a large field with a football pitch, a wooded 'Forest Schools' area and an Adventure Playground. The grounds also include a pond and allotments which are tended by staff and pupils as part of our gardening club.

STUDENTS WITH DISABILITIES

The school building is equipped with a lift between the ground and the first floor so that all areas of the building are easily accessible for all. There are accessible toilet facilities for disabled pupils or staff on both floors.

ADMISSIONS

All applications for September Reception admissions to Lawford Mead Primary & Nursery School are dealt with through the [School Admissions team at Essex County Council \(0345 603 2200\)](#).

If your child is already at primary school and you wish to transfer him/her to our school you will need to complete the **mid-year online application form** on our [website here](#). Please note that you will need to complete and submit the form in one session, it is not possible to save the form and return to it later.

Viewings of Lawford Mead Primary & Nursery School with your child are welcome, please contact us directly to make an appointment.

CLASS ORGANISATION

We are currently a two form entry school with fourteen single year classes and a nursery. Early Years and KS1 classrooms are on the ground floor and KS2 classrooms are upstairs on the 1st floor. Each class and its teacher are provided with learning support assistants who work closely with pupils and groups of pupils. Teaching and learning is differentiated to meet the specific needs of children so that all pupils are able to make good progress and meet their full potential.



Joining Lawford Mead



HOME-SCHOOL AGREEMENT

Your child's education is a partnership between home and school. All new families are asked to sign our Home-school Agreement which explains:

- The school's responsibilities
- Parent's responsibilities
- Child's responsibilities

We appreciate the help and support of our parents in their child's learning and ask all parents to read, discuss as a family and sign the Home-School Agreement. We also expect pupils to sign it, to show that they acknowledge and accept the school's expectations.

MEDICATION

Please ensure that the school are aware of any medical condition that affects your child. If your child requires medicines during the school day please contact the school to discuss arrangements. Medicines and inhalers must be given to the office and not sent to school with the child. If your child is ill in school we will contact you or a named contact that you have provided. Please ensure we have up-to-date emergency numbers and contact details at all times.

SCHOOL MEALS AND HEALTHY SNACKS

The school has an excellent kitchen with fresh food prepared daily. Alternatively, packed lunches may be brought to school or a child may go home for lunch. School meals for children in Early Years and Key Stage 1 are provided free of charge. Please contact the school office to discuss whether your child is entitled to free school meals in Key Stage 2.

For information about our school meals or free school meal eligibility please go to our [website](#).

During morning break-time children in Early Years and KS1 are provided with a healthy snack and children in KS2 can purchase a snack from our healthy tuck trolley for 30p. If you choose to send your child with their own snack please avoid items that are high in sugar, fat or salt. Crisps, cake and chocolate biscuits are not permitted.



Joining Lawford Mead



SECONDARY SCHOOL TRANSFER

At the age of eleven our children transfer to various secondary schools. Parents and children are involved in liaison meetings and a transition programme is offered in the last year at Primary school. Essex County Council guidance on transfer to secondary school is given to Y6 parents at the start of the Autumn term. If parents so wish, selection tests can be taken at the appropriate selective school and details are available on the Secondary School website.

SPECIAL EDUCATIONAL NEEDS

At Lawford Mead Primary school we recognise that every child is different and therefore their learning needs and the support they require may be different. This includes children with special educational needs and disabilities.

We are an inclusive school that values the contributions made by all children, professionals and parents.

Our aims are:

- For every child to benefit from access to a rich, varied, challenging and inspiring curriculum which takes account of unequal starting points irrespective of gender, ethnic background, age or disability enabling each individual to fulfil his or her full potential to the highest possible standard.
- To enable all children to have full access to all elements of school life and to feel secure and know that their contributions are recognised and valued.
- To create a happy, caring, inclusive community where all feel valued and secure.

UNIFORM

School uniform and appearance have an important part to play in maintaining high standards in learning and behaviour, as well as promoting the values of pride and teamwork in our pupils. School uniform consists of:

Early Years & Key Stage 1

- White polo shirts
- Red jumpers, fleeces or cardigans
- Black trousers or skirts/pinafore dresses
- Black school shoes
- Red gingham dresses in the summer

Key Stage 2

- White shirts
- School ties (Year 3 to 5 red/black & Y6 silver/black)
- Red v-necked jumpers, fleeces or cardigans
- Black trousers or skirts/pinafore dresses
- Black school shoes



Joining Lawford Mead



In addition a PE Kit consists of: white t-shirt, black shorts and trainers with plain tracksuits in the colder months. We do not recommend plimsolls for PE as they do not provide enough support for the range of physical activities children participate in. Jewellery is not permitted with the exception of small studs in pierced ears.

ORDERING UNIFORM:

- Online at www.onestopschoolgear.com
- In their shop, open Monday to Saturdays, located in Beehive Lane, Chelmsford CM2 9TE.
- By telephone 01245 214084.

All items of clothing and any other belongings must be marked clearly with the child's name. We ask that children are not sent to school with any property that cannot be clearly labelled. Any unclaimed lost property will be recycled at the end of each term.

For information about jewellery please refer to the health and safety section.

ATTENDANCE

We aim to improve on the national average of 96% attendance and publish weekly figures on our website. Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority. Persistent absenteeism is reported to MECE (Missing Education and Child Employment Services) when a child's attendance falls below 90%.

ILLNESS

On advice from the Government and for the sake of children's learning, we aim for high levels of attendance for all pupils and discourage absence for minor ailments (eg colds and headaches). However when your child is obviously too ill to attend school we ask that you inform the office by telephone as early as possible on each day of absence. Please provide specific details of their illness. According to Health Protection Agency directives, in the case of vomiting and diarrhoea we ask that children are symptom free for 48 hours before returning to school.

LATE ARRIVALS

Children who are regularly late miss out on vital teaching time and this can affect the progress they make. Parents should ensure that children arrive on time each day. If your child is late for school, they must report to the school office on arrival so that the register can be updated and arrangements made for lunch. If you know beforehand that your child is going to be late for any reason, please inform the school office.



Joining Lawford Mead



OTHER ABSENCES

Taking your child out of school during term time could be detrimental to their educational progress. There is **no** entitlement to parents to take their child out of school during term time.

Leave of absence may only be granted by the Head of School in exceptional circumstances. As of 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the Head of School of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent, with whom the pupil normally resides, and a meeting had been attended with the Head of School to discuss the nature of the application. The Head of School is **NOT** permitted to authorise any leave of absence for pupils in Year 6.

If the absence is not authorised and leave is taken, the case will be referred to the Local Authority who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to **each parent for each child** taken out of school.

OFSTED REGISTERED CHILDCARE

Ofsted Registered Childcare children for aged 4-11

Lawford Mead is pleased to offer wrap around childcare provision, in partnership with Allstar Community Academy (ACA).

The provision is based in the school's Family Centre and includes:

- Breakfast Club from 7.30 to 8.45 am
- After School Club from 3.15 to 6.00pm
- Mondays to Fridays
- Healthy breakfasts and tea time meals
- Fun filled timetable of activities
- Homework assistance available

For more information and to book places please contact ACA directly:

Jo Ward - Allstar Community Academy Childcare Director

T: 01245 767938 / M: 07971 695 722

allstarcommunity@fastmail.fm

www.allstarcommunityacademy.co.uk

You can read the latest Ofsted report on our childcare provision on their website.



Learning at Lawford Mead



THE SCHOOL DAY

The school day begins at 8.45 am, we ask parents and children to arrive by 8.40 am. Lunchtime is from 12.00 – 1.15 pm for Early Years and KS1 and 12.15 – 1.15 pm for KS2. School ends at 3.15 pm.

If you are ever unable to collect your child from school please contact the office to inform us of the alternative arrangements you have made.

ASSESSMENT

The National Curriculum requires that schools assess children according to Age Related Expectations (ARE). As children progress they will be tracked against the ARE in the form of numbered bandings, according to year groups. Within these banding, there are 6 steps which represent progress towards the ARE. For more information download our Assessment policy here <http://www.lawfordmead.essex.sch.uk/about-us/policies>

CURRICULUM

The School provides a broad and balanced curriculum which consists of the following subjects, plus Religious Education:

CORE SUBJECTS:

- English
- Mathematics
- Science

FOUNDATION SUBJECTS:

- Art
- Computing
- Design & Technology
- Geography
- History
- Modern Foreign Languages (children learn German in KS2)
- Music
- Personal, Social, Health Education and Citizenship
- Physical Education
- Spiritual, Moral, Social & Cultural Development

For more information please visit www.lawfordmead.essex.sch.uk/curriculum



Learning at Lawford Mead



EXTRA-CURRICULAR ACTIVITIES

We offer a wide range of extra-curricular clubs and activities before and after school and at lunchtimes, run by specialists and school staff. Clubs available in the past have included; chess, dodgeball, football, computer programming, choir and many more. 1:1 music tuition is also available. For more information please visit <https://www.lawfordmead.essex.sch.uk/parents/extra-curricular-clubs>.

Children in KS1 and KS2 have the opportunity to participate in a range of peripatetic music lessons which include a range of woodwind instruments, guitar and piano. Other instruments are available. Activities run by private concerns may involve direct payments to organisers. Parents should realise they are entering into a direct contract with those organisations.

GIFTED & TALENTED PROVISION

We aim to provide for the gifted and talented pupils in our school as they have a right to an education that is suited to their particular needs and abilities. This will only be achieved by presenting pupils with work that challenges, stretches and excites them on a daily basis, in an environment that celebrates excellence.

In addition to this daily provision, our children are given the opportunity to develop their skills and talents through a variety of carefully planned activities and workshops. These are provided through a network of primary schools in the local community which involve our children working with outside specialist providers and children from other schools.

HOMEWORK

All children are given reading books to take home and a home school diary where parents can leave comments for their child's teacher. In KS1 and KS2 children receive a minimum of maths and spelling homework each week and have access to online activities through the Year Group pages, blogs and Links page at www.lawfordmead.essex.sch.uk.

RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Religious Education is Christian based and provided on a non-denominational basis, following the County agreed syllabus. Assemblies or Class Reflections are held each day with one assembly used to celebrate and reinforce the school's values. Each class takes part in a class assembly once a year where pupils share their learning and perform drama and music. Whilst we hope that each child will take part in these aspects of school life, parents have the right to withdraw their child from Religious Education and acts of worship. In this case, parents should consult the Head of School via the school office and alternative arrangements will be made.



Learning at Lawford Mead



SRE

Parents are offered the opportunity of a Sex and Relationships Education programme for their child. This includes a visit and discussion session with the School Nurse. Parents have the right to withdraw their child from this programme. Withdrawal is required in writing and parents will be informed in advance where specifically planned SRE teaching is to take place. If children's questions arise naturally in school, they will be dealt with sensitively and parents consulted.

TRIPS AND VISITS

To inform and inspire learning within school, pupils will experience a range of educational trips and workshops delivered by external providers during the school year. Letters will go home informing parents of these events in advance, in some cases permission slips will need to be returned and a specific cost or general donation may be requested. We ask that all payments are made via our online school payment service [Schoolcomms](#).



Behaviour and Pastoral Care



BEHAVIOUR MANAGEMENT

Our school has a reward system for encouraging positive behaviour. Our system is designed to motivate pupils and help them meet their full potential. It is based on our school values of **passion, integrity, respect, aspiration and resilience**.

REWARDS

We use the exciting '**Class Dojo**' app and website, which allows children to earn 'Dojo' points for demonstrating our school values. These points are collected throughout the week and once children reach set milestones, they are rewarded with certificates. The points also contribute to school house team totals (Foxes, Squirrels, Badgers and Hedgehogs) and the winning team is announced in our weekly celebration assembly. Teachers also award whole class points, which are collected throughout the term and go towards an end of term class treat. For support with behaviour at home, we recommend parents consider Class Dojo as consistency between school and home can have a positive impact on children.

SANCTIONS

Children who demonstrate behaviour which creates a barrier to learning and is contrary to our values is managed by our sanctions system. All sanctions given are recorded and this is monitored over time. Teachers will share information about behaviour with parents on Target Sharing Days or when necessary.

- Verbal warnings are initially given for disruptive behaviour and children are invited to engage with learning appropriately.
- A 'yellow card' means behaviour has not improved. Children require a 'time out' within class.
- A 2nd yellow card results in a time out within another classroom. Children are asked to reflect on their choices and always warmly invited back into the lesson.
- A red card requires involvement from the Senior Leadership Team and parents if behaviour continues or is of a more serious nature.
- The full behaviour policy is available on the school website www.lawfordmead.essex.sch.uk/about-us/policies.

PASTORAL CARE

The school endeavours to be a caring community based on a mutual respect and consideration for others. Care and co-operation are implicit in everything that we do and responsible attitudes and positive behaviour are encouraged at all times. Each class teacher is responsible for the care of children in his or her class. Any concerns are referred to the SENCO, Head of School or Deputy Head of School. The school seeks parental permission for any interventions put in place to support social and emotional wellbeing and mental health.



Behaviour and Pastoral Care



BULLYING

Our school values of respect and integrity inform discussions within school about the way we relate to and treat each other. We begin the year by celebrating National Anti-bullying Week during the Autumn term. Classes discuss what bullying is and the different forms that it can take. Pupils agree on the promises they want to include on an anti-bullying contract that they all sign. During the year, class worry boxes, circle times and assemblies allow pupils to reflect on issues surrounding all types of bullying. It is stressed that pupils must talk to staff about any bullying behaviour that they witness or experience in or out of school including cyberbullying. During breaks, lunchtimes and throughout the school day, staff closely monitor behaviour and relationships between pupils. Our Playleader scheme allows pupils to act as role models and support other children in making positive choices during playtime. We provide a range of interventions to support children in their social and emotional wellbeing. For more information please arrange to speak to the Family Liaison officer through the school office.

COMMUNICATION

We place great importance on the communication between families and school and see education as a partnership between the home and classroom. A weekly newsletter is emailed to parents and uploaded to the school website every Thursday to keep parents up-to-date with school matters. If parents would like a printed copy please ask at Reception.

Our school website is great place to find information about what is happening in school. Website content includes:

- School calendar
- Newsletters
- Links to policies
- Advice for parents
- School blogs.

Mrs Kirby, our Family Liaison Officer, is the first point of contact for parents and is available first thing in the morning without appointment.

Teachers are usually available to speak to parents briefly at the end of the school day. It would be appreciated, however, that this is often a very busy time and the teacher may be available for a very limited time. Appointments can be made to ensure that the teacher is available or if the matter needs longer discussion. To speak to the Head of School or Deputy Head of School please make an appointment with the School Office.



Behaviour and Pastoral Care



There are parent consultations (Target Sharing Days) held in the Autumn and Spring terms. At these sessions appointments are made between child, parents/guardians and teacher to discuss progress. In the Summer term an Exhibition Afternoon is held when parents can look around the school and children can share their learning. A comprehensive written report is produced annually for each child.

We will keep you informed about your child's progress and will contact you if we have any concerns. We also ask parents to advise the school of anything at home or at school which could affect their child's happiness, progress, attitude or behaviour.

Full school policies can be found here:
<http://www.lawfordmead.essex.sch.uk/about-us/policies>



Safeguarding and Health & Safety



SAFEGUARDING CHILDREN STATEMENT

At Lawford Mead Primary School the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. The Local Authority therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

CHILD PROTECTION POLICY

The Designated Safeguarding Leads include the Head of School, Deputy Head of School and SENCo. The designated governor is the Chair of the Local Governing Committee, Mr Montague. There is a detailed Child Protection Policy, which is available on the policies page of the school's website or via the school office. It is the Board of Trustees' duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Governors and all staff have had appropriate child protection training, which is regularly updated. All action is taken in line with the following guidance:

- Essex Safeguarding Children Board (ESCB) Guidelines, the SET (Southend, Essex and Thurrock) Child Protection Procedures - <http://www.escb.co.uk/>
- Keeping Children Safe in Education" - <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

APPOINTMENT AND INDUCTION OF STAFF

All staff that are appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made them. If staff are found to have a criminal record the appointment is reconsidered by the Head of School and the Personnel committee of the Governing Body. The LA is informed directly by the Criminal Records Bureau.

All appointment panels include at least one person with fully accredited Safer Recruitment Training. This includes:

- Trust CEO
- Head of School
- Deputy Head of School

New staff are inducted into safeguarding practices and assigned a mentor for the induction period. It is the responsibility of the mentor to familiarise new staff with all relevant procedures and policies.



Safeguarding and Health & Safety



VISITORS AND VOLUNTEER HELPERS

All visitors are asked to report to the school office to sign in and out and wear a visitors pass. This enables us to meet Safeguarding regulations and give due care to the safety and well-being of pupils in the school.

We welcome parents and members of the local community to volunteer in helping at our school. Regular volunteers must have full DBS clearance as they may have extended contact with children and may be left alone with the children. The school completes all the relevant paperwork. Any volunteers without DBS clearance will be supervised by school staff at all time.

EQUAL OPPORTUNITIES AND DISABILITY DISCRIMINATION

At Lawford Mead Primary School we aim to provide all children with equal access to the curriculum so no-one is excluded or disadvantaged because of his or her race, culture, religion, home language, family background, special educational needs, disability, sexual orientation, gender or ability. We encourage all children to view each other as equals and to respect and value the contributions and views of others.

We aim to make our school welcoming to people with disabilities and to integrate pupils with disabilities into the school wherever possible. Children with disability will be offered equal entitlement to the curriculum as far as can be reasonably arranged.

We have a Single Equality Scheme and Plan which can be accessed via the school website, alongside other school policies. Hard copies are available for the school office.

HEALTH AND SAFETY

The school has a health and safety policy, which is monitored each term by the relevant committee of the school governors. A copy of this policy is available on request from the school office. The LA produces a monitoring checklist, which has to be completed on a yearly basis.

The Head of School, the Deputy Head of School with responsibility for Health and Safety, the site supervisor and the governor with responsibility for Health and Safety oversees this comprehensive list. Any concerns from staff are reported to any of the above and the site supervisor carries out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practises efficient evacuation from the buildings.

BICYCLES

We encourage children to ride bikes to school, however we ask that they walk their bikes from the school gates to the bike shed. We insist that children wear cycle helmets for their own safety. If a child is seen arriving at school without a helmet, parents will be contacted and asked to bring a helmet or collect the bike themselves at the end of the day.



Safeguarding and Health & Safety



DOGS

For health and safety reasons, please note that dogs are not permitted on the school site. It is in the interest of everyone's safety that dogs are not left unattended outside the school.

INSURANCE

Essex County Council is insured in respect of its legal liability to pupils, but for a claim to succeed the Authority has to be found negligent and/or in breach of some statutory duty. There is no personal accident insurance which would provide pupils with an automatic payment in the absence of legal liability. If you feel this is necessary please make your own arrangements.

JEWELLERY

In adherence to County Council policy on pupil safety, hooped or hanging earrings, necklaces and bracelets must not be worn in school. In the case of pierced ears, only small studs should be worn. Neither the school nor the LA can accept any responsibility for any loss or damage resulting from the wearing of jewellery. Essex County Council's ruling (January 1995) states that for physical education: "All jewellery, including studs in newly pierced ears, must be removed for safety reasons. Those children who do not comply will not be permitted to participate in the activity". If parents choose to have their child's ear pierced we ask that it be at the beginning of the summer school holiday, not at the end or during term time.

NO SMOKING POLICY

The school site is a designated no smoking area. You are not permitted to smoke in the school buildings or grounds.

ROAD SAFETY

We ask all parents to respect the markings in Trent Road leaving the Entrance area free and to keep within a 20mph speed limit. Please respect our neighbours' driveways by not turning in those spaces.

We ask all parents and children to enter the school grounds via the pedestrian entrances. At no time should parents or children enter the car park area.

Please ensure your child is supervised or has learnt to cross the busy roads around the school. Road safety is taught in school, but this must be consolidated at home.

For a full picture of our school please visit lawfordmead.essex.sch.uk. Should you have any further queries or questions please contact the school office.