



Believe, Learn, Grow

Lydiard Millicent CE Primary

# Parent Information Book 2023 - 2024

## General Information

Our contact details are:

Lydiard Millicent CE Primary School  
The Butts  
Lydiard Millicent  
Swindon  
Wiltshire  
SN5 3LR  
Tel: 01793 770571

Email: [admin@lydiardmillicentceps.org](mailto:admin@lydiardmillicentceps.org)

School Website: [www.lydiardmillicentceps.org](http://www.lydiardmillicentceps.org)

Head teacher: Mr Andrew Farmer  
Assistant Head: Mrs Jeanne dos Santos  
EYFS Phase Lead: Mrs Sharon Baker

Chair of Academy Council: Mr Stuart James

## Our Vision

"Believe, Learn, Grow"

Our vision is for all children to believe in themselves and develop a love of lifelong learning as we grow together as part of God's family.

We will believe: -  
That we can fulfil our potential;  
That each voice is important;  
In ourselves and in each other.

Jeremiah 29:11

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future."

We will learn: -  
Actively and creatively;  
In a happy and safe environment;  
To love ourselves and celebrate our uniqueness;  
To become more independent and resilient.

Proverbs 22:6

Train up a child in the way he should go: and when he is old, he will not depart from it.

We will grow: -  
In wisdom, love and compassion - treating others as we want to be treated;  
To be curious - asking questions about the world around us;  
Into active citizens contributing to our community;  
Together as part of God's family.













Colossians 2:7

Let your roots grow down into him, and let your lives be built on him. Then your faith will grow strong in the truth you were taught, and you will overflow with thankfulness.

Our daily life at Lydiard Millicent CE Primary is underpinned by 12 Christian values. These are taught and modelled by all members of the school community.

## Values

Our daily life at Lydiard Millicent CE Primary is underpinned by 12 Christian values.  
These are taught and modelled by all members of the school community.

Generosity 	Compassion 	Courage 
Forgiveness 	Service 	Respect 
Thankfulness 	Trust 	Perseverance 
Justice 	Friendship 	Truthfulness 

## Parents as Partners

*"Parents are children's first and most enduring educators. When parents and practitioners work together, the results have a positive impact on children's development and learning."*

Children do not necessarily have the same background or experiences, so they will enter school at different starting points. At Lydiard Millicent CE Primary, we are aware of this and aim to provide the very best education for every child.

Within the first few weeks of starting school, the team will spend time getting to know your child. We will complete a baseline assessment to build up a picture of the kinds of things your child can do and the skills they need to develop. These assessments will continue throughout the year in order for us to continue to teach your child their next steps.

We will provide your child with situations which involve confidence building, as well as fostering independence, therefore making the transition to school a positive experience. Children who feel confident about themselves and are able to enter new situations, knowing that their parents and the people around them are working together in partnership to support and encourage them, will make positive steps towards learning.

The school is committed to an open door policy. There are lots of opportunities for parents to communicate with school including class assemblies, curriculum meetings and parents' meetings. We also encourage you to discuss any queries you may have regarding your child with the class teacher who will be available at the beginning or end of every day.

## The School Day

The school gates will be open from 8.30 am.

The class teacher will come onto the playground at 8.45 am and, from this time, the children can enter the classroom. School officially starts at 8.55 am and anybody arriving after this time will be considered late and marked as late on the school system. Any late arrivals must then sign in at the office.

If your child is not able to attend school for any reason, please contact the school office or leave a message on the school phone system at the earliest opportunity and no later than 8.55 am for each day of absence.

### **Break**

All children have a short mid-morning break.

### **Lunch**

KS1 and EYFS lunch starts at 12 noon and KS2 lunch starts at 12:15 pm. The afternoon session starts at 1 pm.

### **End of Day**

At 3 pm KS1 and EYFS finish school followed by KS2 at 3:05 pm. Children will be supervised until their parents/carers arrive unless alternative arrangements have been made.

### **Breakfast Club**

If you wish for your child to attend the breakfast club, you will need to register your child requesting the sessions you require. Cost of breakfast care is £3.50, this includes a choice of cereals and toast. Drop off in the morning is from 7.30. A registration form can be requested from the school office and will be sent via ParentMail.

### **Appointments**

We would appreciate it if medical appointments could be made outside the school day to ensure your child's learning is not disrupted.

### **Golden Mile**

The Golden Mile is an exciting and measurable health & physical activity accessible to all. Children walk or run around the route that we have created at school. Over a period of 10 minutes, staff will tally the number of laps each child completes. Eight laps of our route is equivalent to one mile. We have an online system which converts the laps into miles and will keep staff informed of the children's progress. Award certificates are given out to children at Merit Assembly on a Friday.

### **Collective Worship**

An act of collective worship is held daily for all children. Collective worship may be led by school staff, children, and other visitors to the school. Throughout the year, each class will lead two class worships, to which parents are invited.

### **Clubs**

We run a range of school clubs that change on a termly basis. Letters giving full details of clubs, days, times and how to sign up will be sent out at the beginning of each term.



## Lydiard Millicent CE Primary



### School Term and Holiday Dates 2023-24

September 2023							October 2023							November 2023							December 2023									
Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	39						1	44		1	2	3	4	5	48					1	2	3		
4	5	6	7	8	9	10	40	2	3	4	5	6	7	8	45	6	7	8	9	10	11	12	49	4	5	6	7	8	9	10
11	12	13	14	15	16	17	41	9	10	11	12	13	14	15	46	13	14	15	16	17	18	19	50	11	12	13	14	15	16	17
18	19	20	21	22	23	24	42	16	17	18	19	20	21	22	47	20	21	22	23	24	25	26	51	18	19	20	21	22	23	24
25	26	27	28	29	30		43	23	24	25	26	27	28	29	48	27	28	29	30				52	25	26	27	28	29	30	31
							44	30	31																					

January 2024							February 2024							March 2024							April 2024									
Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	5				1	2	3	4	9					1	2	3	14	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	5	6	7	8	9	10	11	10	4	5	6	7	8	9	10	15	8	9	10	11	12	13	14
15	16	17	18	19	20	21	7	12	13	14	15	16	17	18	11	11	12	13	14	15	16	17	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	8	19	20	21	22	23	24	25	12	18	19	20	21	22	23	24	17	22	23	24	25	26	27	28
29	30	31					9	26	27	28	29				13	25	26	27	28	29	30	31	18	29	30					

May 2024							June 2024							July 2024							August 2024									
Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su	Wk	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5	22						1	2	27	1	2	3	4	5	6	7	31				1	2	3	4
6	7	8	9	10	11	12	23	3	4	5	6	7	8	9	28	8	9	10	11	12	13	14	32	5	6	7	8	9	10	11
13	14	15	16	17	18	19	24	10	11	12	13	14	15	16	29	15	16	17	18	19	20	21	33	12	13	14	15	16	17	18
20	21	22	23	24	25	26	25	17	18	19	20	21	22	23	30	22	23	24	25	26	27	28	34	19	20	21	22	23	24	25
27	28	29	30	31			26	24	25	26	27	28	29	30	31	29	30	31					35	26	27	28	29	30	31	

Bank and Public Holidays 2023/24		Key:
25 December '23	Christmas Day	<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> School Holiday
26 December '23	Boxing Day	<span style="background-color: #FFA500; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Bank Holiday
1 January '24	New Years Day	<span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> TD Day
29 March '24	Good Friday	
1 April '24	Easter Monday	
6 May '24	Mad Day Holiday	
27 May '24	Spring Holiday	
26 August '24	Summer Holiday	



## School Uniform

School uniform is encouraged, as it is both practical and helps to promote a sense of school identity and belonging.

### **Acceptable school uniform is:**

School fleece

School sweatshirt

White polo shirt

Grey skirt or pinafore dress

Green and white check/stripe dress (summer)

Grey trousers

Trainers

### **PE Kit**

Green or black jogging bottoms for cold/swimming days

Green sweatshirt/Lydiard Millicent Hoodie

White t-shirt

Green shorts

Trainers

The children wear PE kit to school on PE days and wear trainers every day. This is because we are a very active school and the children, as well as running the golden mile every morning, are often outside as part of their learning.

**NB.** Children are only permitted to wear stud earrings but they must be able to remove or tape these independently for PE lessons.

You can purchase uniform from:

- Monkhouse: <https://www.monkhouse.com>
- Famous School Branches Swindon: <https://store.famousbranches.com>

### Checklist for the first day of school:

- Named school book bag
- Named packed lunch, if not having a school lunch
- Named water bottle full of water only
- Named coat

Make sure all the above are clearly labelled with your child's name and class. It's also worth making sure they are easily identifiable by your child. Many children like to hang something, for example a small key ring, to their school book bag so they instantly know which one is theirs. Please don't send your child in with a back pack as our cloakrooms just aren't big enough to store them.

You will have received the induction timetable and so will know which sessions your child will be in school. On arrival, please take your child onto the playground and wait close to the EYFS gate. A member of the EYFS team will take your child into the classroom. To develop your child's independence, we ask that the children enter the classroom independently, and we support them to look for their peg, so they can hang up their own coat and if having a packed lunch, can place their lunchbox in the allocated space. Water bottles can be stored in the classroom so that children can access them easily during the day. On collection at the end of the session, please wait close to the EYFS gate and we will bring the children out to meet you. If arrangements for collecting your child change, and a different adult will be collecting them after school, please contact the school office informing them of the name of the adult, so this information can be passed on to the class teacher.

During the induction sessions, your child may be arriving or leaving outside of the usual drop off and pick up times. Where this is the case, please wait by the large green gate and a member of staff will let you in at the appropriate time.

## Lunch, Snack and Cool Milk

### **Hot Lunches**

Our lunches are prepared on site in our super facilities and served by Tracey and Gill (they are friendly and always smiling!).

We are very proud of our lunchtimes - we try to make them fun and sociable for the children. The children sit at tables with their classmates and collect their meals from the serving hatch. They have water to drink on the tables or squash on special occasions! School Lunch menus rotate over a three weekly cycle and children can also enjoy regular themed meals such as World Book Day. Meals will be ordered online via the School Food United App, allowing parents to book meals in advance and up to 5pm the night before. A School Food United App registration link and letter will be sent out via ParentMail.

The menu can be found on the website and is sent home via ParentMail so that you are able to discuss the choices with your child and help them to make their decisions.

### **Universal Infant Free School Meals (UFSM)**

Under the Government's Universal Infant Free School Meals scheme, all children in EYFS and KS1 can receive a free school meal. If you prefer them to bring a packed lunch, please provide one. Once they move to KS2, school meals are chargeable.

### **Packed Lunches**

Packed lunches must be named and should include a named water bottle (this can be the same water bottle for use in class). Some children in school have severe allergies to nuts, **please do not send in any nuts or items such as peanut butter in sandwiches.**

Healthy Schools Guidelines suggest that your child's lunchbox should contain:

- starchy foods - these are bread, rice, potatoes, pasta and others
- protein foods - including meat, fish, eggs, beans and others
- a dairy item - this could be cheese or a yoghurt
- vegetables or salad and a portion of fruit

Starchy foods are a good source of energy and should make up a third of the lunchbox. But don't let things get boring. Instead of sandwiches, why not try bagels, pitta bread, wraps and baguettes. Try to use brown, wholemeal or seeded bread, not white bread.

**Please do not pack sweets or chocolate bars.** We will do our best to encourage children to eat as much of their lunch as possible.

**Healthy snacks**

In EYFS and KS1, fruit and/or vegetables are offered free of charge every morning snack time. If you would rather send in your own snack, you can put this into their school bag, so long as it is fruit or vegetables. No crisps, breakfast bars, chocolate or sweets are allowed. KS2 parents will need to provide a healthy snack if their child would like one.

**Cool Milk**

We encourage parents to register their child with Cool Milk and receive milk each day at break time. Milk is an ideal mid-morning drink for your child and milk is free if your child is under the age of five or if you have a child receiving or entitled to free school meals (not UIFSM). If your child is over five and is not in receipt of free school meals, there is a small cost of around £15 each term. Please register online by visiting the cool milk website <http://www.coolmilk.com/> and select 'Register your child' option on the left hand side.

**Serious Allergies**

Please note that due to serious allergies we aim to be a nut free school.

### **Annual Report and Parents' Evenings**

Parents will receive an annual written report in July each year. In addition, we will hold two parents' evenings a year; these are an opportunity to discuss your child's progress with their teacher. However, if you have any concerns regarding either your child's progress or well-being, please do not wait until parents' evening but book an appointment to talk with your child's teacher after school.

### School Website, Facebook and Twitter

We are very excited to announce that the school has a brand new website, which is a fabulous source of information. We also have a Facebook and Twitter account which is updated with snippets of school life.

### Communication with Parents



Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about.

Please check your child's book bag regularly - we will send home letters and leaflets informing you of events, requesting information etc. Copies of all letters and newsletters can also be found on our website. We use ParentMail to send letters and forms for trips. Payments can be made using ParentMail via the app or website.

To use the latest version of ParentMail all you need to do is verify your account. If you have both a mobile number and an email address registered on your account, you will receive a registration invitation by text and email. You can decide which way you register - but you will only need to register once.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation. We recommend downloading and using the app to avoid having to login each time you receive a notification.

If you have any questions about ParentMail, please don't hesitate to speak to the office.

On a Friday, we send out a newsletter to parents via Sway.

### First Aid

School staff will administer minor first aid if your child has a fall or bump. It is school policy to inform parents whenever a child has a bump to the head. We will also contact you if we believe your child needs medical attention or if they appear unwell during the course of the day and need to go home.

If your child has a course of prescribed medication that has to be taken four times a day, or at set times during the school day, a form (available from the school office) must be completed prior to any medication being given by school staff. Please note that no member of staff is under any obligation to administer medication to a child - but they are usually quite happy to help. All medication must be taken to the school office. We are unable to administer any non-prescribed medication to children under any circumstances.

If your child suffers from asthma, please ensure that this is recorded on your child's registration form and that a reliever inhaler is always available for use within school. The inhaler should be periodically checked by parents to ensure that it is within its expiry date and has sufficient doses remaining.

We must be notified of any medical needs your child has. Please provide information on the registration form. Remember to update this if this changes.

### Travel to School and Keep Safe

Please remember that there is no access to The Butts and school for cars at drop off or pick up time:

8:30 am - 9:15 am and 2:45 pm - 3:30 pm

This is because the lane to school is very narrow. We allow staff to travel up and parents with disabilities and residents of The Butts only.

There is also no parking at the end of the lane in front of the bollards, this is a quick drop off only. Please be aware that there is a private house entrance here which must not be blocked.

If parents park here and a coach is due to take the children on a trip, they have to walk into the road to get on the coach, this is extremely dangerous.

### How can I travel to school safely?

#### **Free Transport**

Wiltshire Council provides free transport, with supervised drop off and pick up on the school premises, if you live in catchment and meet one of the following:

- No safe walking route
- Age under 8 and over 2 miles away
- Age over 8 and over 3 miles away ( 2 miles for children who receive free school meals or those receiving the maximum level of working tax credit)
- For more details please visit <http://www.wiltshire.gov.uk/schools-learning-transport-eligible>

#### **Walking**

If you live in Lydiard Millicent, please try to walk all the way to school (staff too). Most children from the village choose this healthy option. It's a great way to meet and chat with friends on the way.

#### **Lift-sharing**

Although it takes a bit of effort to get sorted, lift sharing reduces congestion, lets you have days off with the school run and children love to share with a friend as they have more time with each other. Ask around in your year group to find a lift share partner - it could be for 7 years!



**Park and Walk**

We ask that all parents park safely around our school locality and that access to the lane and driveways is never compromised.

If you drive into the village, please remember:

- Drive carefully for everyone's safety
- Parking is very limited near the school, parking near Manor Farm can block the road on a blind corner, so leave lots of space between cars
- The Parish Hall has no parking on Wednesdays and limited parking due to clubs on other days.

## What Do I Do If...?

### **My Child has a Medical Appointment**

As much as possible, we ask that medical appointments are made out of school time. However, we do understand that it is not always possible, so when an appointment has been made please let the school office know. When you come to collect your child for your appointment, we ask for you to come to the office and sign your child out in a separate register.

### **My child is absent from school through illness**

If your child is absent from school through illness, it is important that you inform the school by 8.55 am on each day of illness. If your child has had sickness and/or diarrhoea, please ensure they remain off school for 48 hours after the last incident.

### **I would like to take my child out of school for a holiday**

The Department for Education states; every day at school counts enormously and so does every consecutive day attended by pupils. Parents do not have a legal right to take children out of school. Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Exceptional circumstances are defined as:

- unusual; not typical
- forming an exception or rare instance; unusual; extraordinary.

If the absence has not been authorised by the school and an absence occurs, where the child's total unauthorised absences amounts to 10 or more sessions (5 school days), continuous or aggregated within the previous six months within the current academic year (including the most recent unauthorised absence), a penalty notice will be issued and the school will notify the Education Welfare Service.

### **I do not wish for my child to have their photo taken**

Throughout your child's time at Lydiard Millicent CE Primary, your child will have the opportunity to have their photographs taken many times, whether it is for the local paper, during school plays, or for the school brochures and website. We do understand that there are circumstances in which parents may not wish their child to be photographed. An option to opt out of this is provided on the registration form.

### **I have changed my emergency contact number(s)**

If any of the particulars you have given us change for any reason, please let us know as soon as possible, this way we will be able to contact you immediately should your child become ill or have an accident.

## DBAT

The Diocese of Bristol Academies Trust (DBAT) was established in 2012 and has now grown steadily to 15 academies.

DBAT's vision is to be a Trust of exceptional academies with strong Christian ethos which provide a values-led education and opportunities for all children to flourish and achieve their fullest potential. We aim for all our academies to be schools of choice, with good or better Ofsted and SIAMS grades, and will work with local communities, staff, children, parents, churches & the wider Diocesan family to achieve this.

### **Mission Statement**

DBAT's core purposes are to:

- Focus on improving the educational experiences, employment prospects and life chances of young people, especially those from disadvantaged socio-economic backgrounds;
- Demonstrate that children's life-chances are improved when their formal education is within the context of an academy that is founded in the Christian tradition, established in an ethos that is distinctively Christian and embraces the very best practices in teaching, learning, leadership, management and safety;
- Accelerate students' levels of attainment and achievement, raising student, teacher and parental aspirations and ambitions;
- Help to create more cohesive communities, enhancing opportunities for social mobility by striving to eliminate the attainment gap between students from disadvantaged backgrounds and young people who by circumstances of birth and inheritance take for granted their automatic right to a good education;
- Transform the overall performance of underperforming schools in deprived areas, helping to improve and innovate in all aspects of teaching, learning and leadership together with promoting the development of future leaders.

**Vision**

DBAT shares the Church of England's Vision for Education 2016, "Deeply Christian, Serving the Common Good", which includes four basic elements wisdom, hope, community and dignity. We aim to deliver values-led education with the very best outcomes for children and young people.

**Values**

DBAT cherishes the principle of family. We believe that pupils' needs are collectively met through collaboration, joint purpose and a strong Christian ethos which allows all children and staff to flourish. Christian values are central to all our work; generosity, compassion, courage, forgiveness, friendship, respect, thankfulness, trust, perseverance, justice, service and truthfulness.

**Local Academy Council**

We are part of the Diocese of Bristol Academies Trust and have a Local Academy Council who are made up of parents, local community, church representatives and staff. If you are interested in joining, please contact the Chair of the Academy Council or let the school know. It is a unique opportunity to invest in your child's education and ensure the school is outstanding from the start.

## FOLMS - FRIENDS OF LYDIARD MILLICENT SCHOOL

### **Who are FOLMS?**

FOLMS (Friends of Lydiard Millicent School) is a small group of parents with children currently attending the school. We help support the school with purchasing items that they are unable to fund with their current budgets. It can be anything from equipment, to school trips or whole school activities.

### **The current 2022/23 FOLMS committee**

Chair: Lisa Trowbridge

Secretary: Olivia Stevens

Treasurer: John Marquiss

### **What do we do?**

We organise various activities over the school year, discos, film clubs, a Christmas market and summer fayre. We also run cake sales, doughnut sales, pre-loved uniform sales and many more.

You will receive more information about events in the school calendar released at the start of the academic year.

### **Can you help?**

We are always on the lookout for new volunteers to help out at our events. If you are able to spare some of your time, even an hour would be very appreciated, please put a note in the FOLMS letterbox in the schools front entrance, email [friendsofschoollm@gmail.com](mailto:friendsofschoollm@gmail.com) with your contact information or speak to one of us in the playground.



Believe, Learn, Grow

*Thank you for taking the time to read our information booklet.*

*If you have any questions or suggestions for further content please let the School Office know.*

Our contact details are:

Lydiard Millicent CE Primary School  
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SN5 3LR  
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