



St Andrew's CE Primary School  
North Kilworth



# School Information Booklet

# Welcome to St Andrew's CE Primary School

We are a small and friendly village primary school, offering a broad and balanced curriculum with many exciting opportunities for enrichment and challenge. We are dedicated to ensuring that all pupils receive the best education, and our school vision has a focus on our high expectations where all children can grow and learn to **'Let Their Light Shine'**.



The school is set in a beautiful rural location, and we have extensive grounds including a large playing field, playground, astro-turf and nature and forest school areas, as well as access to tennis courts and other village sports facilities. We offer a wide range of After School Sports Clubs as well as 'wraparound care' with our affordable on-site Breakfast and After School Club offering childcare from 7.45am to 5:30 (Monday to Thursday).

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.

St Andrew's is proud to be a member of the Learn Academies Trust and works in close partnership with the other Trust schools for the benefit of all of our pupils and staff. We are immensely proud of our school and look forward to welcoming you and your family

**Mrs Kerry Willars**  
**Headteacher**

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## Term Dates

### Autumn Term 2026

<b>School Opens</b>	<b>Wednesday 26<sup>th</sup> August</b>
<b>Bank Holiday</b>	<b>Monday 31<sup>st</sup> August</b>
<b>Half Term</b>	<b>Monday 19<sup>th</sup> October - Monday 27<sup>th</sup> October</b>
<b>School Closes</b>	<b>Friday 18<sup>th</sup> December</b>

### Spring Term 2027

<b>School Opens</b>	<b>Monday 4<sup>th</sup> January</b>
<b>Half Term</b>	<b>Monday 15<sup>th</sup> February - Friday 19<sup>th</sup> February</b>
<b>School Closes</b>	<b>Friday 22<sup>nd</sup> March</b>

### Summer Term 2027

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

# Our School

St Andrew's Church of England Primary School was founded in 1847, and was a Church Aided Primary School. The original school was located within the centre of the village and had two classrooms.

The original school bell was removed and now resides at the school's new location. The school moved to its present site in 1970 and now has 3 classrooms and an Early Years classroom with large outdoor provision.

It is a spacious school with several additional rooms including a large well-stocked library, an art room and a sports hall. The school benefits from superb surroundings, with a large sports field, nature and Forest School area, an adventure playground, astro-turf and a tarmac play area.

We have very close links with our village Church, St. Andrew's - we are lucky that it is only a short walk away and this means we are able to visit regularly. Parents are also invited to join us for our Harvest, Christmas, Easter and End of Term Services in church.

In 2016 the school became an academy and joined Learn Academy Trust working in close partnership with other local primary schools and we opened our onsite preschool 18 months ago.

## We offer:

- On-site wrap-around care provided by our own staff, ensuring a continuing of care for your child.
- We have our own preschool, located within our EYFS setting, for children aged 3+
- A variety of after school clubs and enrichment opportunities throughout the year including the opportunity to take part in sports tournaments, trips on Steam Trains and visits to the Panto!
- Excellent facilities including our own EYFS building allowing our younger children a calm and safe space to learn and play, large playing field and well-kept play spaces and Forest School area.
- Themed Creative Weeks to encourage the children's artistic and design work. 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 and delivered everyday. Our menu is varied and exciting offering choice and new tastes to our children.
- A small school with a big heart!



# Vision, Values and Behaviour

**“Let Your Light Shine”**

**Matthew 5:16**

## **Our Vision:**

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

Through a rich and creative curriculum, children embark upon an inspiring journey of learning to 'Let Their Light Shine'.

## **Our Values:**

At St. Andrew's C of E Primary School, we enable everyone to flourish and “Let Their Light Shine” through a whole school ethos built upon our Intrinsic, Christian and British Values.

### **Intrinsic Values:**

Friendship, Responsibility, Dedication, Respect, Eco, Community

### **Christian Values:**

Friendship, Kindness, Dedication, Forgiveness, Honesty, Respect

### **British Values:**

Liberty, Rule of Law, Democracy, Respect, Tolerance

## **Our Code of Conduct:**

To ensure the best standards of behaviour the St. Andrew's way, we all follow our school Code of Conduct:

**Choose Respect**

**Choose Kindness**

**Do Your Best**

**Step Up and Take Part**

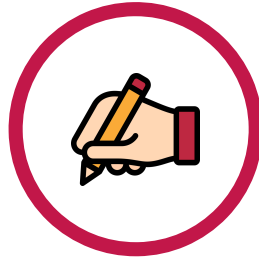
Children learn to live by these values to enable them to become one of our School Ambassadors in Year Six. Certificates are presented in Celebration Assemblies to children who demonstrate our School Values. Throughout the school year, they are recognised by having a leaf put on our tree and their names are added to our Wall of Fame.

## Getting Ready for School

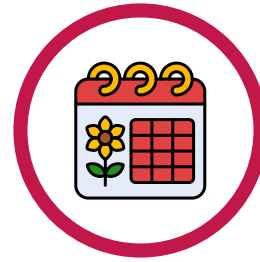
Preparing your child to start school for the first time can feel overwhelming, especially if you're unsure what to expect. We've put together some helpful tips to support your family and make the transition as smooth and positive as possible.



Practise the school run



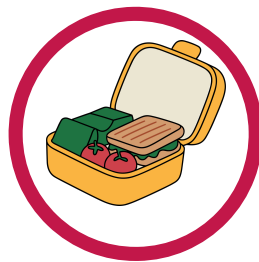
Name label all your child's things.



Make a note of all the key dates



Try putting coat and shoes on independently



Practise opening lunch boxes and waterbotles



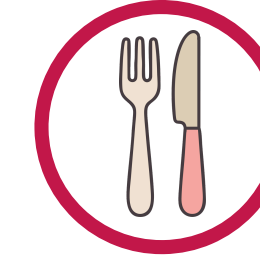
Wash and dry hands independently.



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 EYFS, your child will be welcomed into our Acorn Class, by their teacher. All our classes are named after trees (Acorn, Willow, Ash and Oak). 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 Acorn Class have their own secure, outdoor play space with lots of age appropriate toys and equipment to use. For further information on the EYFS curriculum please visit [www.standrewsnorthkilworth.co.uk/learning/early-years-foundation-stage](http://www.standrewsnorthkilworth.co.uk/learning/early-years-foundation-stage)

Children are dropped off and collected from their classroom doors each day, these are accessible via the playground. The school gates open at 8.50am and school day ends at 3.15pm. Each child will have a named peg for their belongings. Our younger children have lunch first in our school Hall, and this takes place at 12 noon. On PE days, children will come to school in their PE kits.

As a small school, we have mixed classes, comprising of 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 part way through their education, they will join one of our four classes. Acorn Class is for those in EYFS (with preschool), Willow is for Years 1 and 2, Ash Class is for children in Years 3 - 4 and Oak Class is for children in Year 5 - 6. These grouping mirror the Key Stages devised by the Department for Education.

We follow a broad and varied curriculum, covering English (inc. oracy, reading and writing), Mathematics, Science, Computing, History, Geography, PE & Sport, Art, Music, Religious Education, Design Technology, Personal, Social & Health Education (PSHE) and Latin (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 a full details on the school curriculum please visit [www.standrewsnorthkilworth.co.uk/learning](http://www.standrewsnorthkilworth.co.uk/learning)

All the children in Years 1 - 6 have PE twice a week, coming to school in their PE kits for the whole day. They have a mid-morning break at 10.30am and lunch starts at 12 noon and the children enter the hall in rotation. By the end of Year 6 our children are ready to transition to secondary school, with most choosing Lutterworth High School or Lutterworth College. 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 Kerry Willars
Assistant Headteacher	Mr Rose
SENDCO	Miss Wallis
Officer Manager	Mrs Louise Frost

For a full list of our teachers and support staff  
please visit [www.standrewsnorthkilworth.co.uk/about-us/school-staff](http://www.standrewsnorthkilworth.co.uk/about-us/school-staff)



# The School Day

**Morning: 8:50am to 12:00pm**

**Lunch: 12:00pm to 1:00pm**

**Afternoon: 1:00pm to 3:15pm**

## Key Stage 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 our older years, the curriculum runs on a two year cycle, meaning those in mixed year groups do not have to repeat topics they have already covered. For information on the curriculum please see [www.standrewsnorthkilworth.co.uk/learning/curriculum](http://www.standrewsnorthkilworth.co.uk/learning/curriculum)

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 or with a visiting guest, including from our village Church.

## EYFS and Key Stage 1

In our Acorn Class a typical school day is structured to ensure the key learning moments are met but there is still time for play and exploration. We use topics to explore all aspects of the curriculum, allowing the children to delve deeply into an specific idea. For example, if the children are learning about Mini Beats, this will incorporate science, phonic, maths, reading and more. The children also benefit from Forest School once a week, where their classroom learning is often incorporated into these sessions, helping to bring new and complex concepts to life. 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 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 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.standrewsnorthkilworth.co.uk/school-life](http://www.standrewsnorthkilworth.co.uk/school-life)

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](http://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

St Andrew's encourages the wearing of school uniform to promote a sense of belonging to the school community and a team spirit. Children feel smart and are aware of the importance of an acceptable standard of dress. The wearing of uniform also enables children to be easily recognised when out of school.

## **Our School Uniform:**

- Black/Grey skirt or trousers
- White blouse or polo shirt
- Red sweatshirt, cardigan or fleece
- Red checked summer dress
- Red/White socks or plain black tights
- Black shoes

During the winter, children are encouraged to bring a pair of indoor shoes, and all Reception children are asked to have a pair of wellington boots in school.

## **Our School P.E Kit:**

- Black Shorts
- Red P.E T-Shirt
- Plain, dark trainers
- Black Jogging Bottoms
- Red P.E Hooded Top

On timetabled P.E days, the children will come to school dressed in school P.E Kit

## **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.

## **Pre-loved uniform**

We have second-hand/pre-loved uniforms available. Please contact the school office for more information.

## **Logoed School uniform can be purchased from:**

**Sports Supplies**  
**25 Church Street**  
**Lutterworth**  
**LE17 4AE**

Telephone: 01455 550938 or online at [www.sports-supplies-lutterworth.myshopify.com/collections/st-andrews-north-kilworth-primary-school](http://www.sports-supplies-lutterworth.myshopify.com/collections/st-andrews-north-kilworth-primary-school)

This can also be ordered by e-mailing [sports.supplies@btconnect.com](mailto:sports.supplies@btconnect.com)

# 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 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 and After School Club** is run by St Andrew's Primary School. We aim to provide 'wrap-around' childcare that is both affordable for parents and offers a friendly, active and fun environment for our children.

## Opening Times

Monday to Thursday

**Breakfast Club** - 7.45am to 8.45am

**After School Session 1** - 3.15pm to 4.30pm

**After School Session 2** - 4.30pm to 6.00pm

Friday

**Breakfast Club** - 7.45am to 8.45am

**After School Session 1** - 3.15pm to 4.30pm

## Fees

**Breakfast Club** - £5.50 per child per session (includes breakfast)

**After School Session 1** - £5.00 per child per session (children to bring a small snack)

**After School Session 2** - £6.00 per child per session (children to bring a packed tea)

Bookings must be made the day before via Arbor, our online booking and payment system. (All fees are correct as of May 2025. These may change slightly in the new school year)

## Communications and Payments

We believe that communication with our parents is key to ensuring the success of our school. We send out a weekly newsletter, have a Facebook page and our class teachers/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.

We operate a cashless system using an online platform called 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 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.

# Safeguarding and Child Protection

St Andrew's 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 Kerry Willars**

**Deputy Designated Safeguarding Leads: Mr James Rose**

Our school is part of Operation Encompass. For further details please see [www.operationencompass.org](http://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:  
[www.standrewsnorthkilworth.co.uk/key-information/policies](http://www.standrewsnorthkilworth.co.uk/key-information/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.

## 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.

St Andrew's CE Primary School

# PTA

**St Andrew's PTA** are a friendly group of parents and staff who work together to raise funds and support the school.

They plan events and with help from volunteers, organise and run these to provide extra resources for the school. Past events have included Discos, Treasure Hunts, Quizzes, Sponsored Walks and Summer Fairs - but they are always looking for new and exciting ways to make money.

The money they have raised has provided fun opportunities for the children in school. Including:

- Whole school Pantomime trip
- Music and Dance Workshop
- Year 6 Leaver's treat
- New Starter's gifts
- Visit from the ice-cream van

They have also supported by buying additional resources such library books, playground equipment and items for sports events.

**New members are always welcome!**

# 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 our website





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.**





# St Andrew's CE Primary School

Dag Lane

North Kilworth

Leicestershire

LE17 6HD

01858 880 430

[www.standrewsnorthkilworth.co.uk](http://www.standrewsnorthkilworth.co.uk)

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