



Parent Handbook

**Taking you step-by-step
through starting school**

**Loughborough Church of England
(Aided) Primary School**



Learning. Caring. Excellence. Progress. Standards



Wendy Wakefield, Headteacher, says...

Welcome

Welcome to Loughborough Church of England (Aided) Primary School and I look forward to getting to know you and your child.

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 3 is Key Information and pages 13-14 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01509 263430 or email: office@lceps.leics.sch.uk and we will be happy to help!

How we use your information

Loughborough C of E Primary School is the data controller of the personal information you provide to us. Please see our Pupil & Families Privacy Notice on our website for further information about why we ask for your information and how we use it: www.loughborough-primary.co.uk

Key information

What are our school times?

Early Years / Key Stage 1

Morning: 8.50am to 11.55am.

Afternoon: 1.00pm to 3.15pm

Key Stage 2

Morning: 8.50am to 12.05pm.

Afternoon: 1.00pm to 3.15pm.

Children going home for lunch should not arrive back in school before 12.50pm

Wraparound Clubs

Breakfast Club

Breakfast club starts at 8.10am but children may arrive from 8am. Details can be obtained from the office. Numbers are limited so all sessions must be booked in advance via the office.

Arrivals and departures

Children should not arrive at school before 8.40am unless they attend Breakfast Club. Children will remain the responsibility of their parents until they enter the building after the morning bell. The front gate and external doors will close promptly at 8.50am. If your child arrives after this time they will need to enter the school through the main office entrance and will be marked in the register as 'late'. Children should be collected promptly at 3.15pm unless attending a club. If someone else is collecting your child it is important that you let us know to avoid delays at hometime.

Uniform

At Loughborough Church of England Primary School we encourage the wearing of our school uniform as it creates a sense of identity and belonging to our school. Our uniform promotes this. The school badge is a reminder of the joining of both Emmanuel and Warner schools in 1989 and the links between the Loughborough Churches.

Our uniform consists of:

- White/light blue polo shirt or shirt
- Skirts/shorts/trousers grey only
- Royal blue school sweatshirt or cardigan
- Sensible children's shoes
- Summer Dresses - Pale blue and white check

PE Kit

- Plimsolls
- Black shorts, Royal blue TShirt, Tracksuits may be worn in cold weather

Jeans may not be worn in school by any children. School sweatshirts, cardigans and polo shirts with the school logo on, as well as

PET-shirts and other items of uniform, can be purchased online through Yourschooluniform.com

PLEASE MAKE SURE ALL ITEMS ARE CLEARLY NAMED!

Lost Property

Lost property may be found in classrooms or the lost property box under the playground canopy.

Food in school

School meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best, they need a balanced and nutritious diet. School meals are provided by Leicestershire County Council and are cooked on the premises. We have a family service with a main meal or vegetarian option plus a pudding. We provide all children with fresh water. Current menus are available in the school office.

Free school meals

All children in Foundation, Year 1 and Year 2 can have free school meals. For pupils in Year 3 upwards, families must be receiving one or more of the following benefits:

- Universal Credit
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- The guarantee element of Pension Credit
- Child Tax Credit
- Working Tax Credit run-on
- Support under Part VI of the Immigration & Asylum Act 1999

For more information, please see page 11 or contact the school office. All applications for free school meals are treated confidentially.

Dinner money

Dinners can be paid for online on School Money. Please speak to the office if you need login details. Payment can also be made by cash, or cheque made payable to LCEPS. Cash should be in a sealed envelope clearly labelled with the child's name, class and amount. We are unable to provide meals for individual days and request that meals are taken for a minimum of half a term.

Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. We would ask that you support the school in its policy by ensuring packed lunches include a balanced, healthy choice of food. Suggestions can be found on the NHS Live Well for Children website. Please visit <http://www.nhs.uk/livewell/yourchildatschool/> and look under the Healthy Lunchbox Treats section.

If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child's name and class. Children should not bring in any drinks for lunchtime.

Fruit and drinks

All children in Reception, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home. To encourage children to try a variety of foods, different fruits are provided throughout the week such as oranges, apples, grapes, raisins, pears and plums. If your child has any allergies, please ensure your child's class teacher is made aware so that an alternative fruit may be provided that day.

Year 3, Year 4, Year 5 and Year 6

Children in Key Stage 2 may bring in a snack from home. Mid-morning snacks may include a piece of fresh or dried fruit.

Please ensure children do not bring in biscuits or chocolate bars for snack time.

Water and milk

We provide all children with fresh water. Children up to the age of five are entitled to free school milk.

PLEASE NOTE WE ARE A NUT FREE SCHOOL



Child's Doctor:	Medical Conditions: Please give details of any conditions your child suffers from e.g. anaphylaxis, asthma, hayfever etc:	
Surgery Address:		
Telephone Number:		
Child's previous school or playgroup:		Telephone Number:
Does your child have a brother or sister in the school? If so please state		
Name:	Class:	Year:
Dietary Needs		
Please state below any special dietary needs your child may have eg: Allergies, vegetarian, no pork etc.		
Travel to School		
Please advise us of the main way your child will regularly travel to school: Bus Walk Car Train (please tick as appropriate)		
Services Children in Education		
Are you a Services Family? YES NO		
Special Needs		
Does your child have any Special Educational Needs YES/NO. If yes, please state which Special Education Need/s your child has:		
Is English an additional language?		
YES NO		
If English is an additional language what level do you consider your child to be at		
Fluent Average Poor No English Spoken (please tick as appropriate)		
Please sign the form in the spaces indicated using your usual signature. Where Father and Mother both have Parental Responsibility, the form must be signed by both parents.		
Signature of Mother/Guardian:	Date: / /	
Signature of Father/Guardian	Date: / /	
FOR SCHOOL USE ONLY		
Birth certificate/passport seen		
Start Date / /		
New Class:		
CTF/Records requested		

Step 1

Step 2 - 3

STEP 2: Other Information
Loughborough Church of England (Aided) Primary School

Home Language Spoken	First Language Spoken	Religion

Country of Birth	Nationality
or 'I do not wish to provide this information'	or 'I do not wish to provide this information'

You do not have to provide information about your child's Country of Birth or Nationality if you do not wish to do so. You can also retract this information in future by contacting the school office in writing.

White
☐ British
☐ Irish
☐ Traveller
☐ Gypsy/Roma
☐ Any other White background

Mixed
☐ White & Black Caribbean
☐ White & Black African
☐ White & Asian
☐ Any other mixed background

Asian or Asian British
☐ Indian
☐ Pakistani
☐ Bangladeshi
☐ Any other Asian background

☐ Chinese

☐ I do not wish an ethnic background category to be recorded

Black or Black British
☐ Caribbean
☐ African
☐ Any other Black background

☐ Any other ethnic background

STEP 3: Parental Agreement
Loughborough Church of England (Aided) Primary School

I/We will ensure that:

- My child is in school regularly and on time each day (by 8.40am but no later that 8.50am)
- Collected from school promptly at 3.15pm each day
- I/We will inform the school if my child is absent, on the first day of absence giving reasons for their absence.
- I/We will ensure the school has up to date contact numbers for use in an emergency.
- I/We will ensure that my child completes any necessary homework and returns it on the given day.
- I/We will keep the school informed of any change of circumstances affecting my child.
- I/We will attend any necessary meetings with school staff to discuss the education and welfare of my child.

Signed (Parent/Carer):
Date: / /

Loughborough C of E Primary School uses a third party text message service to communicate with parents/carers. Your contact information will be shared with our provider so that we can send you updates, reminders and information about school activities that are relevant to your child. We need your consent in order to share your details with our provider.

I consent to Loughborough C of E Primary School providing my contact details to their third party text messaging provider []

If you have ticked the consent box above, please provide your contact details to be sent to our third party service below:

Name:	Mobile number:
Email:	

Contact signature:	Date:
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Further information about how and why we use your data can be found in our Pupil & Family Privacy Notice on our website. You may withdraw your consent at any time by contacting the school office.

Other people with permission to collect your child.	
Name:	Name:
Relationship:	Relationship:
i.e. grandparent, family member, family friend etc	i.e. grandparent, family member, family friend etc

Parent's or Guardian's	
Signed	
Date: [][]/[][]/[][]	

Step 4

Step 5

This form will cover your child for the time they are at our school. If you wish to change your authorisation at any time, please contact the school office.

NAME OF CHILD:

Please delete the appropriate give/do not give part of each statement and sign each statement

I give/do not give permission for my child to be taken into the local area by a qualified member of staff. This would include visits to the local schools and churches, parks, libraries and post offices. (Separate authorisation will be requested on letters sent home about school trips which are further afield).

Signed (Parent/Carer):
Date: [][]/[][]/[][]

I give/do not give permission for my child to watch PG certificate films and DVDs when supervised by a member of staff.

Signed (Parent/Carer):
Date: [][]/[][]/[][]

I give/do not give permission for my child to be transported in teacher's or other adults' cars to attend sporting fixtures at other schools etc.

Signed (Parent/Carer):
Date: [][]/[][]/[][]

Consent for use of photographs & video

Loughborough C of E Primary School requests your consent as parents/carers to use photographs and videos of your child. We use these images for displays in school, occasional use by the media (e.g. newspapers & television), and in our school prospectus.

Where images are used in this way, we do not publish children's names.

I consent to my child being photographed or videoed, either individually or as part of a group: YES [] NO []

Signed (Parent/Carer):
Date: [][]/[][]/[][]

You may withdraw your consent at any time by requesting this in writing to the Headteacher.

We are proud of our school website and like to use it to share what the children have been doing in school. We regularly use photographs, video presentations, animations and pictures of children’s work to celebrate their achievements. They are also a great way to share special events or school trips. These are usually posted on class pages, and are really popular with the children who like to show off what they have done to friends and family.

When we use images and video on our website, we never give out any details about children’s names which could identify them.

Please complete this form to give your consent to us using images which include your child on the school website. You may withdraw your consent at any time by requesting this in writing to the Headteacher. Withdrawing your consent will not affect any images or videos that have been used prior to withdrawal.

I consent to images which include my child being used on the school website.

Childs Name:
Signed (Parent/Carer):
Date: [] [] / [] [] / [] [] []

We have computer access in all classrooms which are capable of receiving the internet. When your child logs onto the system they are agreeing to abide by the rules listed below:

- * Treat all equipment with care
- * Listen to and follow instructions
- * When using the internet only to go on sites that they have been instructed to use
- * Do not use any equipment at all unless an adult is in the room and has told you to log on
- * To always use what has been learned about e-safety to keep online and to tell a teacher if something makes them worried or unhappy
- * To save only school work on the school network and will check with a teacher before printing.

Please sign below acknowledging that you have read the rules with your child and made it clear to him/her that you expect them to be adhered to.

We have read the rules of computer use and agree that they will be adhered to

Signed (Parent/Carer):
Date:[] [] / [] [] / [] [] []

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life. Healthy school food can also help to improve pupils’ readiness to learn.

Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you’re in receipt of one of the following benefits:

- Universal Credit with an annual net earned income of no more than £7,400.
- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190

Registering for free meals could also raise extra funds for your school to be used for valuable support like extra tuition, additional teaching staff or after school activities.

This additional money, called Pupil Premium, is available from the government and given to schools for every child whose parent is receiving one of the benefits listed above and has registered for free school meals.

To check if your child is eligible, we need information about you and your child. Please complete this form and return to your child’s school.

ABOUT YOUR CHILD/CHILDREN

Please list all of your children who will be at school

Child’s Last Name	Child’s First Name	Child’s Date of Birth			Name of School
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

PARENT/GUARDIAN DETAILS

	Parent/Guardian 1			Parent/Guardian 2		
Last name						
First Name						
Date of Birth	DD	MM	YYYY	DD	MM	YYYY
National Insurance Number*	[]	[]	[]	[]	[]	[]
National Asylum Support Service (NASS) Number*	[]	/	[]	/	[]	[]
Daytime Telephone Number						
Mobile Number						
Address						
	Postcode			Postcode		

(continued)

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FAMILY INCOME AND BENEFIT DETAILS

If you receive any of the benefits listed below, please place an X in this box ☐.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit.

Universal Credit
If you are in receipt of Universal Credit, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box).
Your net earned income is your household income after taxes and deductions. It does not include income through Universal Credit or other benefits that you may receive.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

Child Tax Credit
If you are in receipt of Child Tax Credit, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box).
Your joint gross income is your household income before taxes are taken into account.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

If you’re not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box ☐.

DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family’s financial circumstances as set out in this form.

Signature of parent/guardian:
Date: <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/>

Thank you for completing this form and helping to make sure your child’s school is as well funded as possible.

How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child’s school will receive each year. The information will also be used in relation to pupils in year 3 or above to decide whether they are eligible for free school meals. You only need to complete this form once and it will last for the duration of your child’s time at their current school. You should contact the school or local authority if you have a change in financial circumstances. We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Absence

At Loughborough Church of England Primary School we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children in our school community to maximise their learning. We recognise that positive behaviour and attendance have a significant impact on our children’s attainment and the life chances as it maximises their learning opportunities. Our school policy aims to support us all to achieve high levels of attendance and punctuality.

We aim to encourage and assist all children to achieve excellent levels of attendance and punctuality and reduce persistent absence in order that all pupils are assisted in reaching their potential.

Contact the office

If your child is going to be absent from school at any time, it is essential that you inform us as soon as possible. For any unforeseen absences, such as sickness, the school office must be notified by 9.30am on the first day of absence. You can email the office using the following email address: office@lceps.leics.sch.uk or telephone 01509 263430.

Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

Holidays

The school has a good level of attendance. We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance. Parents are notified, in advance, of proposed dates for School Assessment Testing (SAT’s) and they should make every effort to ensure their child attends school during that period.

If you do need to go away in an emergency, there are forms to complete at the school office, and should be completed in advance.

Request for absence

With this in mind the Government and Local Education Authority have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, using the appropriate application form, to the Headteacher. Holiday requests during term time are not usually granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this will result in a penalty notice and parents will be fined.

Jewellery and other valuables

Jewellery, including rings, should not be worn to school as nasty accidents can occur.

If your child has pierced ears, only small studs should be worn in the interests of safety. It must be noted that for health and safety reasons, earrings must not be worn during PE lessons and we request that your child does not wear earrings to school on PE days. Any child, whose earrings cannot be removed for medical reasons, can undertake PE providing the earring is covered by a plaster or tape. (Only stud earrings are acceptable in this case and parents should ensure that the plaster or tape is applied on PE days.). Please note, however, the swimming pool does not allow children to wear earrings under any circumstances for swimming.

We would request that any new ear piercings take place at the beginning of the summer holiday in order to allow sufficient time for the healing process and therefore not affect statutory involvement in PE lessons at school. Wrist watches may be worn to school but we cannot accept responsibility for their safekeeping. Children are not allowed to bring mobile phones to school. Long hair should be tied back for health and safety reasons.

Clubs and activities

A variety of after school clubs have been organised for our children, to support or extend learning opportunities and to provide for the needs of Gifted and Talented children. Examples include:

- Choir
- Handbells
- Brass Tuition
- Cooking Club
- Film Club
- Lego Technology
- Drama Club.

Sports Clubs

The school is lucky to have a sports coach who runs clubs during lunchtimes and after school. These clubs change every half term so every child has the opportunity to become involved. We have played all sorts of sports including:

- Australian Handball
- Baseball
- Boules
- Cricket
- Basketball
- Futsal
- Tennis
- Handball
- Tag Rugby

In addition to these clubs, the school also involves the children in musical productions, theatre trips, residential trips and trips linked to the curriculum.



Special Educational Needs

Children progress at different rates and every effort is made within the school to cater for this. We are an inclusive school that welcomes and celebrates diversity. All staff believe that having high self-esteem is crucial to a child’s emotional well- being and academic progress. We have a caring, understanding team who look after all of our children. We recognise that our children may have a variety of needs and those needs may change and require a range of provision and access to other services. All children have access to the full curriculum and work is planned accordingly.

Special Needs Co-ordinator

Our Special Needs Co-ordinator works closely with the Inclusion Team, Headteacher, teachers and governors, to monitor SEN throughout the school. She is able to utilise and involve outside resources and other specialist teaching staff to provide help and advice where appropriate. Access to our full SEN policy is available via our website and is labelled ‘Special Educational Needs and Disabilities (SEND)’. Please visit the school website <http://www.loughborough-primary.co.uk/> where you will find the policy under ‘About Us’ in the left hand menu and then under ‘Key Information’ and ‘Policies’.

Gifted and Talented

We recognise that several of our children are gifted and talented. The school’s major form of identification of gifted and talented pupils is through the class teacher via observation of the child or work produced. This may be influenced by the views of parents and of other teachers in the school. As for all children, we aim to provide appropriately challenging activities. Enrichment opportunities are provided within topic work and extra-curricular activities are provided through a wide range of school clubs, residential trips and a variety of musical and sporting opportunities.

Charging and remissions policy

The school has a charging policy, in accordance with the requirement of Section 110 of the Education Reform Act 1988 and Chapter 32 in the 2002 Education Act. The policy is annually agreed by Governors and applicable to all registered pupils. Parents are asked to make voluntary contributions to cover the cost of trips or visits. The full policy can be obtained from the school office or by visiting our website <http://www.loughborough-primary.co.uk/>

The policy is located under the ‘About Us’ tab in the left hand menu and then under ‘Key Information’ and ‘Policies’.

Frequently Asked Questions

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access to our essential services, closure may be unavoidable. During severe weather please listen to our local radio station, BBC Radio Leicester, and their information bulletin. If the school will remain closed then these details will be broadcast from approximately 7.00am onwards. If possible we will also send you a text message.

Collecting your child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as

the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Sickness and Medicine in school

Medicines can only be administered by school if they have been prescribed by a doctor for 4 or more times per day.

Vomiting and diarrhoea

Children who are absent from school because of vomiting and/or diarrhoea must be kept at home for 48 hours following the last bout of sickness/ diarrhoea.

First Aid

If your child is taken ill in school or has an accident we will try to get in contact with you. It is therefore

important to ensure that your contact details are kept up to date. If we are unable to contact you, we will take whatever course of action we think necessary, e.g. your child may be taken to hospital. If you have any objection to this on religious grounds then you must inform the Headteacher in writing. In the event of a serious accident or injury, then details are recorded in the pupil accident book.

Nut allergies

Due to a number of children having severe allergies, Loughborough Church of England Primary School is a 'nut free' school. Those children who have a known nut allergy must supply school with an Epi-pen. Staff are trained to administer this should an emergency arise.

Inhalers

We are able to keep inhalers for asthmatic pupils who have them prescribed by their doctor.

Working with parents

Parental involvement

Mums, dads, grandparents and carers help us with school trips, cooking, swimming, sports activities and also with activities in the classroom. The school believes that parent and carer assistance in the classroom can be a valuable asset in the delivery of the curriculum and encourages such contributions. If you are keen to offer your support please let the Headteacher know and we can make arrangements for this to happen.

You can support your children by:

- working in partnership with the school in pursuit of its vision statement
- making sure that your child arrives at school on time suitably dressed and equipped for the day's work
- ensuring that your child attends regularly, informing the school promptly on the first day of absence and providing a note of explanation upon their return.
- Attending open evenings to discuss the child's progress
- supporting your child in the completion of homework when it is set.

Parents & Friends Association

Every parent belongs automatically to the Parents and Friends Association (PFA) of Loughborough Church of England Primary School. Its fundraising events include, amongst other things, Christmas fundraising, summer fairs, car boot sales, barbeques and children's discos.

Such events enable the PFA to purchase additional resources to support children with their learning. Any help that you can give for any of these events is always most welcome and details of forthcoming functions are given in our monthly newsletters. If you are interested in supporting the PFA please let the office have your details to pass on to the committee.

Communication with parents

We have an open door policy at our school where parents are always welcome in school to discuss any concerns. It is important that we work together straight away to resolve any issues, no matter how big or small.

Parent evenings

Regular parent evenings are held throughout the school year and provide an opportunity for parents to attend school to meet with your children's class teacher to discuss their progress and achievements. If you have any concerns at other times of the school year, please do not hesitate to contact your child's teacher.

Newsletters

Regular newsletters are issued to parents informing you about recent visits, trips and activities that the children have enjoyed. Upcoming events and important dates are also listed here. Newsletters can be found on our website <http://www.loughborough-primary.co.uk/> under 'Parents' in the left hand menu. Other important letters and forms can also be found here.

At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

Emergency texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. Again, this makes it very important for you to keep us informed of your current mobile phone number.



Term dates 2018-2019



Autumn Term 2018

Teacher Day
School opens
Half term
School opens
School closes

Tuesday 28th August 2018
Wednesday 29th August 2018
Monday 22nd October 2018 – Friday 26th October 2018
Monday 29th October 2018
Friday 21st December 2018

Spring Term 2019

Teacher Day
School opens
Half term
School opens
School closes

Monday 7th January 2019
Tuesday 8th January 2019
Monday 18th February 2019 – Friday 22nd February 2019
Monday 25th February 2019
Friday 5th April 2019

Summer Term 2019

School opens
May Day
Half term
School opens
School closes

Tuesday 23rd April 2019
Monday 6th May 2019
Monday 27th May 2019 – Friday 31st May 2019
Monday 3rd June 2019
Friday 12th July 2019

Please be advised that as an academy our term dates may differ from those advertised on the Leicestershire County Council website. We have however tried to keep in line with our local Secondary Schools where possible.



Head Teacher: Mrs Wendy Wakefield
Loughborough Church of England (Aided) Primary School
William Street
Loughborough
Leicestershire
LE11 3BY

School Business Manager: Mrs Sian Sweeting
School Admin: Mrs Debbie Start

Telephone: 01509 263430
Fax: 01509 236337
Email: office@lceps.leics.sch.uk

