



**FLEET WOOD LANE
SCHOOL**

**Information Booklet for Families
2025- 2026**

Growing our future together.

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Welcome to our School

Our Vision and Values

We believe our school should be a place which provides an atmosphere of happiness and security; where children and adults love learning and achieve their best and where everyone is relaxed and confident in their relationships with each other.

‘Growing Our Future Together’



Ambitious
Courageous
Open to Opportunity
Respectful
Nurturing
Self Aware



Our Aims

We aim to see that each child

- Is able to use their own language effectively and imaginatively in reading, writing and speech;
- Apply themselves to tasks and develop a lively enquiring mind;
- Acquires mathematical, scientific and technical knowledge and understanding;
- Develops self-respect, knows right from wrong and respects their school and everybody in it;
- Is an important and unique individual, who can be helped and encouraged to explore, to think and learn for themselves;
- Has an understanding, tolerance and respect for their community and other cultures;
- Leaves the school as a credit to themselves, their families and the school.

The school enjoys smaller class sizes and we have an excellent staff to pupil ratio. The children are taught in single age classes as follows:

Reception (Dormice)

Year 1 (Hedgehogs)

Year 2 (Otters)

Years 3 (Robins)

Years 4 (Bats)

Year 5 (Foxes)

Year 6 (Owls)





Fleet Wood Lane Primary School Staff 2025 2026

Mrs Ceri Tacey	Headteacher
Mrs Tracy Sherwood	Classteacher Reception, EYFS Lead
Mrs Leanne Levy	Learning Support Assistant Reception
Mrs Sarah King	Assistant Headteacher, Classteacher Year 1, SENDCo,
Miss Emma Green	Learning Support Assistant Year 1
Miss Samantha Heanes	Learning Support Assistant Year 1
Mrs Katey Horlock	Classteacher Year 2
Miss Nikki Parker	Learning Support Assistant Year 2, ELSA and wrap around care
Mrs Hayley Alexander-Jones	Classteacher Year 3
Mrs Hayley Stabler	Learning Support Assistant Year 3, Lunchtime
Mr Jacob Evans	Classteacher Year 4
Mrs Jordan Wyatt	Learning Support Assistant Year 4, Lunchtime and wrap around care
Ms Imrana Sabir	Classteacher Year 5
Mrs Jose Beeken	Learning Support Assistant Year 5 (4 days), ELSA and Lunchtime
Miss Cory Frost	Learning Support Assistant Year 5 (1 day) and Lunchtime
Miss Lexi Coote	Classteacher Year 6
Mrs Sara De Leon	Learning Support Assistant Year 6
Mrs Marie Rodgers	HLTA
Mrs Dawn Tobin	Breakfast Club, Lunchtime and wrap around care
Miss Laura Moyses	Lunchtime
Mrs Iria Brownsword	Lunchtime and wrap around care, cleaner
Mrs Nicola Freeman	School Administrator, (works to 13:15 daily)
Mrs Bridie Speed	School Business Manager (works until 16:00 daily)
Mr Matthew Pike	School Caretaker, Site Manager, Health and Safety (works split shift)

School Timings

8:35 Gates open

(children enter and leave through the main double gates to the right of the building)

8:50 School Starts

15.20 – School finishes

Wrap Around Care

Squirrels: Breakfast Club starts at 07:45 and After School Club ends at 16:30. Both of these sessions are run in school and booked in advance through Parent Pay. If you need longer childcare at the end of the day, Willows Nursery in Fleet Hargate runs a longer session and collects from school.

Lunch

All children in Reception and Key Stage One (Years 1 – 2) are entitled to a Universal Infant Free School Meal. These meals are provided for your child if they are within this age category. You can select from a range of hot meals available daily or select a sandwich choice. They are nutritional for the children, provide them with energy for the afternoon and they're free.

If your child is older, (Years 3-6) you can purchase a school meal for them. Alternatively, you can send your child with a packed lunch from home.

If your child is eligible for a free school meal they will receive a hot meal free of charge. They will also receive other benefits and school will receive a grant payment to support their progress in school, so please apply if you think your child is eligible, even if they are in the younger classes.

You will need to apply for Free School Meals here: <https://www.lincolnshire.gov.uk/school-pupil-support/apply-free-school-meals> the office will be able to help you with this if needed, please ask.

[Apply for free school meals – Lincolnshire County Council](#)

As a school we encourage a healthy, sociable lunchtime and children are encouraged to make healthy choices for their packed lunch if they bring one. Peanuts, or products containing nuts are not permitted.

What should my child wear for school?



Our school colour is red. Our logo jumpers, PE kits and polo shirts can be purchased from School Trends or Shot Bowl. Plain red sweatshirts, plain red or white polo shirts and black or navy PE kits from other sources, are also more than acceptable. Children are asked to wear white or red polo shirts and grey skirts, pinafores, culottes, shorts or trousers on a normal school day and to come in their PE kit on PE days. Long hair must be tied back for PE and earrings must be removed. In the summer term, red summer dresses may also be worn. Children are expected to wear appropriate black shoes, unless it is a PE day.

Wellies or old shoes/trainers should ideally be kept in school for outdoor play, especially in the winter, and we have welly racks to store these in school. Children play out even when the weather is wet and windy, so a good coat and outdoor shoes are essential to have in school. On sunny days, children should bring in a suitable sun hat and sun cream should be applied before school. **Please ensure all items are clearly named.**

We have a good selection of logo jumpers, cardigans and PE jumpers donated by families in our second-hand stock, please feel free to come and have a look. These will also be available in Church at the end of the month Celebration Assembly. It is a 'give what you can, take what you need' basis and encourages recycling.



SCHOOL TRENDS

[School Trends](http://www.schooltrends.co.uk)

www.schooltrends.co.uk

SHOTBOWL

[School Uniform | UK Supplier | Shotbowl](http://www.shotbowl.com)

www.shotbowl.com



Swimming Kit

Swimming lessons are available to all children for one term each year. Children will need a suitable swimming costume (full swim suit for girls), and their own goggles, where preferred. Children with long hair are asked to wear it tied back and/or under a swimming hat. Please ensure all items are clearly named.

Valuables/Jewellery

Please do not send your child to school wearing jewellery, other than small studs for pierced ears. Earrings must be removed for PE lessons.

What should I do if my child is absent?

We encourage attendance of 95 to 100% as this is proven to support good progress for children's learning and social confidence. School is open for 190 days in a year. Please ensure your child has good attendance to give them the best chance of success.

In the event of an illness, parents/carers **must** contact the school on **01406 423351** before 08:50 on the morning of the first day of absence, leaving a message on the school answerphone if there is no answer. If we do not hear from you, we will contact you. This is part of our safeguarding policy. If your child is absent for more than one day, you can update us via **enquiries@fleetwoodlane.lincs.sch.uk**

Families should make routine medical appointments outside of school hours, but we understand that this is not always possible. In this case, please make appointments as close as possible to the start or the end of the school day and inform the school in advance of the appointment, with a copy of the booking confirmation.

Please note that the rules around absence have changed. Family holiday cannot be authorised and any unauthorised absence of 5 days or more will incur a fine from the Local Authority.



Can we take leave during term time?

Term time absence is **strongly discouraged**. Children's progress, both academically and socially can be adversely affected by even a short absence from school, making it difficult for children to maintain relationships and make progress. For this reason, school and the local authority monitor attendance closely. Children are expected to attend school for at least 95% of the time.

Family holiday is not permitted in term time and unauthorised absence will result in a fine from the Local Authority. The only reason for authorised absence is illness, or 'exceptional circumstances' (e.g. serious illness of a family member, bereavement). If you believe that you may have exceptional circumstances for your child not being in school, you should apply in writing to the Headteacher.

What if I need to talk to a member of staff?

We are a very welcoming school, the Headteacher is generally available at the gate at the start and end of every school day. Class teachers are at the classroom door to dismiss children at the end of the day.

Where parents need to share brief key information, this is appropriately shared on arrival at the gate in the morning or with the Class teacher at the end of the day. To speak directly to your child's Class teacher, or for longer discussions, you are advised to make an appointment for a time when there are fewer distractions, and the matter can be discussed in an unhurried manner. Please contact the office if you need an appointment and we will be happy to arrange this for you.

Do not hesitate to speak to a member of staff, however small you feel your concern is. We are very happy to talk to you and ensure that your child has a very positive experience at school.

Communication with School

Where families need to contact the school during the day they are welcome to telephone the school office to provide information or make an appointment. Where no one is available to take your call, please leave a message on the school answerphone.

School will communicate with families through a variety of methods, including: letters home, the notice board on the school gate, the school website, the school Facebook page, phone calls, emails and face to face interaction. We are also investing in parent text from January 2026. We will endeavour to use the appropriate method depending on the type of discussion.

Letters and newsletters are emailed home; please ensure we have one up to date email address for your family.

Keeping contact details up to date

If for any reason your home, mobile or work phone number should change, please let school know as soon as possible. It is a requirement that the school office holds a minimum of three contact phone numbers for a child.

Do the children go on school trips?



We take the opportunity to make the most of its outstanding location within the Lincolnshire Fens. When visits are local and do not require transport, such as a walk to the church, we will use the general permission form in the New Parents Pack. However, we do take advantage of further afield by bus or minibus. When such a visit is arranged, families will be informed, and permissions will be obtained. We aim to ensure all of our pupils experience visits of increasing ambition and adventure throughout their time at Fleet Wood Lane Primary School, including overnight residential stays from Year 3.

How can I help my child at home?

By showing a keen interest in your child's progress, you will help them develop. Children are expected to share books and read for a few minutes each evening, where possible, particularly as they are learning to read. Older children are encouraged to read for pleasure regularly. We offer phonics, reading, spelling and mathematics workshops for parents to share our teaching methods and enable you to support your child effectively at home. Homework activities will be set by your child's class teacher as an extension of class work where appropriate.

Behaviour

At Fleet Wood Lane Primary School we take a restorative approach to positive behaviour management. We aim to support children in taking responsibility for their own actions, considering the impact of their behaviour and support them in developing into considerate, thoughtful and reflective young people. We celebrate good behaviour and give reminders where appropriate. All adults in school model appropriate behaviour and consideration of others. Our behaviour policy is available to view on the school website.

School, Playground and Class Rules

These are developed with children and are reinforced throughout the school year. Children's good behaviour is celebrated in a variety of ways, including: verbal praise and recognition, stickers, Certificates, Headteacher Awards Star of The Week Awards. Celebration assemblies are held every Friday, where we celebrate children's achievements in and out of school. Once a month this celebration happens in St Mary Magdalene Church in Fleet, so that we can invite families to join us.



Anti-bullying

Bullying is not a common occurrence in our school. We take any allegations very seriously and will investigate thoroughly.

We do not tolerate unkind behaviour in our school, but not all unkind behaviour is bullying. The key characteristics that turn unkindness into bullying are:

- That it is repeated and goes on over time
- That it is deliberate, not accidental
- That it involves the person doing the bullying to have some sort of power over the person experiencing the bullying

Families who are concerned that their child might be being bullied, or suspect that their child might be the perpetrator of bullying, should contact their child's class teacher immediately.

We have a very strong PSHE Curriculum which teaches tolerance and celebrates diversity. Through these lessons we are able to challenge discrimination and promote our school values.

What is on the Curriculum?



The education that your child will receive at Fleet Wood Lane will follow the guidelines set out in the National Curriculum and Early Years Foundation Stage guidance. We have worked hard to develop a knowledge-led curriculum that reflects the needs of our children and supports them to learn about their local area and develop awareness and

understanding about countries and cultures beyond their experience of rural Lincolnshire. All children will receive a broad education encompassing all of the core and foundation subjects at a level appropriate to their age and development. We recognise that children are individuals and teachers are sensitive to the fact that each child will develop at their own rate. We encourage each child to fulfil his/her potential and expect that every child will do their best.



In addition to our usual PSHE Curriculum, we also support our Pupils with a programme called 'My Happy Mind' which teaches children how to regulate their emotions and understand how their brain works. We also give parents access to this curriculum through an app, which supports further learning and understanding at home.

What assessments will there be?

Teachers are continually assessing progress and keeping a record to inform them of each pupil's next stage and inform planning in all curriculum areas. As a school, we use formative assessments of pupil's achievement at the end of each unit of learning in all subjects; termed Teacher Assessments, which take place three times a year, in Reading, Writing and Mathematics. In addition to this, children in years 1, 2, 4 and 6 take part in Statutory Assessment Tests (SATs), which are reported to parents and to the Department for Education. Year 1 children will take part in the Phonics Screening Check. Year 2 children will be assessed based on teacher assessment, but will take part in Reading, Spelling and Grammar and Mathematics optional SATs. Year 4 will take part in the Multiplication Tables Check to ensure they have a quick recall of multiplication facts, whilst in year 6 the children take part in National end of Key Stage 2 SATs test papers.

What is the Early Years Foundation Stage?

At Fleet Wood Lane Primary School, the Early Years Foundation Stage (EYFS) is our class of Reception children. These children will follow the EYFS Curriculum guidance and work on the 7 areas of learning.



Each child has their own portfolio, which records their learning, progress and achievements in relation to the EYFS Curriculum. We use an electronic portfolio, which allows families to view, comment on and add to the portfolio from home. At the end of the Reception year, each child's progress will be assessed using the Early Years Profile.



What if my child has Special Educational Needs?

Where children have needs that can be met within the school's resources, these are managed in the classroom environment and in full co-operation with families.

Where we have concerns over a child's rate of progress, this will be discussed with parents and a support plan may be developed with the class teacher, parents and Special Educational Needs Coordinator (SENDCo). This may involve periods of extra intervention and support within school, which will then be reviewed and continued or discontinued as appropriate.

Please note, we can usually accommodate children's needs within our classes, through adjustments and adaptations made by teaching staff. Where on-going needs become more significant, the school will follow the SEN policy and involve outside agencies, as required, with the knowledge and agreement of parents/carers.

School Governors

We have a very supportive and proactive Board of Governors. Our Governors bring a wealth of experiences and interests from many walks of life. Board members work closely with the school to help make good strategic decisions and secure the best possible education for our children. They are here to monitor the work of the school and the Headteacher and act as a 'critical friend' in times of need. If you have any concerns or questions, please feel free to approach your parent representatives.

Fleet Wood Lane Primary School Governors	
Chair of Governors and Attendance	Mr Martin Bamforth (Co-opted Gov)
Vice Chair	Mr Simon Stockford (Parent Governor)
Parent Governor	Mrs Aimee Campbell
Parent Governor	Mr Henry Goose
Co-opted Governor	Mrs Kelly Roake
Local Authority Governor	Mr Nigel Perry
Co-opted Governor and Finance	Mr Matthew King
Co-opted Governor	Mr Clive Browne
Co-opted Governor and Safeguarding	Mrs Colleen Shaw
Associate Governor	Mrs Sarah King
Staff Representative	Mrs Hayley Alexander-Jones

We hope that you have found the information in this booklet useful. Please feel free to contact the school should you have any further queries.

Telephone: **01406 423351** email: **enquiries@fleetwoodlane.lincs.sch.uk**