



## ALL SAINTS CE PRIMARY SCHOOL

# School Information Booklet



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## 2025/26 Term Dates

### Autumn Term 2025

<b>Bank Holiday</b>	<b>Monday 25th August</b>
<b>School Opens</b>	<b>Tuesday 26th August</b>
<b>Half Term</b>	<b>Monday 20th October - Tuesday 28th October</b>
<b>School Closes</b>	<b>Friday 19th December</b>

### Spring Term 2026

<b>School Opens</b>	<b>Monday 5th January</b>
<b>Half Term</b>	<b>Monday 16th February - Friday 20th February</b>
<b>School Closes</b>	<b>Friday 27th March</b>

### Summer Term 2025

<b>School Opens</b>	<b>Monday 13th April</b>
<b>May Day Bank Holiday</b>	<b>Monday 4th May</b>
<b>Half Term</b>	<b>Monday 25th May - Friday 29th May</b>
<b>School Closes</b>	<b>Thursday 9th July</b>

# Welcome to All Saints CE Primary School

Dear Parents and Carers,

Welcome to All Saints CE Primary School. We are delighted to welcome you and your child into our warm and nurturing school community.

At All Saints, our vision is to “Do everything in love” (1 Corinthians 16:14, The Bible) and we strive to create a school where children love to learn and learn to love—fostering both a passion for knowledge, and a deep sense of care for others and the world around them.



Our core Christian values—Courage, Service and Truth—support this vision, inspiring our pupils to embrace challenges with resilience, serve others with generosity and uphold integrity in all that they do. Through an engaging and enriched curriculum, we empower children to grow academically, socially and spiritually in an environment where they feel safe, valued and are encouraged to thrive.

We value strong partnerships between school and home. We welcome your involvement in school life through family events, curriculum workshops and open communication, ensuring that together we create an inspiring and supportive space for every child.

Education is a shared journey, and we are excited to welcome you and your child as they take their next steps in learning. Whether they are beginning their educational adventure or moving forward to new challenges, we are here to support and guide them every step of the way. Together, we will create an inspiring and supportive foundation that prepares them for a lifetime of discovery, growth and success.

**Mrs Lucy Boulger  
Headteacher**

# Our School

All Saints Church of England Primary School is situated in the historic town of Wigston and is approximately 5 miles from the centre of Leicester.

The history of the school can be traced back to 1881 when it occupied the Victorian building that is now the County Record Office. Its present modern building was begun in 1976 and since then it has been remodelled and extended to accommodate the changing educational needs of the area.

These changes have created a spacious, up-to-date, well-resourced primary school which, together with our Pre-School and Footsteps (specialist provision), provides an excellent educational and recreational facility for both young and old alike in the centre of Wigston. We have around 230 children on roll at this present time, including Pre-School and Footsteps.

The school enjoys strong links with All Saints Church and has a distinctive Christian ethos. Within our school we aim to create a friendly, happy and caring atmosphere where Christian values underpin the ethos of the whole establishment and its curriculum provision. We are extremely proud that in December 2024 the school achieved the rating of J1 in SIAMS (Statutory Inspection of Anglican and Methodist Schools), which means that the inspection findings indicate that the school is living up to its foundation as a Church school, and is enabling pupils and adults to flourish.

We hope that your child will be happy at All Saints and would ask you to contact us if you ever feel that there is any way in which we can be of help.



# Vision, Values and Behaviour

**“Do everything in love.” 1 Corinthians 16:14, The Bible**

***Love to learn and learn to love***

**At our school we have high aspirations for all our community to grow, to be well rounded and confident with a strong sense of self-worth. We teach children to love to learn and learn to love, respectfully and inclusively.**

At our school, we prioritise the development of positive learning behaviours through our **Ready, Respectful, Safe** framework. This approach encourages pupils to be prepared for learning, show respect to others, and maintain a safe environment. These principles are integrated into daily activities, fostering a supportive and productive school culture.

To enhance emotional literacy, we utilise the **Zones of Regulation**. This tool helps pupils identify and manage their emotions by categorising them into four colour-coded zones. Through this system, children learn to recognise their feelings, understand how they affect their behaviour, and develop strategies to regulate their emotions effectively. This promotes self-awareness and emotional resilience.

Reflection plays a crucial role in our restorative actions. When conflicts arise, pupils are encouraged to reflect on their behaviour and its impact on others. This process involves discussing the incident, understanding the consequences, and finding ways to make amends. By focusing on reflection, we aim to build a community where pupils take responsibility for their actions and learn from their experiences.

Our pupils are also grouped into Houses that represent different home countries. This system fosters a sense of belonging and pride, encouraging teamwork and healthy competition. It helps pupils connect with their cultural heritage while promoting unity and collaboration within the school community.



**Courage: taking risks with our learning**  
**Service: doing things for others as well as ourselves**  
**Truth: being honest with ourselves and each other**

# Starting School

**Starting school can be an exciting but anxious time for both parents and child. This booklet aims to give information about our school, your child's education and ways that you can help to prepare them for school.**

If you have any questions or concerns please speak to your child's class teacher in the first instance. There will be opportunities to spend time in your child's classroom throughout the year and discuss their progress with their class teacher. From time to time we hold Curriculum Workshops where parents are welcome to come into school and learn more specific topics such as phonics. We also invite you to parents' evenings during the school year, delivered both online and in-person, enabling us to update you on the progress of your child and discuss any concerns you may have. You are your child's first educator and we look forward to building a partnership with you, whilst your child is in our care.

The school day starts at 8:45am when the doors open. After a short settling in period, we will encourage the children to come into school independently, as they gain confidence and feel secure. If you have any matters to discuss then please mention them at that time, or if the timing is not suitable, then at the end of the day. If for any reason you are going to be late collecting your child or if there is a change of person collecting them from school you must inform the school office.

Your child will bring home activities such as mathematical and literacy games, handwriting activities and reading books. These will help you to share in your child's education and help your child consolidate their skills and understanding.

Look out for our Curriculum Updates that are sent out at the end of each Learning Unit where we share with you the work we have recently covered and what we will be focussing on next. Knowledge Organisers are sent home at the beginning of each unit of learning. These show what information the children will be studying. We also send a weekly newsletter by email every Friday which contains useful information about what's happening in school and regularly update our Facebook feed.



# School Staff



<b>Headteacher</b>	Mrs Lucy Boulger	<b>Assistant Headteacher</b>	Mr Andrew Owens
<b>SENCo</b>	Mrs Amy Vickerman	<b>SENCo Assistant</b>	Mrs Emma Roberts
<b>Finance &amp; Operations Manager</b>	Mrs Rebecca Hawthorne	<b>Family Link Worker</b>	Mrs Lynne Frith
<b>Teacher</b>	Miss Jo Crane	<b>Learning Support Assistant</b>	Mrs Wendy Cookson
<b>Teacher</b>	Miss Lily Bishop	<b>Learning Support Assistant</b>	Mrs Vicki Winfield
<b>Teacher</b>	Miss Grace Robinson	<b>Learning Support Assistant</b>	Mrs Jo White
<b>Teacher</b>	Miss Zoe Bott	<b>Learning Support Assistant</b>	Mrs Diane Baxter
<b>Teacher</b>	Miss Danielle Kingsley	<b>Learning Support Assistant</b>	Mr Matt Thompson
<b>Teacher</b>	Miss Zola Drummond	<b>Learning Support Assistant</b>	Miss Amie Harrison
<b>Teacher</b>	Miss Jo Symm	<b>Learning Support Assistant</b>	Mrs Susan Gangar
<b>Teacher</b>	Mrs Lucy Cole-Lenton	<b>Learning Support Assistant</b>	Mrs Kate Hill
<b>Teacher</b>	Miss Veronica Orr	<b>Learning Support Assistant</b>	Mrs Sian Higham
<b>Teacher</b>	Miss Shannon Taylor	<b>Learning Support Assistant</b>	Miss Paige Towler
<b>Cover Supervisor</b>	Mrs Pinky Chana	<b>Learning Support Assistant</b>	Mrs Tracey Flude-Hackett
<b>Cover Supervisor</b>	Mrs Kirsty Jeffrey	<b>Learning Support Assistant</b>	Mrs Julia Moore
<b>Pre School Leader</b>	Mrs Annie Podgers	<b>Learning Support Assistant</b>	Mrs Ewa Casey
<b>Office Manager</b>	Mrs Louise Hamilton	<b>Learning Support Assistant</b>	Mrs Lisa Erskine
<b>Admin / Finance Assistant</b>	Miss Amy Florence	<b>Learning Support Assistant</b>	Mr Gordon MacDonald
<b>Admin Assistant</b>	Mrs Rebecca Dennis	<b>Learning Support Assistant</b>	Miss Rebecca Puglia
<b>Premises Officer</b>	Mr Paul Wilson	<b>Learning Support Assistant</b>	Miss Sarah Quaid
<b>Lunchtime Manager</b>	Mrs Lanette Maxwell	<b>Lunchtime Supervisor</b>	Miss Keely Bollen
<b>Lunchtime Supervisor</b>	Mrs Karen Clayton	<b>Lunchtime Supervisor</b>	Mrs Gemma Cochrane
<b>Lunchtime Supervisor</b>	Miss Caroline Binley	<b>Lunchtime Supervisor</b>	Miss Kayley Flanagan
<b>Lunchtime Supervisor</b>	Miss Alana Morley		

# The School Day

**Morning: 8:45am to 12:00pm**

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

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

Classroom doors open at 8:45am and close at 8:55am – after this time you will need to enter via the school office. A member of school staff will be available for you to communicate with. We aim to keep these conversations brief so that staff can quickly join the children in the classroom. If you have a concern or wish to share more detailed information about your child, please make an appointment to meet the class teacher at a different time.

At the start of the academic year, it may be necessary for one adult to accompany your child into the cloakroom to help them settle. As your child becomes used to the routines, we ask that you leave them at the door and encourage them to be independent.

Your child will have a named peg in the cloakroom for their coat. On PE day (you will be advised which day this is) your child should come into school wearing their PE kit. Lunch boxes go on a trolley. There will also be trolleys for snacks and drink bottles outside the cloakroom doors. Please label all items.

The school day finishes at 3:15pm. Please wait in the area advised by your class teacher where staff can easily see you. The children will be sent out individually, only when their parents/carers are seen. Where an adult other than the classroom staff are dismissing the children, it will be necessary for you to approach the door to state who you are collecting.

If your child is going to be late for any reason or is not going to be attending school due to illness, please contact the School Office on 0116 2880013 before 9.30am.

We ask that medical appointments are made out of the school day, however if this is not possible then we will require a copy of the appointment letter/card. If you ever need to collect your child before the end of the school day, please collect them from the school office and sign them out so we know they are no longer on the school site.

We encourage parents to walk children to school as much as possible. If you have to drive please park considerately. The school car park is not open to parents or carers.

# Lunchtime

## Universal Free School Meal Scheme

All pupils in Foundation Stage and in KS1 (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, at which point meals are paid for on our online payment system. All hot dinners (including free ones) need to be pre-ordered on our payment system but your child can switch between packed lunches and hot dinners daily. Our meals are cooked onsite and served in the school hall. A menu can be found on our school website and on the booking system.

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 Leicestershire County Council on 0116 3055417 or [www.leicester.gov.uk/education-and-children/social-care-and-supporting-families/free-school-meals](http://www.leicester.gov.uk/education-and-children/social-care-and-supporting-families/free-school-meals) 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. All Saints CE is 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 through their website [www.coolmilk.com](http://www.coolmilk.com). This entitlement continues until the week of their 5<sup>th</sup> 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 5<sup>th</sup> birthday with your permission.

Children in Key Stage 1 receive a piece of fruit or vegetable every day and most children also bring a small, healthy snack from home in a labelled container 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

Children are required to wear the school uniform at All Saints CE Primary School; conforming to it overcomes the need to worry about a child's everyday wardrobe. It also gives the school an identity of which the children can be proud. It should be worn as intended: to look smart and to be safe - trousers with flaps and loose decorations should not be worn.

School uniform is to be worn for all school trips unless specified otherwise. A list of any special clothing requirements will be issued in advance of any school trip. Children with pierced ears are only allowed to wear one pair of plain studs. These must be removed before PE, including swimming or parents should provide micropore tape to cover them, if the child is unable to remove them by themselves. Decorative jewellery or excessive hair accessories are not considered appropriate school wear. Sun hats are advisable during the summer months.

Parents experiencing financial or other difficulty in providing school uniform for their children are invited to speak to the school office in confidence.

**PLEASE ENSURE THAT ALL CLOTHING AND FOOTWEAR IS CLEARLY LABELLED WITH YOUR CHILD'S NAME SO THAT WE CAN REUNITE LOST ITEMS WITH THEIR OWNERS.**

## **School Uniform**

- White/pale blue polo shirt, plain shirt, blouse or t-shirt
- Grey plain trousers, shorts, skirt, pinafore dress
- Royal blue cardigan, sweatshirt or fleece
- Blue checked summer dress
- Black shoes or plain black trainers

## **PE Kit**

- Plain white short sleeved t-shirt
- Plain black/navy shorts for indoors and plain black/navy jogging bottoms for outdoors
- Royal blue school PE hoodie
- Plain black or white trainers

*Children should come to school in their PE kits on their PE days.*

## **Forest School**

In addition to regular uniform:

- Plain black/navy jogging bottoms
- Plain black/navy jumper
- Wellington boots or trainers (depending on the weather)

*The children are outside in all weathers so old clothes are better for Forest School.*

# 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 (0116 288 0013) 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 during 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.

Prescription medicines 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 in a locked cabinet throughout the day. If your child needs long-term medication (e.g. asthma inhalers, epipens) please complete the relevant form in the Forms to Return Booklet.

If your child is not well, please keep them at home as germs spread easily between children in school. If your child has sickness or diarrhoea, they are not allowed to return to school for 48 hours after they were last ill to prevent bugs from spreading.

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.

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.



# Cool Saints

## (Before and After School Club)

We are delighted to offer you Cool Saints, our Before and After School Club, here at All Saints CE Primary School. Our aim is to ensure your child is well cared for in a happy, stimulating environment.

During their stay at the club the children are able to play games, have hot and cold snacks and drinks, do their homework and participate in sports and activities. In Before School Club the children can have some breakfast and we offer a light snack in After School Club after 4:30pm.

**Breakfast Club: 7.30am - 8.45 am (Breakfast food offered until 8:15am)**

**After School Club: 3:15pm - 5:45pm**

Bookings are made via an online platform and payments should be made online. More details will be provided if you wish to book a place for your child. We also accept both employee scheme childcare vouchers and tax-free childcare vouchers.

If you wish to register your child, please complete the form in your Forms to Complete Booklet, or if you have any further questions please ask at the school office.

## Communications and Payments

Communications to parents such as information letters and newsletters are sent by email. It is therefore very important that we have your correct contact details. We use a secure online system called Arbor to store records and send emails from which come directly to your personal inbox. You can also download the free Arbor Parent Portal app where you can access information about your child such as attendance records.

We have an active Facebook Page which we encourage you to join and follow. Information and photos are regularly shared here, with your consent, so it is very important that the permissions section in the Forms to Return Booklet is completed appropriately.

We operate a cashless system using an online platform for parents to make purchases on behalf of their children. Items such as school meals, trips and Cool Saints 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.

# Safeguarding and Child Protection

It is everybody's responsibility to keep a child safe. At All Saints we provide a safe environment which nurtures the welfare of every child. Our safeguarding procedures are rigorous and all visitors are informed of them via our Safeguarding Information Leaflet. The school is a secured area and access may only be made via the school office. All visitors report to Reception on arrival and if granted access must wear clear visitor labels. Our Child Protection Policy and Safeguarding Policy, along with a variety of other informative and useful policies, are available on the school website and by request from the school office.

Our first concern is always your child's welfare and therefore there may be occasions when we have to consult other agencies even before we contact you. Should this be necessary we want to reassure you that any concerns we have about your child will then be fully discussed with you after we have talked with the other agency. The procedures we follow have been laid down by the Leicestershire Area Child Protection Committee.

**Designated Safeguarding Lead:** Mrs Lucy Boulger

**Deputy Designated Safeguarding Leads:** Mr Andrew Owens, Mrs Amy Vickerman, Mrs Lynne Frith, Mrs Emma Roberts

**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.



## School Policies

We publish our policies on our website [www.all saintscofe.leics.sch.uk](http://www.all saintscofe.leics.sch.uk). 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.

# Fundraising Friends at All Saints (FFAS)

The FFAS supports the school by raising money to enhance, enrich and improve learning experiences for all pupils.

## What kind of things might I be expected to do if I join?

Typically, the FFAS organise and run fundraising events, such as a Christmas Fair or a disco. So the most common job is helping out at fundraisers: can you bake a cake? buy supplies for an event? run the bar or help on the gate? If you still want to join the FFAS but don't want to get involved in events, how about taking on a different job such as second-hand uniform coordinator or graphic designer? If you have specialist knowledge of fundraising, the FFAS will welcome you with open arms. Perhaps you work for a company that can offer benefits such as raffle prizes, discounts on refreshments or access to a local facility? If you have an idea of what you'd like to do, or skills you can offer, make a suggestion!

## Do I have to come to every meeting?

Commitment is essential to helping the FFAS work at its best, but everyone has responsibilities that mean missing an occasional meeting. You'll be able to read the minutes of any meetings you can't attend. If you can't make meetings at all, could you volunteer at fundraisers or take on a role that operates mostly from home?

## How much time will the FFAS take up?

That's up to you. Most FFAS are happy for you to volunteer as much time as you can reasonably give. If the FFAS is holding a big event, it's reasonable to expect all hands on deck, but if you're new to the school and want to enjoy some events with your family, offer to help set up or clear away instead.

## What will I get out of being on the FFAS?

- Meet parents from other year groups
- Meet the teachers in a less formal setting
- Widen your outlook and see the school from a different angle
- Make new friends by working alongside members of your community
- Learn new skills and increase your self-confidence
- The satisfaction of knowing you've made a contribution
- The knowledge that you've helped make the school you chose an even better place

# School Governors

School governing bodies are responsible for working with the school to ensure that it delivers a good quality education. Together with the Headteacher, 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 All Saints CE Primary School made up of Staff, Parents and members of the local community.

**Mrs Julia Hancock - Local Governor & Chair**

**Mrs Joan Connolly - Foundation Governor**

**Miss Theresa Johnston - Parent Governor**

**Mr Adam Loydall - Parent Governor**

**Mrs Rebecca Dennis - Staff Governor**

**Mrs Lucy Boulger - Headteacher**

**Vacancy - Incumbent**



All Saints Church of England Primary School

# ALL SAINTS CE PRIMARY SCHOOL

## All Saints CE Primary School

Long Street  
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Leicestershire  
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