

St. ANDREW's CHURCH OF ENGLAND
PRIMARY SCHOOL



Admissions Pack

St. ANDREW's CHURCH OF ENGLAND PRIMARY SCHOOL

Breakfast & Afterschool Club



All bookings for Breakfast and Afterschool Club must be made via our online booking website Kids Club HQ:
<https://standrewscephprimaryschool.kidsclubhq.co.uk/cust#/register>

Breakfast Club

- Open from 7:30am
- £5.22 per child
- Available to children from Nursery – Year 6
- 24 spaces per session
- Offering cereals, toast, fruit, and juice.

Afterschool Club

- Open until 5:30pm
- £8.35 per child
- Available to children from Reception – Year 6
- 24 spaces per session
- Offering a healthy snack and the opportunity to bake, paint, play outside in the play area, make models and various creations.

Paying for your Kids Club HQ booking

When a booking is made you will be required to select from 3 payment options:

- **Direct Debit** – Parents are initially required to set up a GoCardless mandate. This will allow you to make direct debit payments for your bookings, from your bank account. This is not a rolling, monthly direct debit. You must log in to your account and authorise a payment on each occasion that an amount is due. Once you have made a payment, it will take up to 5 days for the amount to leave your bank account. Payment must be made before your booking is confirmed.
- **Childcare Vouchers** – please select the 'Childcare Voucher' provider you intend to use and arrange your childcare voucher payment asap. Please make your bookings as normal and the payment will be manually added to your account once the amount has been received into our bank account.
- **Tax Free Childcare Vouchers** – please arrange your childcare voucher payment asap and make your bookings as normal. Your payment will be manually added to your account once the amount has been received into our bank account.
- **Account Credit** - If you have a credit balance on your Kids Club HQ account and

the credit is the same or more than the amount due, you will get a payment option of 'Account Credit' which you can use to make payment. If the credit is less, this

Tax-Free Childcare Vouchers

- For working families, including the self-employed, in the UK
- Earning under £100k and at least £167 per week (equal to 16 hours at the National Minimum or Living Wage) each
- Families who are not receiving Tax Credits, Universal Credit or Childcare vouchers
- Families with children aged 0-11 (and 0-16 if disabled)
- For every £8 you pay into an online account, the government will add an extra £2, up to £2,000 per child per year

Full details and the link to apply are available via the website:

<https://www.childcarechoices.gov.uk/>

amount will automatically be taken from the booking total.

Terms & Conditions of booking

Before booking, please read through our Admissions and Charging Policy for Breakfast & Afterschool Club which are available on the school website.

- Bookings will be taken on a first come, first served basis. Both our Breakfast and Afterschool Clubs are very popular and sessions usually become fully booked. If you require regular sessions throughout the term, we encourage you to book asap for the full term to avoid disappointment.
- Bookings can be made on Kids Club HQ up to 24 hours prior to the session. If a booking is required on the day of the session, please contact the School Office to check availability.
- Please ensure you receive a confirmation email once you have placed your booking. If you do not receive an email, your booking has not been successful.
- Once you have placed your booking, we are unable to refund sessions, except in exceptional circumstances. Cancellation requests should be made in writing to enquiries@st-andrews-woodhall.lincs.sch.uk
- If your account has a large outstanding balance, you will not be permitted to book any further sessions for the following term. You will be notified in advance, in writing.

St. ANDREW's CHURCH OF ENGLAND PRIMARY SCHOOL

Break Time Milk

Cool Milk supplies milk for our children to consume at mid-morning break. How you order your child's milk depends on his/her age.

Child under 5 years old:

- Your child is entitled to free milk funded by the UK Government's Nursery Milk Scheme.
- Please complete the order form below and return it to the school office.
- To process this order St Andrew's will share your child's name, date of birth and class details with Cool Milk, when we place an order on your behalf. *

When your child turns 5 years old:

- Your child's free milk eligibility will automatically stop on their 5th birthday.
- Please visit www.coolmilk.com and select the 'Register your child for milk here' option on the main home page.
- You can then make a payment via your online account for the remaining term or academic year. This should be done 10 days before your child turns 5 to prevent disruption to your child's milk order.
- Once registered, you will receive reminders from Cool Milk regarding future milk orders for your child.

Child over 5 years old and entitled to Benefit-Related Free School Meals:

- During your school application, Lincs County Council ask permission to check if your child is FSM eligible. Shortly after your child starts school, LCC will notify us if he/she is eligible.
- If your child is FSM eligible, he/she is entitled to free milk.
- Please complete the order form and return it to the school office.
- To process this order St Andrew's will share your child's name, date of birth and class details with Cool Milk, when we place an order on your behalf. *

Should you have any queries regarding your child's registration or milk supply in general please do not hesitate to contact Cool Milk directly on 0800 321 3248 or via email to customerservices@coolmilk.com

* All information handled by Cool Milk is processed in accordance with current Data Protection legislation. The data will be stored securely on Cool Milk's UK-based servers and will not be passed to third parties other than to UK Government departments for audit purposes. A copy of Cool Milk's privacy policy can be found at <https://www.coolmilk.com/privacy-cookie-policy/>

St. ANDREW's CHURCH OF ENGLAND PRIMARY SCHOOL

Parentmail PMX

Communicating with parents is an important part of what we do, ensuring you get the correct information about activities, events and things that really matter is something we care about. Historically schools have used printed letters but delivery of these can be unreliable; they are also expensive, take time to produce and are not environmentally friendly.

Over the past few years we have used a system called Parentmail quite successfully, which is a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents. We anticipate that this will be beneficial to you because:

- Messages will get to you reliably and on time
- We can send messages directly to mums, dads and other carers at the same time
- Emergency or important information can be sent by text message

To use ParentMail all you need to do is verify your account once you receive notification asking you to do so. We will add the contact details for emergency contact 1 and emergency contact 2 based on the information you supply to us. Both contacts will receive text messages and emails directly to their accounts. Both parents will also receive any permission forms, but only one parent will need to complete them. If you feel that parents will need separate accounts from one another, please contact the school office and we can arrange this for you.

When registered, the two contacts (if two have been originally identified by you) will be sent either an email or text message from ParentMail. Please note that on occasions it has been reported that they can be delivered to your "Junk e-mail" folder. We would ask you to liaise with your contacts, particularly where the contact may be a grandparent and not in possession of this letter. When you receive this please just follow the instructions below. As previously, all contact information contained is confidential and accessible to only the school and the individual parent/carer concerned. To this end and to make the best use of the system, it would be greatly appreciated if you could confirm both **mobile number** and **e-mail address** and alter or add any missing entry. We have endeavoured to transfer the information accurately but the system is not a seamless one and errors can occur. If your mobile number or email address changes during the year, you will need to update your account to ensure you continue receiving messages from us.

Mobile registration:

If your mobile has internet access, click on the link in the text message, confirm your mobile number and enter your email address. A registration email will be sent to you, please then follow the instructions below.

Email registration:

Please click on the link in the email and follow the registration process. You will be asked to enter some details; answer a security question to verify who you are and to then set a password for your account.

Please be assured that ParentMail is registered with the Information Commissioner and **guarantees** that all information you provide will be kept private and will not be passed on to any other organisation.

St. ANDREW's CHURCH OF ENGLAND PRIMARY SCHOOL

School Uniform Policy

We believe that a school uniform promotes a sense of belonging to and pride in one's school and as such we do expect that all children should wear the St. Andrew's uniform as agreed by the Governing Body.

Our school uniform is as follows;

Boys & Girls EYFS

- school jumper or cardigan
- school jade polo shirt
- navy blue/black jogging bottoms or leggings
- sensible shoes/trainers

Boys & Girls Y1 to Y6

- school jumper or cardigan
- white shirt
- school tie (elasticated or standard)
- grey/black trousers, shorts, skirts or pinafore dresses
- black sensible shoes
- blue gingham print dresses (summer term only)

Boys & Girls Whole School – PE/Games

- school PE shirt available age 5-6yrs up/navy t-shirt can be worn if age 5-6yrs is too big
- navy blue/black shorts or school skirt
- plimsolls for indoor use/trainers for outdoor use
- jogging bottoms for outdoors, in cold weather
- hats and sun cream for outdoors, in hot weather

Children should come to school wearing their PE kit on PE days.

Jewellery

On health and safety grounds we do not allow children to wear jewellery in our school. We would always recommend that ears are not pierced during term time and we will always ask the children to remove earrings during PE and games, or cover them with a plaster, to prevent them from causing injury.

Smart watches that include phones or cameras are not allowed in schools.

General Appearance

The school does not permit children to have 'extreme' haircuts that could serve as a distraction to other children.

Children should not come to school wearing make-up or nail varnish.

Footwear

The school wants all children to grow into healthy adults. We believe that it is dangerous for children to wear shoes that have platform soles or high heels, so we do not allow children to wear such shoes in our school. Neither do we allow children to wear trainers to school; this is because we think that this footwear is appropriate for sport or for leisurewear but is not in keeping with the smart appearance of a school uniform. We require all children to wear shoes as stated in the uniform list.

The School Uniform policy is available on the school website.

How to place an order

All uniform with our school logo can be ordered online from Nationwide School Uniforms.

<http://www.nationwideschooluniforms.co.uk/school-uniform/primary-school/st-andrew-s>

To order your child's uniform please follow the link, which is also available on our school website, select the items you require and pay online. Your order will be dispatched to the school with no delivery cost. A delivery of all orders will be made to the school once a month, and the school will inform you by email/text when your order is ready to be picked up. Alternatively, you can choose to pay a delivery fee for your items to be sent to your home address within 48 hours.

Uniform Bank

We are aware that school uniform can be costly, and with this in mind, we would like to support our school community by making good-quality second-hand uniform easily available to everyone. Many items of uniform have a longer life beyond when our children have outgrown them and could be re-used by other pupils. As well as saving families money, re-using uniform also reduces our impact on the environment. To support the scheme, we ask families to donate any unwanted items of uniform that are in good condition and could be worn by another pupil. The uniform bank usually runs on the last Thursday of each term and parents and carers are welcome to come into school and pick up secondhand items free of charge.

St. ANDREW's CHURCH OF ENGLAND PRIMARY SCHOOL

School Meals

'The Farm Kitchen' at Sleaford is our school meal provider. Meat, vegetarian and vegan options are available every day, they offer hot meals and a packed lunch option daily, if children prefer. Meals can be ordered online via their website www.thefarmkitchen.com/

Universal Infant Free School Meals

All pupils in Reception, Year 1 and Year 2 are eligible to receive a school meal at no cost to the parent/carer. Choosing a school lunch for your child/children helps to save you up to £450 per year. A school lunch will also provide a varied and balanced diet and provide the right amount of energy to ensure that your child can work well in the afternoons.

- We will set up an account for your child with the Farm Kitchen.
- Log in details will be sent to you before your child's start date.
- You will need to access your account regularly to view the weekly menu and place orders.
- Please ensure you log your email address on your Farm Kitchen account. They will send you reminders when it is time to place your order and let you know when they are having a special event such as Christmas dinner.
- The ordering deadline is 3pm on Tuesday of the preceding week.
- If you do not wish to take up the UIFSM entitlement for the foreseeable future, please let the School Office know at the earliest opportunity and we can arrange for your child's account to be deactivated. Please note that the account can be reactivated should you wish the meals to resume.

Benefit-Related Free School Meals

Children are entitled to receive benefit-related FSMs if they or their parents or guardians receive any of the benefits below:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

During your school application, Lincs County Council ask permission to check if your child is FSM eligible. Shortly after your child starts school, LCC will notify us if he/she is eligible.

If your child is in Reception, Year 1 or Year 2 your child will automatically be eligible for a free school meal (Universal Free School Meal), however we would encourage you to still apply for benefit-related FSMs as your child will be entitled to additional funding to support them during their time at school (pupil premium). If you did not do this during your child's school application, you can apply now using the LCC parent portal:

<https://lcc.cloud.servelec-synergy.com/parentportal>

Once you have set up an account and added your child you will be able to submit a FSM application. You will be required to enter your National Insurance number and date of birth at this point. You will be informed if your child is eligible for FSMs by LCC via email.

Please note that you must make an application for each of your children. Siblings are not automatically eligible.



SCHOOL TERMS & HOLIDAYS 2025/2026

2025/2026	MON	TUE	WED	THU	FRI	
AUG	25	26	27	28	29	Term 1 33 days
SEPT	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
SEPT/OCT	29	30	1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	
NOV	3	4	5	6	7	Term 2 35 days
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
DEC	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
JAN 2026	29	30	31	1	2	
	5	6	7	8	9	Term 3 30 days
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	
FEB	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
MAR	2	3	4	5	6	
	9	10	11	12	13	Term 4 29 days
	16	17	18	19	20	
	23	24	25	26	27	
MAR/APR	30	31	1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
APR/MAY	27	28	29	30	1	
	4	5	6	7	8	
	11	12	13	14	15	Term 5 24 days
	18	19	20	21	22	
	25	26	27	28	29	
JUN	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
JUN/JUL	29	30	1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
KEY	BANK HOLIDAYS		SCHOOL DAYS			190 Days

St Andrew's Church of England Primary School

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Woodhall Spa

Lincolnshire

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E: enquiries@st-andrews-woodhall.lincs.sch.uk

W: www.standrews-woodhallspa.org.uk

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