



Welcome to New Swannington Primary School

Church Lane, Whitwick, LE67 5DQ

Family Handbook

Tel: 01530 832656

email: office@new-swann.leics.sch.uk

Website: www.newswanningtonprimary.org.uk

Facebook & Instagram: New Swannington Primary School

Welcome to New Swannington Primary School

"At New Swannington we pride ourselves on introducing our children to diverse cultures and rich heritages in our community and across the world. We celebrate and promote equality and inclusivity. We encourage our children to become open minded critical thinkers who can make strong links and connections in their learning."



Dear New Swannington Families

It is with great pleasure that I welcome you to New Swannington Primary School for the 2025-2026 academic year. Whether you are a returning family or new to our school family, we are thrilled to have you join us on this educational journey. Our dedicated team are committed to providing a nurturing, inclusive, and academic environment where every child can thrive.

At New Swannington, we are guided by our mission to inspire curiosity, foster creativity, and empower children to become compassionate, responsible individuals of our diverse world. We prioritise social-emotional learning alongside academic excellence, believing that developing the whole child is essential for long-term success and happiness.

Founded in 1923, our school has a rich history of academic excellence and community engagement.

This handbook serves as your guide to our school's policies, procedures, and resources. I encourage you to review it carefully, however, if you have any questions or need additional information, please do not hesitate to contact us.

I look forward to a wonderful year of learning and growth together.

Kind regards

Judy Ramsell
Headteacher

School Term Dates - 2025-2026 Academic Year

Staying informed about our school calendar helps your family plan ahead and ensure your child's consistent participation in the educational experience.

Autumn Term

First Day of School	Tuesday, 26 August 2025
Half Term	Monday, 20 October to Friday, 24 October 2025
Last Day of Term	Friday afternoon, 19 December 2025

Spring Term

First Day of Term	Tuesday, 6 January 2026
Half Term	Monday, 16 February 2026 to Friday, 20 February 2026
Last Day of Term	Friday afternoon, 27 March 2026

Summer Term

First Day of Term	Monday, 13 April 2026
May Day Bank Holiday	Monday, 4 May 2026
Half Term	Monday, 25 May 2026 to Friday, 29 May 2026
Last Day of Term	Wednesday afternoon, 8 July 2026

Inset Days

- Wednesday, 20 August 2025
- Thursday, 21 August 2025
- Monday, 5 January 2026
- 2 disaggregated days

The most up-to-date calendar information is always available on our school website at www.newswanningtonprimary.org.uk/calendar.

Our Team

Our team are committed to providing your child with an exceptional educational experience. Below is a list of our team members for the 2025-2026 school year. We encourage open communication between home and school, so please do not hesitate to speak to any staff member when needed.

Senior Leadership Team

- Mrs Judy Ramsell - Headteacher
- Mrs Karen Palumbo - Deputy Headteacher
- Mrs Louise Purdy - Class Teacher
- Mrs Julie Johnson - School Business Manager

Teaching and Support Staff

EYFS

- Mrs Gemma Hall - Class Teacher
- Mrs Joanne Sparrow - LSA
- Mrs Denise Keenan - LSA
- Mrs Rebecca Tredwell – LSA
- Mrs Nicola Bishop – LSA

Year 2

- Mrs Corey Gower - Class Teacher
- Mrs Joanne Walker - LSA

Year 4

- Mrs Wendy Harris - Class Teacher

Year 6

- Mr Chris Skinner - Class Teacher
- Mrs Mary Hutchinson – LSA

Lunchtime Supervisors

- Mrs Rose Hitchcock
- Mrs Carla Banda
- Miss Debs Fessey
- Miss Lucille Massarella
- Mrs Jessica Franklin
- Mrs Vicky Halstead
- Mrs Mary Hutchinson
- Mr Will Johnson

Year 1

- Mrs Karen Palumbo - Class Teacher/Deputy Headteacher
- Miss Debs Fessey - LSA
- Mrs Rebecca Tredwell – LSA
- Mrs Nicola Bishop - LSA

Year 3

- Miss Rosie Conn - Class Teacher
- Miss Tania Bodle - LSA
- Mrs Jessica Franklin - LSA

Year 5

- Mrs Louise Purdy - Class Teacher
- Mrs Carla Banda – LSA
- Mrs Victoria Halstead - LSA

Other Support Staff

- Mrs Rosie Hitchcock – HLTA
- Mr Will Johnson - HLTA
- Miss Lucille Massarella – PE LSA
- Mrs Sam Heathcote - ELSA & Office Administrator
- Mrs Aileen Smith - Family Support Worker
- Ms Sam Fuller - SENCo
- Mrs Jessica Franklin – Wraparound Care
- Mrs Carla Banda – Wraparound Care
- Miss Debs Fessey – Wraparound Care
- Mr Nigel Sparrow - Premises Officer

Kitchen Team

- Mrs Kayleigh O’Gara
- Miss Chelsea Gray

Our Governing Body

School Governing Body

The Governing Body are the strategic leaders of our school and have a vital role to play in making sure that every child gets the best possible education. The Governing Body has a strong focus on three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent

In doing so, the Governing Body undertake the following key activities:

- Understand our school
- Set our school's strategic direction
- Commission action
- Performance manage our school leaders
- Check if we are fit for purpose

The Governing Body:

Mrs Judy Ramsell	Headteacher
Mrs Andrea Cave	Chair of Governors
Mr David Bull	Governor
Mr Will Johnson	Staff Governor
Mr Mick Studley	Governor
Mrs Emma Pester	Governor
Mrs Ellie Leeland	Governor
Mrs Gina Hunt	Governor
Mrs Zoey Hudson	Governor
Mrs Julie Johnson	Clerk to Governors

To contact our Governing Board, please make an appointment through the school office on tel: 01530 832656 or email: office@new-swann.leics.sch.uk

Key Information

School Day

8.30am:	School opens – children are encouraged to come into class
8.45am:	Registers are taken
10.30am to 10.45am:	Playtime
12.00pm to 1.00pm:	Lunch break
3.15pm:	School ends

Wraparound Care

We offer Wraparound Care for all our children before and after school.

Our breakfast care opens at 7.30am and is open from Monday to Friday. The cost is currently £3.50 per child, per day and it is essential to book via our online portal (login details will be issued to you when your child is on roll) to secure your child's place.

Our after school care commences at 3.15pm. This club is open until 5.15pm and currently costs £8.50 per child (late collections will be subject to a late collection charge). Again, it is essential that pre-bookings are made via the online portal to secure your child's place. Children will be provided with a light snack and activities/games.

Drop off and Pick up

The school gates open at 8.30am and, upon arrival, children will go straight to their classrooms. We encourage our children to be as independent as possible and ask that parents/carers 'drop-off' at the gate (or just inside) where a member of staff will be present to greet the children and escort them (particularly our younger children) into school. During drop-off, we politely request that that parents/carers do not go beyond our picket fence (apart from parents of EYFS children).

Children attending our Breakfast Club will be escorted to their classrooms by staff.

The registers will be taken at **8.45am** and any child arriving after that time will be marked as late. If your child arrives after the registers have closed, they will need to be signed in at the school office; this is to ensure that safeguarding procedures are adhered to.

The school gates will be opened for parents to collect their children at 3.05pm. Parents/carers of EYFS and Year 1 children are invited into the KS1 playground where our staff will bring your child out to you.

We request that parents/carers of other year groups, wait in the playground or at the front of school where children will be brought out.

Food in School

All our food is freshly prepared in our on-site kitchen by our qualified staff.

Our EYFS and KS1 children are entitled to a FREE school dinner each day under the Universal Free School Meal Scheme. School dinners are also available for our KS2 children, however, this is chargeable at £2.65 per day. Dinners should be pre-booked via our online portal (login details will be issued to you when your child is on roll).

Children are also welcome to bring a packed lunch to school, however, we do ask that all packed lunches follow healthy food guidelines and playtime snacks are restricted to fruit.

We recognise that keeping children hydrated during school time is very important. Bottles can be brought to school on a daily basis, however, please do not send fizzy drinks or glass bottles.

We are a Nut free school. No nuts whatsoever are permitted in school due to children with nut allergies being present. Please be mindful of foodstuffs such as cereal bars and chocolate spread as these often contain nuts products.

Uniform

A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel a part of the community. We ask that ALL clothing has your child's name on it to ensure that any items that are misplaced can be returned quickly and easily.

- White or blue polo shirt (with or without school logo)
- Royal blue sweatshirt or cardigan (with or without logo)
- Dark grey school trousers (not jeans), long shorts, skirt or pinafore dress
- Blue checked summer dress
- White or grey socks or black tights
- Black school shoes.

Our branded school uniform is available to order from Mapac – please go to www.mapac.com/education/parents or search online for 'Mapac find your school'.

We also have a Pre-Loved Uniform shop which is available to all our families. This comprises of good quality uniform that has been donated by our families. This is offered completely free of charge.

PE Kit

Please ensure that your child has a full, named PE kit in at school at all times, which includes items suitable for indoor and outdoor sessions ie.

- Plain white or royal blue T-shirt (with or without school logo).
- Plain black shorts.
- Plain black Jogging Bottoms.
- Plain royal blue hoody (with or without school logo).
- No other branded items should be worn.
- Black trainers.

To avoid the need to change during school time, children are permitted to wear their outdoor PE kit to school on PE days.

NSPS branded t-shirts and hoodies are available to order from our uniform supplier Mapac - please go to www.mapac.com/education/parents or search online for 'Mapac find your school'.

Emergency Procedures

We conduct regular drills to ensure students and staff are prepared for emergency situations:

Fire Drills – these are conducted on a regular basis. Children are supported through this process to ensure a safe exit of the building quickly and quietly to designated assembly areas.

Lockdown Drills – these will be conducted on a regular basis. This is something that we have recently introduced due to recent events in other areas of the country. We are still establishing and adapting our processes. These procedures are heavily supported by staff to ensure that children are not overwhelmed.

If you would like to discuss these procedures in further detail, please do not hesitate to contact us.

Progress Evenings

Formal meetings take place two times per year (Autumn and Spring) to discuss your child's progress with their class teacher. Additional meetings can be arranged any time by contacting your child's teacher. To make the most of your meeting:

- Prepare specific questions or concerns in advance
- Be punctual and respect the scheduled time limit
- Focus on constructive collaboration to support your child
- Follow up on agreed-upon action steps

A School Report will be issued at the end of the Summer Term.

School to Home Communication

Communication is key and in order to keep parents/carers up to date we use School Gateway which links to our school software. When your child is on roll you will receive an email to your inbox (via the email address that you have provided to us) inviting you to download the School Gateway App.

Please take the opportunity to download this ASAP as it will allow access to information relating to your child with immediate effect. If you are currently waiting for your child to be admitted, links to the Apps etc will be sent when they are officially on roll.

We do not send any paper copies of letters home. Everything is communicated via the App in either message format or as a PDF attachment. It is therefore essential that you download this App so that you do not miss any valuable information about your child's time at school.

School Website/Facebook/Instagram

Please refer to our school website at www.newswanningtonprimary.org.uk, our Facebook page – New Swannington Primary School or our Instagram page - @newswanningtonprimaryschool – for more information about our school and activities.

Attendance

Regular attendance is essential for academic success. Our school day is 8.45am until 3.15pm. Children are encouraged to arrive from 8.30am onwards to be ready to begin learning at 8.45am. In view of this, we firmly focus on achieving and maintaining good attendance levels across the school.

Reporting Absences

Notify the school as soon as possible when your child has to be unexpectedly absent through sickness.

In this case, parents/carers must call the school absence line as early as possible on 01530 832656 and provide details of the child's name and the reason for absence.

Simply stating that a child is 'ill' or 'unwell' is no longer sufficient and a fuller explanation is required otherwise we will be required to follow this up.

Authorised vs. Unauthorised Absences

Authorised absences include illness, medical appointments, religious observances, family emergencies, and pre-approved educational opportunities.

Holidays during school time are strongly discouraged and are generally considered unauthorised.

We completely understand that booking holidays in term time has a financial impact, however, please do not underestimate the impact this time away from school has on your child's education.

Please be aware that holidays taken during term time are subject to fines issued by Leicestershire County Council.

Lateness

The registers will be taken at **8.45am** and any child arriving after that time will be marked as late.

If your child arrives after the registers have closed, they will need to be signed in at the school office; this is to ensure that safeguarding procedures are adhered to.

In order to provide continuous monitoring of children's attendance, Mrs Smith, our Attendance Officer in school, will contact families where we have identified a concern about the level of absence or where a pattern of absence has been detected.

If you remove your child from school during the day to attend a medical appointment, for safeguarding reasons, they are signed out of school (and back in, if appropriate), this will also show as an absence (as they have been out of school for that period of time).

Children's Illness

We recognise that children experience all sorts of childhood illnesses and school is an environment where illness and infections can spread quickly. Therefore, if your child is unwell, please keep them away from school until they are fully recovered.

Medication Administration

If your child has been prescribed medicine by their GP, takes long-term medicine or requires paracetamol or ibuprofen during the day, we are happy to administer this in school.

1. All medications (prescription and over-the-counter) require a completed 'Parental Agreement for Administering Medicine' Form. We cannot administer medicine if this form has not been completed in full; failure to complete the information may result in your child not receiving their required medicine. **We cannot take instructions to give medicine via handwritten notes, emails or verbally. All medicines must be handed to a member of staff by an adult.**

Please follow the link below to give permission:

https://docs.google.com/forms/d/e/1FAIpQLSfXMQgkroFC2A4gpNw-m43gFvkxuK5X9ZVqGP_WvF6_Oq8f2Q/viewform?usp=sf_link

2. Medication must be delivered to the staff by a parent/carer in the original container.
3. Children may not carry or self-administer medication (except emergency medications like inhalers with proper documentation)
4. Medication must be picked up by a parent/carer at the end of the school day/year.

If your child becomes ill during the school day and may require paracetamol/ibuprofen to support them, we will contact the parent/carer to discuss this. Your permission will be recorded; this is a confidential record retained in school.

Infection

Chicken Pox
Conjunctivitis
Respiratory infections inc Covid
Diarrhoea and vomiting
Flu (or flu like illness)
Glandular Fever
Hand, Foot and Mouth
Head Lice
Impetigo
Measles
Meningitis (bacterial and viral)
Mumps
Ringworm
Rubella (German Measles)
Scarlet Fever
Slapped Cheek
Threadworms
Tonsillitis
Warts and Verrucas
Whooping Cough

Exclusion Period

At least 5 days from onset of rash and until all blisters have crusted over.
None
Do not attend if they are unwell or have a high temperature.
Can return 24 hours after last episode.
When fully recovered.
None
None
None
Until lesions are crusted or healed or 48 hours after starting antibiotics.
4 days from onset or rash or when well enough.
When recovered.
5 days of onset of swelling.
None
5 days from onset of rash
Exclude until 24 hours after starting antibiotics
None
None
None
None
2 days from starting antibiotics, or 21 days from onset if no antibiotics

Our Curriculum

At New Swannington Primary School, we are committed to providing a comprehensive, engaging curriculum that challenges children academically while nurturing their social and emotional development.

Our curriculum has been designed to introduce children to the diversity, the cultures and rich heritage across our world. It celebrates and promotes equality, and inclusivity. Our pupils will become open minded critical thinkers who can make strong links and connections between their learning from EYFS to Year 6.

The aims of our curriculum:

- To experience a rich and diverse curriculum. We want our children to have knowledge of the ever changing world in which they live.
- To promote belonging and foster connectivity between people, countries, cultures, traditions, religions and beliefs.
- To represent different viewpoints, to tell the other side of the story so our pupils can learn to think critically.
- To present significant aspects of world culture, histories and contributors to society.
- To incorporate a diverse range of books and authors, fiction, non-fiction and poetry.
- To incorporate visiting speakers and off site visits and activities to support our ambitious curriculum.

For further information about our curriculum, please copy and paste the link: [New Swannington Primary School - Curriculum](#)

Our Golden Rules

Through our curriculum we promote our Golden rules:

Be Kind. Our children will learn to be kind to others, to show compassion and to celebrate diversity. They will learn to appreciate and celebrate the rich cultural tapestry of our world. Child will leave New Swannington valuing and respecting our differences and be well prepared for life in the modern world.

Be Safe. Our children will learn to live safe, healthy and fulfilling lives.

Be Respectful. Our children will learn how to be open-minded, critical thinkers who are not afraid to question in a respectful manner. Children will understand Equality, Diversity, Inclusion and Belonging and understand the importance it plays in our school and in the wider world.