

Checklist

To help your visit run smoothly:

- Have you notified us of any equipment / resources you require?
- Do you know the number / ages of the children you will be working with?
- Have you discussed the work that the children will be doing before / or after your visit?
- Do you know how long your visit is expected to last for?
- What activities will the children be involved in during your visit?
- Will the children be given the opportunity to ask questions?
- How will you feed back to the teacher or school after your visit?

Practical Arrangements

- Our school day starts at 09:00 and ends at 15:30
- Please sign our visitors' book at the office as you arrive, and wear your visitor's badge at all times while in school. You will be asked to produce proof of DBS clearance and provide photo ID.
- St. Lawrence School operates a house point system. Should a child produce particularly good work or answer a question in a particularly good way, please inform the class teacher who will award team points. We also award points for good behaviour or manners.

From the M6 - Leave motorway at **Junction 32** and follow the directions to Garstang. Follow the A6 north through the traffic lights at Broughton. After about a mile you will see St. Lawrence's Church and Barton Grange Hotel on your right. Take the next turning right after Barton Grange into **Jepps Lane**. Take the first road on your right into **Jepps Avenue**. The school is on your right.

From A6 North - Pass through village of Bilsborrow & then Guy's Hamlet on the right. Go over railway bridge and after school sign turn left into **Jepps Lane** when you see a bus stop and post box. (follow above).

Barton St. Lawrence Church of England Primary School



INFORMATION FOR VISITORS

The Governors and Staff of St Lawrence CE Primary School are committed to safeguarding and to promoting the welfare and safety of children. We expect anyone visiting the school to share this commitment. Visitors to school **MUST** therefore be able to prove their identity and show they have been DBS cleared before entering the building.

Thank you for choosing to visit our school and helping to contribute towards the education of our children. Please do not hesitate to contact us if you have any queries regarding your visit.

Headteacher: Mrs Julie Goodwin
Deputy Headteacher: Mrs Andrea Loughran
School Secretary: Mrs Maria Smith

Address: St. Lawrence C of E Primary School,
Jepps Avenue,
Barton,
Preston, PR3 5AS

Telephone 01772 862664

Website: www.st-lawrence.lancs.sch.uk

School Information

Our school is a small, semi-rural primary school of 157 pupils. We have six classes made up of the following pupils:

- Cherry Blossom Class - Reception (EYFS) - Mrs Rogerson
- Sycamore Class - Year 1 - Mrs Blackett
- Beech Class - Year 2 - Mrs Pilling
- Elm Class - Year 3 - Mr Crook
- Willow Class - Years 4 and 5 - Mrs Loughran
- Oak Class - Year 6 - Mrs Piron

There is a full time Teaching Assistant in each class.

Our school is well resourced. We have a large field and playground. We also have a hall, ICT suite and library

We are committed to safeguarding and meeting the needs of all our children.

Designated Safeguarding Lead: Julie Goodwin (Headteacher)

Back-up Safeguarding Lead: Andrea Loughran (SENCo and DHT)

Governor with responsibility for safeguarding: Nicki Detko (Chair)

Community Links

In order to provide opportunities for our children to become informed and active citizens, we actively encourage outside agencies and visitors to come into our school. We welcome a wide range of people to help us deliver a quality education to the children in our care.

Help and Support

In order to make your visit as rewarding and as beneficial as possible, help and support will be given before, during and after your visit to St. Lawrence CE Primary School.

Before

A member of staff will contact you to discuss:

- How your visit will support our existing work
- What knowledge and skills the children already have
- Any requirements you may have during your visit

During

At least one member of staff will be present throughout your visit and will deal with any problems should they arise. We consider visitors to be a great resource for learning and NOT a substitute teacher!

After

Following any visit we would hope that you will contribute to an evaluation session where both school and agency can discuss the work carried out and its impact on the children. We see this as being mutually beneficial and will not only help us with our arrangements but will also be of use to you.

We want your visit to be mutually rewarding. If we can be of any help before or during your visit, please do not hesitate to ask.