

A member of



# Norton-le-Moors Primary Academy

Norton Lane, Stoke-on-Trent. ST6 8BZ

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# Prospectus

2018 - 2019

Academic Year

Executive Head Teacher:

Mrs Helen Stocking

B Ed Primary NPQH

Head Teacher:

Mrs M Rizk

BEd(Hons) Primary Education NPQH



# Welcome to the Inspirational Learning Academies Trust

Newstead Primary School initially formed the Trust in November 2013 following its Ofsted resulting in an Outstanding Grade and the Department for Education requesting that the school convert to academy status as a multi academy sponsoring trust. There are 3 schools working together within its group. These schools are:

- Newstead Primary Academy
- Norton le Moors Primary Academy
- Whitfield Valley Primary Academy

The Trust operates under a group of Trustees or Directors as they are known who meet each half term to discuss and analyse the progress towards the long term vision of the group which is:

"Every child receives an outstanding education and reaches their full potential through a highly stimulating curriculum with many opportunities to experience the world outside of the classroom."

Each academy then has its own set of local governors who pride themselves in developing their setting to be the best it can be. These governors are known as the Local Governing Board. They follow a robust monitoring plan which is produced each year following school self evaluation under the following key priorities:

Key Priority 1

Effectiveness of Leadership and Management of the School

Key Priority 2

Quality of Teaching, Learning and Assessment

Key Priority 3

Personal Development, Behaviour and welfare

Key Priority 4

Outcomes for Children

All Trust schools have Academy Status and share policies, curriculum provision, staff and purchased services to ensure that they meet the vision.



## **Inspirational Learning Academies Multi Academy Trust Mission Statement and Vision**

The vision of the Trust is simple - Every child receives an outstanding education and reaches their full potential through a highly stimulating curriculum with many opportunities to experience the world outside of the classroom.

The Trust currently has a group of 3 schools who work together to realise the vision and provide an excellent service to the children, parents and local community.

Whilst each school works coherently to realise the aims and vision of the trust they also have their own annual individual school development plans to ensure that each school is highly effective at meeting its own performance and outcome targets for children in the school. Each school maintains its autonomy to deliver on their plans to ensure that each child makes good or better progress. Termly Raising Attainment Plans are written and shared amongst staff to ensure pupil progress and attainment remains at the heart of school improvement.

In addition the Norton-le-Moors team have their own motto, this being that all children should

*"have a gateway to a bright future"*

## General Information

Each Academy provides an outstanding education for children aged from 3 to 11 years old.

They are arranged as follows:

Early Year Foundation Stage (EYFS) Nursery and Reception

Key Stage 1 (KS1) Year 1 and Year 2

Key Stage 2 (KS2) Year 3, Year 4, Year 5 and Year 6

Norton-le-Moors Primary Academy is a 1 form entry school. This means that the admission arrangements are as follows:

### Early Years Foundation Stage

Nursery - 26 children within a large purpose built Nursery Unit and extensive outside play space.

Reception - 30 children with purpose built Early Years facilities both inside and outside.

### Key Stage 1

Year 1 - 30 children in one class

Year 2 - 30 children in one class

Year 1 and Year 2 children have their own external play space

### Key Stage 2

Year 3 - 30 children in one class

Year 4 - 30 children in one class

Year 5 - 60 children split into 2 classes

Year 6 - 30 children in one class

Year 3 to Year 6 children have their own external play space

# The Staff at Whitfield Valley Primary Academy

## **Senior Leadership Team**

Mrs H Stocking -Executive Head Teacher

Miss K Sherrell - Executive School Business Manager and  
PA to the Executive Head Teacher

Mrs M Rizk - Head Teacher

Mrs K Heath - Assistant Head Teacher (SEND/CO)

## **Special Educational Needs and Disabilities Leaders**

Mrs K Heath

## **Learning Support Practitioners**

Miss S Smith

Miss T Jones

Miss B Davies

## **Family Support Team**

Mrs C Johnson - Designated Safeguarding Officer and Enrichment Leader

## **Admin Support Team**

Mrs W Clarkson - School Secretary

Mrs J Bourne - School Business Manager

Mrs R Martin - Learning Environment Leader/Reprographics Assistant

Mr D Stanley - Assistant Site Supervisor

Mr L Shaw - Janitor

## **Specialist PE Provider/Coach/Nurture Leader**

Mr S Davies - Sports Leader across the Trust

## **Lunchtime Supervisors**

Mrs S Edwards

Miss A Foster

Miss K Gibbons

Mrs K Hancock

Mrs Y Lilley

Miss A Oakes

Miss C Payne

Mrs L Price

Miss L Thomas

Mrs L Woolridge

## **EARLY YEARS FOUNDATION STAGE**

### **Nursery:**

Mrs E Wood - Teacher

Miss J Rowley - Senior Early Years Practitioner

### **Reception LC:**

Miss L Cosgrove - Teacher/Early Years Lead

Miss S Middleton - Early Years Practitioner

## **KEY STAGE 1**

### **Year 1SH:**

Miss Sonia Harvey - Teacher

Mrs N Taylor - Educational Associate

### **Year 2KD:**

Mrs K Durose - Teacher

Mrs J Proctor - Educational Associate

## **LOWER KEY STAGE 2**

### **Year 3AT:**

Mr A Tomkinson - Teacher

Mrs M Archer - Educational Associate

### **Year 4RP:**

Mrs R Postles - Teacher

Mrs C Johnson - Educational Associate

## **UPPER KEY STAGE 2**

### **Year 5KH:**

Mrs K Heath- Teacher

Mrs K Versvelt - Higher Level Teaching Assistant

### **Year 5 TW:**

Mr T Witcomb - Teacher

Mrs K Versvelt - Higher Level Teaching Assistant

### **Year 6JB:**

Mrs J Bourne - Teacher

Mrs J Ellis - Higher Level Teaching Assistant



# Term Dates for Academic Year 2018/19

## Autumn Term 2018

Academy Opens	Tuesday 4 <sup>th</sup> September 2018
Academy Closes	Thursday 25 <sup>th</sup> October 2018
Half Term	Friday 26 <sup>th</sup> October 2018 to Monday 5 <sup>th</sup> November 2018
Academy Opens	Tuesday 6 <sup>th</sup> November 2018
Academy Closes	Friday 21 <sup>st</sup> December 2018
Christmas Holiday	Monday 24 <sup>th</sup> December 2018 to Friday 4 <sup>th</sup> January 2019

## Spring Term 2019

Academy Opens	Monday 7 <sup>th</sup> January 2019
Academy Closes	Thursday 14 <sup>th</sup> February 2019
Half Term	Friday 16 <sup>th</sup> February 2019 to Friday 22 <sup>nd</sup> February 2019
Academy Opens	Monday 25 <sup>th</sup> February 2019
Academy Closes	Friday 12 <sup>th</sup> April 2019
Easter Holiday	Monday 15 <sup>th</sup> April 2019 to Friday 26 <sup>th</sup> April 2019

## Summer Term 2019

Academy Opens	Monday 29 <sup>th</sup> April 2019
Spring Bank Holiday	Monday 6 <sup>th</sup> May 2019
Academy Closes	Friday 24 <sup>th</sup> May 2019
Half Term	Monday 27 <sup>th</sup> May 2019 to Friday 31 <sup>st</sup> May 2019
Academy Opens	Monday 3 <sup>rd</sup> June 2019
Academy Closes	Friday 19 <sup>th</sup> July 2019

## Teacher Training Days (Academy closed to children)

Monday 3 <sup>rd</sup> September 2018
Friday 26 <sup>th</sup> October 2018
Monday 5 <sup>th</sup> November 2018
Friday 15 <sup>th</sup> February 2019
Monday 5 <sup>th</sup> July 2019

# The Academy Day

## NURSERY

Children in Nursery enter the academy each day through their own entrance which is situated next to the academy office. The Nursery staff greet the children at this entrance each day. Their day starts at 8.45am and finishes at 2.45pm. Parents drop off and collect from the same Nursery entrance.

## RECEPTION TO YEAR 6

The academy day starts at 8.45am and finishes at 3.00pm

Children in Reception use the external Reception class doors to enter into the academy and each day. The Reception staff greet the children at this entrance. Parents then collect from the same place, their child's outside classroom door area.

## KS1 CHILDREN

The academy day starts at 8.45am and finishes at 3.00pm

Year 1 enter through their own external classroom door and enter into their own cloakroom area. Each day the teaching staff collect the children from the playground at 8.40am ready for registration at 8.45am. They return at the end of the school day through the same door. Year 2 also enter through their classroom external door into their own cloakroom area. They too are collected by their teaching staff at the start of the day, 8.40am. They also return through the same door at the end of the school day.

## KS2 CHILDREN

The academy day starts at 8.45am and finishes at 3.00pm

All children in Key Stage 2 will enter through the signed KS2 entrances which are towards the rear of the school. They will be collected at the start of the day at 8.40am from the Key Stage 2 playground area and will be returned to the same area at the end of the school day.

## PLAYGROUND OPENING TIMES

The gate is opened each morning at 8.30am and the playground is supervised from 8.30am each morning.

The gate is locked at 8.45am and all children arriving late must enter through the academy office.

The gate is unlocked at home time at 2.50pm and relocked at 3.10pm ready for the after school clubs.

The gates are kept locked to abide by the safeguarding laws.



## HOME TIME

At the end of the academy day the teaching staff return the children back to the playground for their parents/carers to collect.

From Year 3 children are able to walk home alone. Parents **MUST** complete a permission slip before staff will allow this.

**PLEASE NOTE THAT STAFF WILL NOT RELEASE YOUR CHILD TO ANYONE ELSE UNLESS YOU HAVE INFORMED THEM.**

## LESSON AND BREAK TIMES

### Nursery

Morning Session - 8.45am to 11.45am

Lunchtime - 11.45am to 1.00pm

Afternoon Session - 1.00pm to 2.45pm

### Reception

Morning Session - 8.45am to 12 Noon

Lunchtime - 12 Noon to 1.00pm

Afternoon Session - 1.00pm to 3.00pm

### Year 1 to Year 6

Morning Session - 8.45am to 12 Noon

Lunchtime - 12 Noon to 1.00pm

Afternoon Session - 1.00pm to 3.00pm

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*These times include assemblies and breaks.*

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## Absence Procedures

We pride ourselves on children enjoying coming to our outstanding Academy but recognise that sometimes they may be poorly or have medical/dental appointments. We are unable to authorise ANY HOLIDAY DURING TERM TIME.

If your child is absent through illness or will be late into the Academy through attending medical appointments you will need to telephone the Academy office on 01782 234792 before 9.15am.

Messages can also be passed on to teaching staff on the playground each morning.

Should you not inform us of your child's absence you will be contacted by the attendance team to see why your child is not in the academy.

Persistent absence will result in a referral to the Education Welfare Officer.

This is Local Authority Policy and the academy has no control over this referral system. Our Designated Safeguarding Officer is available to help and support parents experiencing problems with their child's attendance.

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# Uniform and the Academy's Expectations

Our pupils are expected to look smart at all times and to be appropriately dressed in the Academy as per our uniform expectations.

We believe strongly that wearing the correct uniform is part of being ready to learn, part of belonging to a community which promotes a positive attitude along with preparing them for their secondary education and the world of work.

## **Uniform Guidance**

### **Every day Uniform**

All children are expected to wear the Academy uniform which will be supplied to all children including those starting in the Nursery and Reception in 2018. There will be no charge for the jumper and tie.

### **Girls Uniform:**

White Shirt with a Square, Pointed Collar

Academy clip on Tie

Academy Jumper

Grey Skirt/Pinafore/Trousers

Grey Tights

White/Grey socks

(The girls uniform is the same all year round - NO summer dresses are to be worn)

### **Boys Uniform:**

White Shirt with a Square, Pointed Collar

Academy clip on Tie

Academy Jumper

Grey Trousers (Grey shorts in the Summer may be worn)

Items which CAN ONLY BE PURCHASED from the academy:

Academy Jumper £13.00 for age 3 to 8 year old sizes

£15.00 for age 9 to 11 year old sizes

Academy Tie £4.75

Academy Hair Scrunchie £1.80

Book Bag £4.50 (free to all new Nursery and new Reception children)

Rucksack (KS2 children only) £8.50

**NB** Please make sure that all clothing is clearly labeled with child's name.

(Sew-in labels or marker pen are ideal for this purpose).

### **Shoes**

For Health and Safety reasons, it is imperative that sensible footwear is worn by **all** pupils. We require children to wear black shoes and **NOT** trainers, as these are not suitable to wear for long periods of time. It is also not acceptable for children to wear boots (leather/UGG or any other boot style) inside the academy building all day as the building is very warm during the colder months.

**ALL children MUST be in full uniform every day. If your child is not in the correct uniform you will be asked to deal with this issue with some urgency. This is the policy set by our local feeder schools (ORMISTON and EXCEL) and we follow their guidance.**

### **PE Kit**

Every new child, throughout the academy, will be provided with a PE kit free of charge which consists of the following items: All children will receive a new PE kit every 2 years. September 2018 sees a new PE kit year.

Black shorts £3.50

White T Shirt with printed logo £3.75

Blue Hoodie with printed logo £10.00

Pump Bag £3.00

Additional PE kit can be purchased from the Academy office at the prices in brackets above.

### **Bags**

Book bags are supplied to all children entering the academy in Nursery, Reception, Year 1 or Year 2 and then all Year 3 children will receive a school rucksack. School Rucksacks should then last throughout a child's time in Key Stage 2. All children will also be given a PE bag.

**CHILDREN SHOULD NOT BRING OTHER BAGS TO THE ACADEMY**

### **Jewellery, Make Up, Nails and Hair**

Children may wear watches. If your child does wear earrings they must be studs only and children must be able to remove the earrings themselves in order to take part in a PE lesson. This is current health and safety legislation which we must adhere to.

**NB** All children **must** take part in PE lessons, therefore, if your child is unable to remove their earrings you will be expected to come to the academy to remove them for them in time for the PE lesson.

Children must not wear make-up, have nails painted or wear false nails.

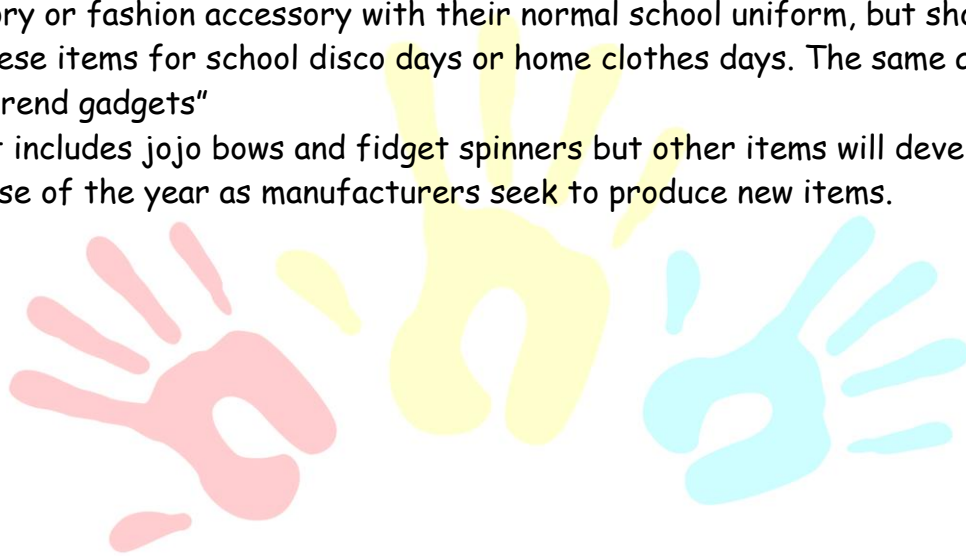
## **HAIR COLOUR**

**Natural colours only. No lines, designs cut into hair. No Mohicans or other bizarre hairstyles (the Governors and Head Teacher reserve the right to make a final decision if necessary). If you are unsure whether a hairstyle would be appropriate or not, come in and ask the Head Teacher BEFORE having it done.**

## **Additional Fashion items and Gadgets**

Please note that children should not wear the "whatever is current" hair accessory or fashion accessory with their normal school uniform, but should save these items for school disco days or home clothes days. The same applies to "on trend gadgets"

The list includes jojo bows and fidget spinners but other items will develop over the course of the year as manufacturers seek to produce new items.



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## Academy Meals Service

The Academy operates a cashless catering system.

There are 2 machines in the academy, one at the main academy office and one within the Key Stage 2 cloakroom area.

Each child/parent has a personal account which can only be accessed by inputting a 4 digit personal pin number or the child's fingerprint. Money can be deposited in either of the machines using cash. The machines do not give change. Cheque payments can be made at the academy office. Parents and or children need to ensure that monies are available on a daily basis for morning breakfast snacks and lunch.

CHILDREN ARE NOT ALLOWED TO HAVE A NEGATIVE BALANCE AND WILL BE REFUSED SERVICE IF THEY DO NOT HAVE SUFFICIENT FUNDS IN THEIR ACCOUNT.

Parents will be contacted if there is no money in a child's account and they present themselves for a service.

### **Morning Breakfast Service**

In Nursery and Reception children have the option of purchasing half a round of toast at a cost of 65p per week (13p per day). Milk is free of charge up to the age of 5 years and is then payable from then on at a cost of 20p per day. Children in Key Stage 1 and 2 have the option of visiting the breakfast bar service each morning break.

Sales include:

One round of Toast - 25p	Half Round of Toast - 13p
Teacake - 30p	Crumpet - 30p
Half Cheese Oatcake - 35p	Full Oatcake - 70p
Milk - 20p	Carton of Juice - 25p
Assorted Fruits - 25p to 30p	

All children are responsible for their own money each day. Children are limited to 2 food items each day.

### **Lunches:**

As part of the Nursery Curriculum, all children in this department must take an academy meal. This is a very important time for them as they learn how to socialise with each other and develop a healthy palate.

All children from Reception to Year 2 will be provided with a free school meal as part of the government meals for infants scheme. All children from Year 3 upwards have the option to purchase a meal at a cost of £2.35 per day.

You may be entitled to Free School Meals - please see staff in the academy office for further information.

## Our Curriculum

The new Primary curriculum commenced in September 2014 and the Inspirational Learning Academies Trust teaches from this document. English (phonics, reading, spelling, grammar, punctuation and handwriting formation) and Mathematics are taught daily. This enables the children to build up their skills in these core areas which in turn allows them to access a far greater knowledge based curriculum. Each class studies several topics throughout the year which link several areas of the curriculum together. This helps the children to better understand the world in which they live in and why events have happened in certain ways.

Most of the traditional subjects are now taught through one main topic which enhances the children's learning and makes the whole experience more fun. Opportunities are provided for children to use their English and Mathematics skills throughout each topic.

Children in our Nursery, Reception, Year 1 and Year 2 classes read to an adult every day and their reading diary is signed and comments are made accordingly. All children's books are marked by a member of staff every day using our Tickled Pink and Green for Growth policy. The pink comments and or tick of the learning objective are a celebration of what the child can do and the green comments enable the child to move their learning forward or correct misconceptions. "Inspirational Learning Time" is provided every morning from 8.45am to 9.15am and the children are trained from Reception class upwards to address the comments and fix its in their work, access one to one adult time to close learning gaps, access pre teaching of relevant curriculum areas and take part in guided reading sessions.

The teaching staff also plan and deliver a curriculum that personalises learning to the class and individual needs of the children. They aim to teach the children key skills to help them to research knowledge for themselves.

The table overleaf gives you the topics chosen for each class for this academic year (2018/19). It also states the role play that will be developed in the classroom to support the speaking and listening skills during each topic. The table also gives an overview of the educational visits planned for each class to support their learning.

Our Curriculum is also very supportive of "British Values" and living within a diverse and multi-cultural society. To this end we also hold a themed day to

celebrate a different religion each half term and also observe a variety of national festivals/celebrations again on a one per half term basis. The timetable of events for these themed days and festivals/celebrations for the academic year (2018/19) can also be found overleaf.

### **Educational Visits and Charging Policy**

Experiencing life outside of the normal school environment provides children with learning opportunities on which they can build upon. Many memorable visits are planned each year and every year group is taken out at least once each term.

The academy requires all children to pay £30 per year, which must be paid AT THE START OF EACH ACADEMIC YEAR as a contribution to the day visits provided. The directors of the trust have met to develop this policy and have decided that if parents do not pay for their child, then they must sign a disclaimer to remove their child from all educational visits for the whole academic year. Children have the opportunity to take part in overnight trips as they progress through the academy and there is NO extra costs involved.

For this academic year the overnight residential visits are:

Year 2 - Outdoor Education Centre 2 day, 1 night visit

Year 4 - London 2 day, 1 night visit

Year 5 - Llandudno 2 day, 1 night visit

### **UK Based Outdoor Education Visit**

For the first time we will be taking a group of children from Year 5 and Year 6 to Kingswood Outdoor Education Centre if they choose to take part at a reduced charge of £150 from Monday to Wednesday. Activities include Zip Wiring, Sailing and Abseiling just to mention a few. It is anticipated to be most popular!!

### **International Visit**

Each year we take children to Paris and Disneyland Paris from Monday to Friday, should they choose to go. The visit is open to Year 4, 5 and 6 children and a charge of £250 is asked for. The visit is very popular and is booked up well in advance each year.

The academy website [www.whitfieldv.org.uk](http://www.whitfieldv.org.uk) is also updated each half term by every class to share photographs and information about the curriculum topics.

## **Assessment**

The Department for Education have statutory tests that all academies and main stream schools must administer. The information below gives an overview of the statutory testing programme in current operation from the Department for Education. These assessments are subject to change as the government make different policy change in education.

### **Early Years Foundation Stage 1 and 2 (EYFS)** **(Nursery and Reception)**

When the children begin the Foundation Stage, parent discussions are held so that Nursery practitioners can gather information for a baseline assessment which is completed in the first 3/4 weeks. Home visits are arranged prior to the children starting their induction in September. These visits take place during the first week of the new term in September. More information on these visits and subsequent starts in the nursery are given to new nursery parents at the beginning of the induction period. An Assessment Profile is then started for each child and sent home each term.

There will also be children joining the Reception classes and again parent information evenings are held prior to the children joining the transition events which are organised during the second half of each Summer Term. At the end of a child's time in the EYFS, the staff assess the children against the Early Learning Goals.

Pupils will be recorded as follows:

- Emerging within the Early Years Foundation Stage Profile
- Expected within the Early Years Foundation Stage Profile
- Exceeding within the Early Years Foundation Stage Profile

### **Key Stage 1 (Year 1 and 2)**

Tests and on-going assessments enable teachers to judge children's attainment. At the end of Year 1 children take the National Phonics Check and parents are formally informed of the results for their child as follows:

- Working at the appropriate level of the phonics check
- Working towards the appropriate level

The end of KS1 tests are sat by all children towards the end of their time in Year 2 (usually May) Children are tested on their reading, writing, GaPS (grammar, punctuation and spelling) and mathematical skills. Most 7 year olds at



the end of Year 2 are expected to achieve their Age Related Expectation, known as ARE.

Pupils will be recorded as follows:

- Working at the expected standard
- Working towards the expected standard
- Working below the standard of the Key Stage

## **Key Stage 2 (Year 3, 4, 5 and 6)**

Tests and on-going assessments enable teachers to judge children's attainment. The end of KS2 tests are sat by all children towards the end of their time in Year 6 (usually May). Children are tested on their reading, writing, GaPS (grammar, punctuation and spelling) and mathematical skills. Most 11 year olds at the end of Year 2 are expected to achieve their Age Related Expectation, known as ARE.

Pupils will be recorded as follows:

- Working at a greater depth within the expected standard
- Working at the expected standard
- Working towards the expected standard
- Working below the standard of the Key Stage

## **All children**

Each child has an Assessment Profile which builds up a profile of the progress for each academic year. These profiles are sent home at October half term, February half term and May half term and inform parents of the levels that their children are working at. There is a section each time for parents/carers to give their comments on their child's progress.

## **Annual Reports**

Towards the end of each academic year, parents will receive an individual details report on the progress and achievements of their child. This is normally given out at the beginning of July.



## Arrangements for Parental Visits

We have an 'open door' policy, as it is an important part of our philosophy that parents are welcome to visit the academy at any time.

Parents of children who are to be admitted to the academy are always invited to meet the Head Teacher and appropriate members of staff, before admission takes place. Details of our induction arrangements are discussed at this meeting. We believe a phased introduction into our Nursery enables children to feel safe and secure so that learning can take place. Foundation Stage parents can have daily contact with their child's practitioner. Parents are invited to visit the academy to meet staff at regular intervals, to discuss children's progress.

Formal Open Evenings are held in each term, where parents can view the progress made by children, see examples of work and discuss with staff any particular difficulties their children may have encountered. At the beginning of the Autumn Term, parents are invited to meet their child's new teacher at an information session. Details of the times are sent out at the beginning of the new academy year.

## Communication with Parents

We have a regularly updated website where each class uploads their class newsletter and topic information each half term.

The Head Teacher writes a monthly newsletter which is sent home to each child, displayed on the parent notice board and uploaded onto the website.

We also send text messages as reminders of events etc. Please ensure that the academy office has your up to date mobile number to make use of this service.

Our website address is:

[www.norton.stoke.sch.uk](http://www.norton.stoke.sch.uk)

# Homework Policy

In-keeping with the Department of Education Policy on raising standards, this academy supports and encourages homework activities for all our pupils.

All children are issued with a Home School Reading/Information Diary at the beginning of the academic year to enable parents to communicate with class teachers if they do not see them at the beginning and end of a school day. They also allow parents to keep a track of their child's homework schedule on a weekly basis.

Homework refers to work or activities pupils are asked to do outside normal lesson time. Generally, this should be done under parental supervision. We do, however, acknowledge that our children work very hard during the day and would not wish them to spend a long time completing more tasks.

The academy does not set homework during holiday time unless requested by a parent.

All class teachers, including Nursery, send homework out each Wednesday to be returned the following Monday. The homework will be either English, Maths or Creative based.

In addition to this we expect all children to be regular readers and to practice their sounds, letters, words, spellings, numbers and times tables as given specifically in each year group.

Every child from Reception has a spelling book with each week's spellings in. The test is always the following Monday which enables children to have a complete week to learn and practice before the test.

Each child has a blue homework folder so that parents can see the progression and improvements that their children are making throughout the year. PLEASE LOOK AFTER THIS IMPORTANT RECORD OF YOUR CHILDS PROGRESS AND DO NOT ADD ANY OTHER PAPER TO THEM.

## End of Term Awards Assemblies

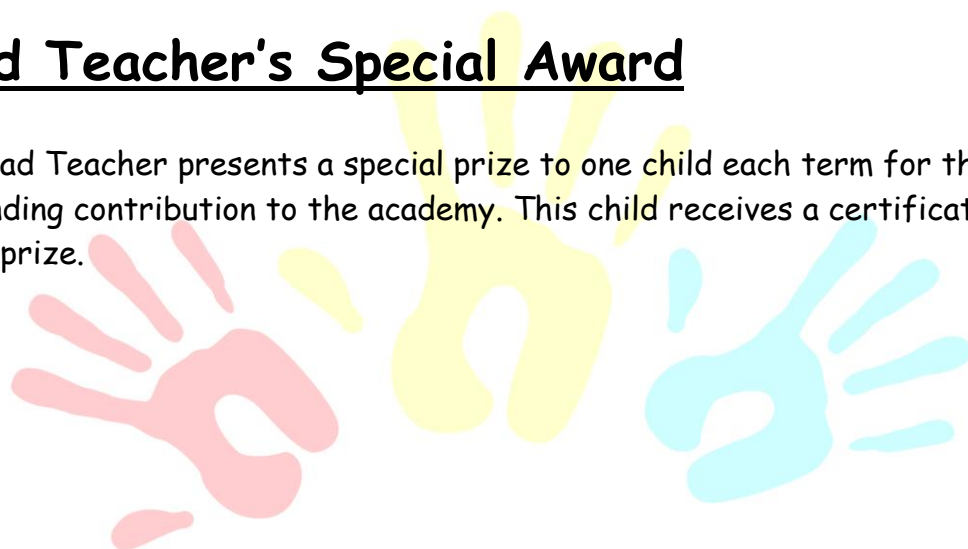
At our End of Term Award Assemblies, prizes are awarded to children in each class who have made good progress and achieved throughout the term.

Parents are informed by letter prior to these assemblies so that they can join the assembly. Awards are given for:

Progress and Good Service. Other awards are given for musical talents and Sporting achievements. Good attendance is always celebrated at these events.

## Head Teacher's Special Award

The Head Teacher presents a special prize to one child each term for their outstanding contribution to the academy. This child receives a certificate and special prize.



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# Child Protection/Safeguarding Children Policy

The Governors and staff of Newstead Primary Academy fully recognise the contribution they make to the safeguarding of children in their care. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from abuse and from inappropriate and inadequate care. We are committed to responding in all cases where there is a concern.

All staff and Governors believe that our academy should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.

The Head Teacher, Chair of Governors and Safeguarding Officer are the named Child Protection Officers.

Should any member of staff be especially concerned about a child's well-being, this would be brought to the Head Teacher's attention through the various channels (this includes support staff and lunchtime supervisors). The matter could be initially investigated using agencies connected with the academy e.g. School Nurse, Education Welfare Officer, Social Care.

Each individual case would be followed according to its needs. Each pupil's welfare is a matter of our greatest concern and "at risk pupils" will receive all the protection we can offer.

(The Child Protection/Safeguarding Children Policy can be viewed in the reception area of the academy or on the website).

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## Extra-Curricular Activities

We have excellent facilities and these are used extensively by the staff in providing extra activities for the children.

The staff offer clubs at the end of the academy day and the Home School Link Worker organises and timetables the activities throughout the year.

Parents are sent a timetable of the clubs/activities on offer each term. Children are then allocated places on a first come first served basis.

A timetable of the terms clubs/activities is displayed in the parent notice board on the playground.

Many of the extra-curricular activities incur a substantial additional cost which the academy funds. If your child has signed up to one of these additional cost clubs and does not attend, parents will be invoiced for the total amount outstanding.

Please speak to our Enrichment Leader if you are unsure about which club your child would be most suited to.

To help encourage essential life skills we ask that once you have enrolled your child into a club that you, and indeed they, commit to this for the whole term unless they are poorly.

**ALL CHILDREN WILL ATTEND THEIR CHOSEN CLUB ON THE DAY UNLESS PARENTS COLLECT FROM THE MAIN SCHOOL OFFICE.**



## Encouraging Positive Behaviour

At our academy, we believe in promoting positive behaviour so that all children are able to reach their full potential and set themselves challenges to stretch and develop their skills. Our academy rules link to the British Values which underpin all that we work towards each day. These are displayed in all classrooms and children are able to describe what actions they should take to follow each rule.

Children who follow these rules consistently will be rewarded with:

- Positive praise - verbally
- Raffle tickets
- Golden time - children earn golden time during the week which they receive on a Friday afternoon.
- Stickers - in class, lunchtimes, Head Teachers etc
- Celebration of achievements with Head Teacher or a member of SLT every Friday morning.
- Every term there is an award assembly, parents are invited to this and we celebrate children who have made progress and who have made a positive class contribution. The children receive a book and a trophy.
- Plus, A Head Teacher's special award for outstanding achievement.
- Attendance award for best class annually
- Best dressed class

Should a consequence need to be put into place for an individual, this will progress through the following:

If a child misbehaves during the day a verbal warning will be given. We will ensure that the child understands why their behaviour was inappropriate. They will be asked to make a positive behaviour choice with clear consequences agreed with the child.

- Yellow/red cards - verbal warning once then yellow card, twice the red card (lose 5 minutes golden time)
- Study club to reflect on behaviour. All parents will receive a text and a written slip to explain the reasons for their child's attendance in study club
- Miss all or part of golden time.
- Spend time on the thinking chair
- Letter of apology.
- Contact with parents, class teacher to contact, if the behaviour does not improve then the phase leader to contact and meet with parents. If

behaviour persists AHT to arrange a meeting with parents and if necessary Head teacher to meet with parents.

- Child to receive a red stamp in their reading diary for parents to clearly see that their child's behaviour needs to improve.
- Involve a member of SLT or the safeguarding officer. Contact parents. Persistent misbehaviour may warrant an IEP for behaviour and referral to SENCo and other agencies.
- If the child's behaviour puts themselves or others at risk then withdraw from class and involve a member of the SLT or safeguarding officer. If it is not possible to withdraw the child, withdraw the rest of the class and ask for assistance
- Children presenting with particular difficulties in conforming to acceptable behaviour will have an action plan and /or behaviour contract drawn up with their parents which all parties sign up to and which have clear consequences.
- Any behaviour issues will be logged in the class, SLT or lunchtime record over time books. This enables all behaviour issues to be logged and tracked.

It is always our aim to promote positive choices with your child in order to ensure all-round successful outcomes. We actively promote working alongside parents/carers as we strive for all children to have fulfilling learning experiences. Should you have any queries, please speak to your child's Class Teacher.

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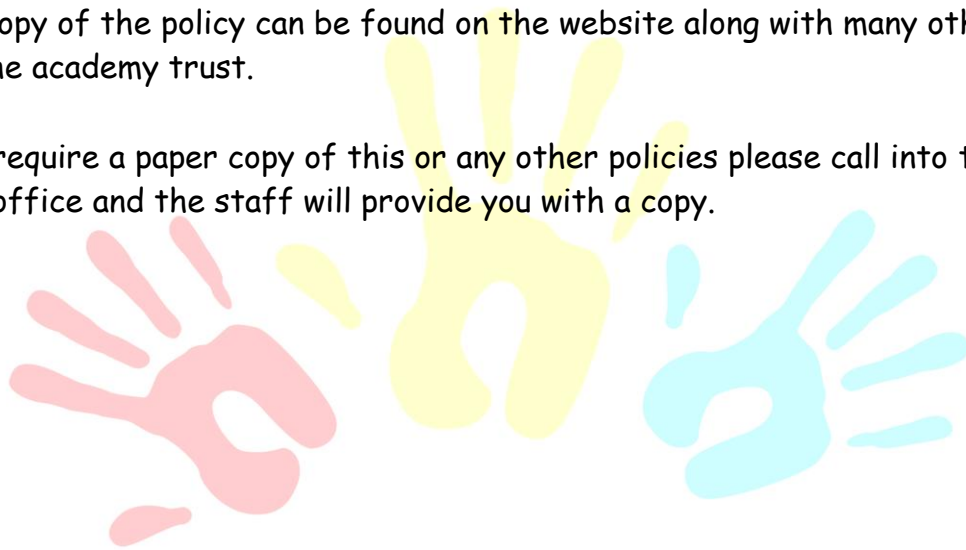
## Our Complaints Policy

All staff at the academy work hard to ensure that every child has the very best education and opportunities during their primary years.

If on the rare occasion you feel the need to make a complaint the first and foremost port of call should be to either the Head Teacher or the Head of School who will try to resolve your issues.

A full copy of the policy can be found on the website along with many others from the academy trust.

If you require a paper copy of this or any other policies please call into the school office and the staff will provide you with a copy.



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