

# LEVERINGTON PRIMARY ACADEMY

## The Academy

Leverington Primary Academy admits children in the September of the school year in which they will become five years old. For a few weeks children attend on a part-time basis.

Starting the Academy for the first time is one of the biggest steps a child will take. We aim to help you and your child take this step as smoothly as possible through a carefully planned programme of activities, liaison with Stepping Stones Pre-School, parent's information meetings, visits to the Academy and information booklets.

Parents are welcome to contact the Headteacher to make visits at other times or to receive additional information.



Children transfer from Leverington Primary Academy to Secondary School when they are eleven years old. We liaise closely with the Thomas Clarkson Community College in Wisbech, and also with other local secondary schools to aid successful transition for our year 6 children.

A copy of our Admissions Policy is available on request and is available to read on the Academy website. The Governing Body of Leverington Primary Academy buys into the Local Authority Admissions and adheres to their processes for entry into the Academy.



The Wisbech Schools Partnership (WSP) is the family of Wisbech Schools working together to enrich experiences and raise aspirations for our children.

# LEVERINGTON PRIMARY ACADEMY

## Academy Time

Children should arrive between **8.45 and 8.55 a.m.** by the Church side access roadway. Children arriving early can wait at the green 'lollipop' gate area to be safe away from the road and busy junction. Children enter their classrooms through this side door (known as 'Bradley's door') to prepare for the day. The gate is closed at 8:55 am.

Arriving on time is very important for your child to settle before the lesson starts and to ensure registration is accurate for safety reasons. Being late does upset your child and they can miss part of the daily phonics / spelling learning session at 9:00 am.

**PLEASE MAKE SURE YOUR CHILD ARRIVES ON TIME!**

**Morning Session:** 8.55 – 12.00 for Key Stage 1 (Puffins, Years 1 & 2)  
8.55 – 12.15 for Key Stage 2 (Years 3, 4, 5 & 6)

**Lunch:** 12.00 – 1.15 for Key Stage 1 children  
12.15 – 1.15 for Key Stage 2 children

**Afternoon Session:** 1.15 – 3.15 for all children

**End of Academy day:** 3.15pm

Please contact the Academy if you are running late to collect your child.

**Teaching time:** (excluding registration and assembly)  
4 – 7 year olds – 22½ hours  
7 – 11 year olds – 23 ¾ hours



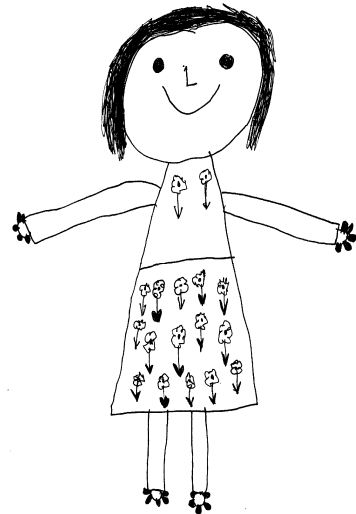
# LEVERINGTON PRIMARY ACADEMY

## Academy Staff – September 2012

### Leadership Team:

Mrs Rosie Simmonds  
Mrs Elaine Aldrich  
Mrs Caroline Jupp  
Mrs Emma Preston

Headteacher  
Deputy Headteacher  
SENCO



Mrs Simmonds

### Teachers:

Mrs Kerri Brandon  
Miss Aimee Garner  
Miss Nichola Gill  
Mrs Nancy Irvine  
Mrs Caroline Jupp  
Miss Rachel Key  
Mrs Emma Preston  
Miss Catherine Scott

Mrs Aldrich and Mrs Simmonds teach in every class!

The Academy has approximately 200 children, seven year groups, Reception to Year 6, organised in seven classes.

### ICT Technician & HLTA

Mr Douglas Pembery

### Nursery Nurse & HLTA

Mrs Wendy Adams

### HLTA & Football Coach

Mr Robert Welbourne

### Teaching Assistants

Mrs Samantha Hipkin  
Mrs Denise Jordan  
Miss Rachel Ashby  
Mrs Eva Shaw  
Miss Clare Sewell  
Mr Andrew Buffham  
Mrs Julia Davis

### Business Manager

Mrs Vanessa Baker

### Clerical Assistant

Mrs Maxine Dady

### Caretaker

Mr Stuart Dawson

### Cleaning staff

Mrs Sally Clements

### Trust members of the Academy

Mrs W. Neale, Mr J. Townsend, Mr M. Baker and Mr A Davis

# LEVERINGTON PRIMARY ACADEMY

## **Governors / Directors**

Mrs W. Neale	Chair
Mr J. Townsend	Vice Chair
Mr M. Baker	
Mrs R. Simmonds	Headteacher
Mr S. Parkinson	
Mr J. Berry	
Mrs E. Booty	
Mr A. Davis	Parent
Mrs J. Belverstone	Parent
Mrs S. Davey	Parent
Parent vacancy	Parent
Mrs E. Aldrich	Teaching Staff
Mr D. Pembery	Support Staff

## **Clerk to Governors**

Mrs V. Baker

The role of the Governing Body is to direct and guide the running of the Academy, nurture its aims and ethos, and monitor the Academy Development Planning. The governing Body provides links with parents, staff and the local community.

At Leverington Primary Academy, the Governors are dedicated to provide all children with every opportunity to fulfil their full potential and learn to express themselves with confidence.

The feeling of friendliness and a happy atmosphere is obvious to visitors to our Academy. This is reflected in our whole academy achievements. As a Governing Body, we continue to work tirelessly to ensure children at Leverington Primary Academy have every advantage that a caring village academy can provide. This is only possible through the hard work of the dedicated team of staff who have the ongoing support of the Governing Body.

## **Complaints**

If parents wish to make a complaint about the curriculum, they should first contact the class teacher, Headteacher or Chair of Governors.

Please ask for a 'Complaints procedure' leaflet.

# LEVERINGTON PRIMARY ACADEMY

## Academy Dinner

All children are invited to stay at the Academy over the lunch break for a hot academy dinner. Academy dinners are provided by the Cambridgeshire Catering Services and are cooked in our kitchen.

## Payment

Please pay for hot dinners on a **MONDAY for the days meals are required** during the week. The current cost is £2.00 per dinner and must be paid in advance or on the day.

Money should be sent in a named envelope! You can pay by cheque (payable to Leverington Primary Academy). We are happy to accept monthly or even termly payments! We refund you any meals not taken through absenteeism or academy day trips etc.

## Free School Meals

We encourage you to apply for Free School Meals (FSM). The school % of FSM helps us when data is compared to other schools using FSM % as a factor. The higher our % of FSM the better!

We administer Free School Meal applications. Please ask at the office for further information. All applications are treated in strictest confidence and children are not aware. Even if you are eligible, your child does not have to have a school dinner, they can still have a packed lunch if desired!



## Midday Supervisors

Mrs S. Clements  
Mrs V. Reeder  
Mrs L. Rodgers  
Mrs N. Hughes  
Mrs. C. Maynard  
Mrs. J. Wells

## Packed lunch

Children may bring a packed lunch. Please remember we do not allow fizzy drinks, or drinks in glass bottles or cans. If your child has a yoghurt please include a spoon! We actively encourage healthy options.

## Home lunch

We do not encourage children going home for lunch. This break is a time to play socially with friends! Children who do go home should not return to the Academy before 1.10 pm and enter the academy via the office entrance.

## Playtime snacks

We do not encourage children to bring snacks to eat at morning break as we feel they need to run and play! Key Stage One and Reception children have free fruit everyday supplied through the Government scheme.

If your child needs something to eat at playtime, we appreciate items such as fruit (prepared), cheese cubes or a cereal bar in line with our National Healthy Schools Status award in promoting healthy lifestyles. Crisps or chocolate is not acceptable. We do not let children take items from their lunch boxes either! Snacks should be separate and named.

# LEVERINGTON PRIMARY ACADEMY

## Academy Term and Holiday Dates 2012 / 2013

### 2012:

**Autumn term opens:** Wednesday 5<sup>th</sup> September  
**Half term:** Monday 29<sup>th</sup> October – Friday 2<sup>nd</sup> November  
**Autumn term closes:** Friday 21<sup>st</sup> December

### 2013:

**Spring term opens:** Monday 7<sup>th</sup> January  
**Half term:** Monday 11<sup>th</sup> February – Monday 15<sup>th</sup> February  
**Spring term closes:** Thursday 28<sup>th</sup> March

**Summer term opens:** Monday 15<sup>th</sup> April  
**May Day:** Monday 6<sup>th</sup> May  
**Half term:** Monday 27<sup>th</sup> May – Monday 3<sup>rd</sup> June  
**Summer term closes:** Friday 19<sup>th</sup> July





# LEVERINGTON PRIMARY ACADEMY

## The Curriculum

Through our creative termly planning, we offer an enriched curriculum that inspires and challenges all learners. This integrated topic approach incorporates all areas of the National Curriculum and programmes of study. These documents and the Academy's policy files are available for parents to look at on request.

Classes are taught as a whole, in groups (sometimes by ability) and as individuals. We aim for the majority of children to benefit from accessing small group teaching programmes delivered by our experienced Teaching Assistants under the direction of teaching staff. Programmes include Rapid Reading, Rapid Writing, Numicon maths, Springboard maths.

## RE & Worship

RE develops pupils' knowledge, understanding and awareness of Christianity and the other main religions represented in Britain. It encourages respect for those with different beliefs and promotes pupils spiritual, moral, cultural and mental development.



All RE is in accordance with the Cambridgeshire Agreed Syllabus, Collective worship is mainly of a Christian character, and provides pupils with the opportunity to worship God, to consider spiritual and moral issues and to explore their own beliefs.

Opportunities are also taken throughout the curriculum to develop a sense of awe, wonder and the ability to reflect on spiritual and everyday issues.

All pupils take part in a daily act of collective worship. Collective worship may be led by a member of staff, children or visitors. The Rector of St Leonard's Church and other local Church members regularly lead assemblies. Although we are not a Church of England Academy, we hold special assemblies in St Leonard's Church as part of our RE and community work. Parents are invited to attend their child's class assembly and special assemblies held throughout the year in the Academy or the Church.

Pupils may be withdrawn from RE or Collective Worship, or both, if the parents wish it. However we would like to emphasise that this part of the day enhances the Academy's ethos and academic teaching.

# LEVERINGTON PRIMARY ACADEMY

## Early Years Foundation Stage (EYFS)

The EYFS Curriculum for Reception Year children is based on three prime areas of learning:

- 1) Personal, Social and Emotional Development,
- 2) Physical Development,
- 3) Communication and Language.

With four specific areas of learning:

- 1) Literacy – reading and writing,
- 2) Mathematics – numbers and space, shape and measure,
- 3) Understanding of the World – people and communities, the world and technology
- 4) Expressive Arts – exploring and using media and materials, being imaginative.

Children enjoy a wide range of learning experiences through carefully planned and structured activities which cover all the areas of the EYFS curriculum.



Learning is constantly observed and details are recorded. We complete individual and class analysis to tell us how we can further help all the children progress. Your child's records are shared with you. Initial assessments are discussed with you at the Autumn parent consultations so that we can work together to help your child progress.





# LEVERINGTON PRIMARY ACADEMY

## Key Stage 1 and Key Stage 2 Curriculum

### English

The National Curriculum for English divides the work into these areas;

*Speaking and Listening*

*Reading*

*Writing*

Through our integrated creative curriculum, Literacy will also be taught within other subject areas.

Speaking and Listening is a key area for development and improvement.

Children will bring home 'readers' for daily practice. Please use the Home-Academy 'green' diary to record when you hear your child read at home.



### Mathematics

The Academy emphasises the importance of the skills necessary for using and applying mathematics. Some work is of a practical nature to enrich learning experiences.

The following aspects are covered within the curriculum;

*Using and Applying Mathematics*

*Number*

*Shape, Space and Measures*

*Handling Data*

Each class is taught a daily maths lesson using the Abacus scheme. Mental maths is a key feature of this teaching, followed by whole class work on an aspect of maths, and group work.

This is supplemented by a variety of investigational work which requires children to use their skills in appropriate situations.

# LEVERINGTON PRIMARY ACADEMY

## Science

Science is taught through topic work with the emphasis on practical skills. Scientific enquiry forms the main element, teaching children to ask questions, measure, observe and to evaluate and interpret their results.

Content falls into three categories, Life Processes and Living Things, Materials and their Properties and Physical Processes.



*Wildlife Area*



*Whole Academy Science investigation day*

## History and Geography

These curriculum areas are taught through our creative topic planning. Historical aspects of the curriculum develop a sense of time, starting with simple discussions for the youngest children and extending to in depth studies for the older pupils of particular periods of history and their context in a time line. We value educational visits to enrich our understanding and experiences.



*WW2 Day at Stibbington*



*Geography display*

Geographical work starts with the youngest children studying the relationship between places which they know and using play maps for cars, and develops to compass work, the interpretation of maps and the study of places beyond the pupil's experience.

# LEVERINGTON PRIMARY ACADEMY

## Information and Communication Technology

Information Technology develops children's skills and understanding of our modern world. Children gain confidence working with computers and programmable models, which are used in most curriculum areas. The academy offers a variety of computers and software, (Microsoft Windows), and programmable models.

Aspects covered are word processing, data handling, controlling and modelling.



As one of the first eight primary schools in the UK to be accredited with the NAACE mark for Excellence in ICT in 2002 we have successfully renewed in December 2005 and then assimilated to the new ICT Mark in January 2006.

The ICT Mark accreditation was renewed in December 2008 & 2011.

We are also an ICT Register School for the Specialist Schools & Schools Trust.



### Internet safety is paramount.

The whole academy is networked to a Server, enabling Broadband internet access throughout the Academy. As an additional precaution, we operate 'NetOps' software which only allows access to web sites we permit. E-safety is very important.

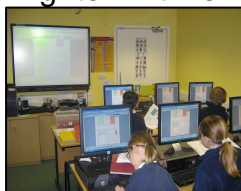
All children will have access to working on the internet. No photographs or names of children will be placed on the internet or on our Academy website without your consent.

A camcorder and / or camera (including digital) may be used to record your child for assessment purposes or observing behaviour, and for general historical recording, including Academy and LA publications. Photographs of children may be used by local newspapers and educational publications. E-safety awareness is constantly highlighted to children.

## The Leverington Link

Our purpose built ICT suite opened in December 2002, it has 18 Dell computers.

We offer adult learning sessions in ICT tailored to individual needs Tuesday evenings, 6:30 pm to 8:00 pm during term time. Sessions are led by our ICT Technician, Mr Pembury.





# LEVERINGTON PRIMARY ACADEMY

## The 'Creative Arts' Curriculum

### Art and Design and Technology

The Academy aims to offer pupils the opportunity to be creative and develop practical skills, leading to a greater self-awareness and enhance personal development. They learn to be critical of and to appreciate the work of artists.

We are proud of our high standards achieved in Art and Design, evident through displays around our Academy. Our success and high standards in 'The Arts' curriculum has been recognised through gaining the 'Artsmark' Award in May 2004, renewed in 2008 and 2010 to Silver L



### Music

The children are encouraged to sing, play percussion instruments and to compose and perform their own music using graphic and where appropriate, stave notation. Opportunity is given for the children to listen to and discuss a wide range of music.

### Drama

We value the importance of drama. Drama is a valuable tool for raising self-expression, confidence and self-esteem. Drama is also taught as a stimulus for other subject areas. The children also gain experiences through watching visiting theatre groups and by participating in workshops.



# LEVERINGTON PRIMARY ACADEMY

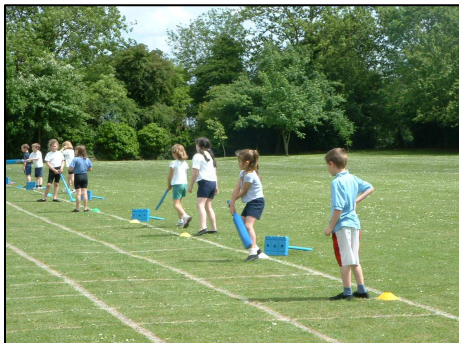
## Physical Education

We give high priority to PE activities, recognising their worth for improving and developing ability skills, team work, confidence and independence. The children are taught to work on their own, with a partner and in a team.

Movement, dance and drama are used to encourage children to express themselves using their bodies.

All classes participate in PE in the hall using apparatus. For Health & Safety reasons, children work in the hall in bare feet. (This also applies to children with verrucas, which should be 'sealed' using appropriate ointment). The children are given experience in different games skills, using a variety of balls, bats, hoops and bean bags.

**Children should always have a PE kit available in the Academy – every day!**



*Cricket coaching*



*Swimming*

Throughout the year, we offer a variety of 'after school activities' including netball, cricket, golf and football. We also value inter-school matches to aid competition!

As part of the Wisbech Schools Partnership (Wiz Gets Physical!) we are able to access many different sports and participate in festivals with other schools.

We are proud to have achieved the 'FA Charter' award for football, our coach is Mr R Welbourne, and the ActiveMark verifying our commitment to physical education.



## Swimming

During the second half of the summer term our outdoor swimming pool is used by all classes. Children should have a swimming kit available everyday as session dates and times may vary due to staff and curriculum changes. Swimming kit includes trunks / costume, towel and swimming hat. Deodorants are allowed for the older children but only 'roll on' type', **no sprays** or talc!

The pool is managed by Mr D. Pembery and Mr R. Welbourne, qualified pool carers.



# LEVERINGTON PRIMARY ACADEMY

## Personal, Social and Health Education (P.S.H.E.) and Citizenship

Work is planned appropriately for all classes to enable children to develop personally and socially. Aspects covered include friendships and relating to those around us, feelings and how we cope with them, manners and different social contexts, care of our bodies and keeping healthy, growing up and sex education, the use of medicines and drugs and protecting ourselves in various situations. We participate in the SEAL (Social, Emotional Aspects of Learning) programme which further highlights the importance of this area which is embedded throughout the curriculum. If you would like more information, this area is led by Mrs Aldrich.

**The promotion of high self esteem is considered important for all children.**



We achieved the National Healthy School Status award in 2007 with involvement from the whole community



*Celebrating World Book Day, working together*



*Police talking about keeping safe*



*The Academy's Council organised a Book & Toy Sale*



*Dental Nurse*

## Sex and Relationship Education

The Governing Body has adopted the policy that sex education be taught as part of the curriculum for all children, with particular reference to 'Science in the National Curriculum'. Years 5 & 6 are specifically taught about puberty and how a baby is born within the context of a family.

The Sex & Relationship Education Policy was written in consultation with Parents and Staff. Parents are reminded that they may withdraw from all or part of the Sex Education provided, except areas included in the National Curriculum.

# LEVERINGTON PRIMARY ACADEMY

## **Special Educational Needs**

The Academy caters for the needs of all pupils with Special Educational Needs with and without statements within their own class. All teachers plan, set and mark work which is appropriate and relevant to the individual needs of pupils. The Academy follows the Special Educational Needs assessment and provision recommended by the Code of Practice.

The Special Educational Needs co-ordinator (SENCO) is responsible for overseeing assessment and provision. Parents are consulted when their child has Special Educational Needs and are invited into the Academy to discuss an Individual Educational Plan identifying steps for development.

We welcome advice from outside agencies including Learning Specialist Support Teachers from the LA Primary Support Service who supports teachers and some children. Teaching Assistants work with children in classes at the direction of the teachers.

We offer small teaching group support and 1:1 programmes in reading for some children on the Special Educational Needs register under the direction of Mrs C. Jupp. This has proved very successful in raising children's confidence and self esteem to achieve and raise attainment. We aim for the majority of children to attend these small group teaching programmes, and not just those children on the SEN register.

Pupils with Special Educational Needs are encouraged to become increasingly independent and take responsibility within the Academy.

'More able' children are stimulated by appropriate work within their own classes, and in groups withdrawn for specific purposes.

A copy of the Special Educational Needs Policy is available on request.

The Special Educational Needs Co-Ordinator is: Mrs C. Jupp.

The Special Educational Needs Governor is: Mrs W. Neale.

If you have any complaint about the special educational provision for your child, or about special educational needs provision generally, please speak to the Headteacher or Mrs C. Jupp, or to any member of the Governing Body.

# LEVERINGTON PRIMARY ACADEMY

## **Accessibility**

Our Academy aims to be an inclusive academy. We hope to make all children welcome and feel happy to look forward to their academy day. Every child is different and we view differences as an opportunity for adults and children alike to learn more about ourselves.

If your child has a disability he or she will be treated no less favourably than other applicants for admission. We make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage. Our accessibility plan describes the arrangements we have already made and the further proposals planned to improve physical access to the academy, access to the curriculum and access to written information.

The Academy has a policy for supporting children with special educational needs which is revised every year. Our aim is for all children to have access to all aspects of academy life, as far as is reasonable and practicable.

We aim to prevent disabled pupils in our Academy being placed at a substantial disadvantage. We will take all reasonable steps to ensure that people with a disability are not treated differently without lawful justification. We will make reasonable adjustments for disabled pupils and we will know we have succeeded when disabled pupils are participating fully in academy life.

In order for effective partnership working between home and academy to take place, we anticipate that parents will want to:

- inform the Academy at the earliest opportunity if their child has a disability and the exact nature of it;
- provide the information the Academy needs to plan effectively for the child to be a full member of the academy community;
- acknowledge that when deciding whether an adjustment is reasonable, one of the factors the Headteacher must consider is the effect of the proposed change on all members of the academy community;
- recognise the importance of academy and home working in partnership.

# **LEVERINGTON PRIMARY ACADEMY**

## **Extra Curricular Activities & Extended Academy hours**

A Breakfast Club is run everyday from 7.45am by Teaching Assistants. At present this provision is subsidised by the Academy budget. Places must be booked at the office the week before.

Throughout the year sports practice and skills sessions are held after the academic day. We also hope to arrange Inter-school matches in football, netball, cricket and athletics.

Other activities linked to the curriculum are organised after the academic day during some terms. For example, art, country dancing, multi skills etc. These clubs involve a small cost and some are run by private companies. During the Autumn and Spring terms, Year 6 children organise and run lunchtime clubs such as chess, art, K'Nex board games and dance.

We appreciate the time staff and children give to provide these activities.

## **Homework**

All children are expected to do homework to practise skills taught in the academy, to research topics and to provide a link with parents in knowing about work being undertaken in the Academy.

The Homework Policy was written in consultation with parents. Years 1 to 6 have a monthly 'Homework Hints' which provides useful suggestions on ways to help your child at home. In Reception information is given most weeks. Reading practice and the application of academic skills in practical situations are vital in supporting children's learning.

Please support your child at home and ensure homework is completed.

## **Charging**

When children take part in out-of-academy activities, or when a cost is incurred within the academy, parents may be asked for a voluntary contribution to enable the activity to take place. A child will not be denied participation in the activity if he / she does not contribute, but if the cost of the activity is not covered it may have to be cancelled. Private companies offering after academy activities, such as All 4 Sports coaching have their own charging policy.

# LEVERINGTON PRIMARY ACADEMY

## **Assessment**

All children are assessed by teachers as part of the teaching process. This enables judgement to be made about future learning objectives and targets. Assessing pupils progress is vitally important to ensure teaching and learning meets the needs of all our children. Children from Year 3 have termly personalised 'My Learning Targets' identifying the next steps for development and these are shared with parents.

The Academy policy on assessment is available for parents to read.

## **Ofsted Report 'OUTSTANDING' February 2010**

highlighted our excellent use of assessment.

During their Reception Year, children are assessed covering the areas of learning in the Early Years Foundation Stage curriculum.

Booster classes in English, Maths and Science are small group tuition sessions for year 6 children, focussing on specific learning. Mrs Aldrich also leads 1:1 tuition for children in Years 5 and 6 who require additional support to achieve expected levels.

We also use a range of materials and programmes to support children identified as requiring additional and / or specific learning in reading, writing and numeracy. These sessions are led by trained Teaching Assistants and some programmes involve parental support to aid progression through homework activities. We aim to provide access to these small teaching groups by many of our children.

Children identified as Gifted and Talented access extension and more challenging learning experiences. If you wish to have further information, please ask Mrs Aldrich.

During May, all children are assessed in English, Maths and Science during the KS2 statutory test week. Every child is assessed against the National Curriculum levels by the teacher and these Teacher Assessments are reported to parents in the children's annual report.

An annual written report is sent to parents in July. Parents are invited to write their comments and return the booklet to the Academy for safekeeping. These report books belong to parents and are available at anytime.



# LEVERINGTON PRIMARY ACADEMY

## Care of the Children

The Discipline and Behaviour Management Policy and the Anti Bullying Policy has been approved by the Governing Body and adopted throughout the Academy.

We aim to promote a warm, happy and positive atmosphere. We ask children to walk, rather than run, in the building; to have concern for the welfare and needs of others; and to be polite to others. There are restrictions on the children's movement at different times of the day, and these are explained to them.

In September, each class agrees their class code of conduct and the **Academy Council** uses these to form the Academy Code of Conduct which is adopted by 'whole academy council assembly' and displayed in the Academy

A 'Celebration assembly' is held every Friday, an opportunity for examples of curriculum work to be shown to the whole Academy. This sharing of work promotes all subject areas and standards throughout the academy and provides opportunity for children to speak to an audience. A class 'purple' certificate is awarded during this assembly to highlight a child's achievement; these do not need be an academic award.

During the week, children receive team points and other class reward systems such as stickers and 'smiley faces'. We also operate a 'Star Praise' system where children are rewarded 5 or 10 star points for good and sustained effort or participation to the academy and / or wider community. For every 100 star points, a metal gold star badge is awarded to wear on the uniform.

We believe in a fair and consistent approach to behaviour management. Children are regularly reminded of the behaviour procedure and expectations.

At Leverington Primary Academy you can expect your child to enjoy all the benefits of working in a classroom where there are very clear expectations of behaviour, where good behaviour is continuously reinforced by praise, encouragement and rewards, and where a child knows exactly what consequences to expect if they choose to break one of the class or academy rules and code of conduct.

Following warnings about unacceptable behaviour, children then attend 'Mrs Simmonds' Lunchtime Club' as detention and parents are notified.

We appreciate and value your support.

There is no corporal punishment in the Academy.

# **LEVERINGTON PRIMARY ACADEMY**

## **Child Protection**

It may be helpful for parents to know that the law requires all academy staff to pass on information which gives rise to a concern about a child's welfare, including risk from non-accidental injury, neglect, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent, and where possible seek their consent to a referral to social services. This procedure is intended to protect children. Where reports are made it is hoped that parents will appreciate that the Headteacher will always be acting in what is believed to be the child's best interest. Mrs Simmonds and Mrs Aldrich are trained Child Protection Officers.

## **Information Sharing**

Each school in Cambridgeshire holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time the Academy is required to pass on some of this data to Cambridgeshire LA, the DfE and to agencies that are prescribed by law, such as QCA, Ofsted, DoH and PCTs.

Cambridgeshire County Council uses information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them. The LA has a duty under the Children's Act 2004 to co-operate with their partners in health and youth justice to improve the well being of children in their areas. As part of this duty they will be required to maintain the accuracy of the information held on Contact Point about children and young people in their area.

# LEVERINGTON PRIMARY ACADEMY

## First Aid and Medicines

The School Nurse carries out a medical, to which parents are invited, during the child's first year in the academy.

We do not administer medicines to children (unless required for a medical condition and dosage states 4 times per day). Parents must request that the Academy administers medicine in person at the office and sign a consent form. Medicine should never be sent in to the Academy with a child for safety reasons.

First Aid will be administered to your child by staff qualified in 1st Aid and we will notify you of 'concerned bumps'. It is our policy to contact parents to seek further medical advice even if we are unsure of the severity of the injury

## Headlice

We operate a 'Bug Busting' headlice checking scheme and we recommend that long hair should be tied back! Parents are trained as 'headlice checkers' by our academy nurse. Since starting this scheme, there has been a noticeable reduction in reported cases of headlice in the Academy. All children are expected to take part in this scheme. We notify you if headlice are found in your child's hair and we are grateful if you would notify us!

## Safer Routes to Academy

We constantly remind parents to park legally on the road and not on the Church junction as this places danger to children crossing.

We are keen to promote 'Walk to School Weeks' in May and October to encourage children to be active and walk to the Academy.

Bicycles may be ridden to the Academy by junior aged children or by Infants if accompanied by an adult. **We ask that children wear safety helmets.** Bicycles must not be ridden on the academy premises, and should be clearly marked with the owner's name. Children in Year 5 have the opportunity to undergo the Cycling Proficiency award.

The Academy cannot accept responsibility for bicycles.

# LEVERINGTON PRIMARY ACADEMY

## Health and Safety

Health and Safety is the top priority for the academy to ensure all children, staff, Governors and visitors are safe and well cared for.

We hope that your children will take care of their own personal property.

The Academy cannot take responsibility for the loss of or damage to items brought from home.

### **Please ensure all clothing is named!**

Mobile phones or electronic games / players should not be brought to the academy. If required for after academy use, they should be taken to the office in the morning for safe keeping.



### **For health and safety reasons jewellery should not be worn.**

If earrings have to be worn, studs are only permitted and they must be removed for P.E. activities or covered with plasters supplied by parents.

Nail varnish should not be worn.

We do not permit aerosol sprays for obvious reasons!

High heels on shoes or flip flop style sandals are not safe as children need to be able to run around safely.

We do not encourage children wearing boots in the Academy.

Risk Assessments are carried out by the Health & Safety Committee.

Thank you.

# LEVERINGTON PRIMARY ACADEMY

## Attendance

- Parents are legally responsible for ensuring that their children attend the Academy regularly and arrive **on time by 8.55am**.
- If your child is likely to be absent due to illness or any other unavoidable reason we would ask you to notify the Academy on the first morning of any absence. We may telephone you for an explanation of absence.
- Parents are required to explain the reasons for any absence in order that we may decide whether or not the absence is to be authorised. If we do not receive any explanation or if we consider that the explanation is unsatisfactory, we are required to record the absence as unauthorised.
- If we are concerned about a child's attendance we may refer the matter to the academy's Education Welfare Officer who visits the Academy regularly in order to inspect the registers and to help us ensure that all children attend regularly and punctually. (The Education Welfare Officer may, in extreme circumstances, begin legal proceedings against the parents of children who do not attend regularly).
- We strongly urge parents to avoid booking family holidays during term-time. Inline with Wisbech schools, we will not authorise term time holidays. Parents should still notify the Academy so that we know why your child is absent.

Absence during the assessment week in May each year must be avoided

- The Academy is required to record and report unauthorised absences. Please inform us of the reason when your child is absent.

### 2010-2011:

Attendance 92.8%

Unauthorised absence 2.3%

Authorised absence 5.0%

### Academy Council 2011 -2012





# LEVERINGTON PRIMARY ACADEMY

## Academy Dress

We feel that it is important that children show a sense of respect for the Academy to which they belong, and that they take thought and care in their behaviour and dress within and beyond the Academy. (Plain clothing or with academy logo only please).

Academy clothing is as follows:

**for boys:** plain white polo shirt  
black or grey trousers / plain black, navy or grey shorts in the summer  
academy sweatshirt or plain navy blue jumper

**for girls:** white blouse or white polo shirt  
navy blue or black or grey pinafore dress or skirt or trousers  
blue / white check / striped dress  
academy sweatshirt or cardigan or plain navy blue jumper or cardigan



Safe and appropriate footwear must be worn, shoes not trainers please.

We do not appreciate sport or fashion logos on clothing.

Academy sweatshirts, fleeces, jackets and cardigans are available from the Academy.

## For P.E. and games all children need:

T-shirt (white or 'House' colour – red, blue or yellow) and navy or black shorts  
plimsolls or trainers  
warm clothing such as a track suit in winter  
football boots or trainers and shin pads for children who play football

**Children should have P.E. kit at the Academy every day.**

**Please ensure that all clothing is marked with the child's name!**

# LEVERINGTON PRIMARY ACADEMY

## Community Cohesion: Parental Involvement

We welcome parents to join the Parent Council where you will help with different activities and discuss various academy topics. The Academy values the views of parents and carers to help improvement.

We also welcome parent helpers in the Academy. Specific talents and general assistance extend the opportunities provided for the children. If you can help in any way, please let Mrs Simmonds or class teacher know.

The parent representatives on the Governing body are:

Mr A. Davis, Mrs J. Belverstone, Mrs S. Davey and Mrs A. Morphew.

We hold fund raising events to raise money for academy equipment, educational materials and special activities.

These events also provide social activities for the children.

**We greatly appreciate involvement and support of the local community.**



We value parental involvement in your child's learning, please ask if you require further advice and support. We hold various information meetings, assemblies and provide individual consultation appointments to discuss your child's progress. During these consultations, your child's individual targets for improvement will be discussed. Class teachers welcome parental consultation at other times (it is advisable to check that a particular time would be convenient).

A Home-Academy Agreement has been drawn up by parents, governors and staff.

The information in this brochure is correct at the time of going to press (May 2012)