



Parent Handbook

2018 - 2019

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Welcome to The Vale Primary Academy

Here is some information about us which you may find useful.

Please feel free to contact us if you have any queries.

Aims of the Academy:

- To provide a curriculum that meets the needs of all learners
- To achieve the highest standards of attainment
- Provide pupils with a safe, supportive, well-ordered and happy learning environment
- To provide a learning environment which is stimulating, exciting and challenging
- To ensure the school is caring and inclusive for all children
- Ensure that the school is led and managed effectively

The Academy Building and Site Safety

There are currently eight classes, which includes Nursery and Upper Foundation Stage.

All areas of the Academy site are strictly no smoking, including the area immediately outside of the gates.

Dogs are not allowed on the Academy site, unless they are assistance dogs.

After entering through the gate, it is not permitted to ride a bike or scooter – please dismount immediately.

Please ensure that inappropriate language is not used when you are on the school site. We will not tolerate swearing and/or other offensive language. Failure to comply with this may result in being asked to leave or being banned from site.

Staff Information

Executive Principal – Mrs J Snead

Head of Academy – Miss S Taylor

Associate Assistant Principal – Mrs K Oates

SENCO – Mrs S Rowse

EYFS & Key Stage 1

Nursery Teacher – Miss H Davis

Nursery Support Staff – Mrs L Keetley

Upper Foundation Stage Teacher - Mrs K Oates

Upper Foundation Stage Support Staff – Mrs S Brain & Mrs Murphy

Year 1 – Mrs S Rowse & Miss K Grainger

Year 1 Support Staff: Mrs E Wallis

Year 2 – Miss K Smith

Year 2 Support Staff – Mrs L Brown

Key Stage 2

Year 3 – Mrs K Burnell

Year 3 Support Staff: Mrs R Jackson

Year 4 – Mr J Hope

Year 4 Support Staff – Miss T Glasby & Mrs C McNally

Year 5 – Mr L Goodman

Year 5 Support Staff – Mrs A Craft

Year 6 – Miss Z Bowkett

Year 6 Support Staff – Miss L Tucker & Mrs C McNally

School Direct Trainee – Miss C Armstrong

Site Supervisor – Mr D Williams

Finance & Office Manager – Mrs D Grainger

Administrators – Mrs S Dunwell & Mrs V Meadows

Breakfast Club Supervisors – Miss L Tucker, Miss B Kemp, Miss T Glasby,

Lunchtime Supervisors – Miss B Kemp, Miss T Glasbi, Mrs S Richardson, Mrs J Fisher, Miss A Clough

School Times

Breakfast Club:	8.20-8.50a.m.	Cost: 20p
School starts:	8.50a.m.	
Lunch time:	Reception:	11:45-1:00pm
	Year 1:	12:00-1:00pm
	Year 2:	12:00-1:00pm
	Year 3:	12:00-1:00pm
	Year 4:	12:00-1:00pm
	Year 5:	12:00-1:00pm
	Year 6:	12:00-1:00pm
End of the day:	Nursery	3.30pm
	Key Stage 1	3:15pm
	Key Stage 2	3:20pm
Nursery times:	Morning session	8:30-1130am
	Afternoon session	12:30-3:30pm

Collection arrangements

We are unable to send a child home with another adult without prior permission from parents/carers and children will never be sent home with an unknown person. Please ensure that all adults you authorise have been registered with our school office or class teachers.

Uniform

All children are expected to wear school uniform.

The uniform for Nursery to Year 6 consists of:

Jumper/Cardigan:	Red with/without Academy logo
Skirt/Pinafore: Trousers/Shorts:	Grey or black
Shirt/blouse/polo shirt:	White
Summer dress:	Red and white gingham check
Footwear:	Black shoes - No heels - No backless shoes, e.g. flipflops

We ask that jewellery isn't worn. If earrings must be worn, they should be small studs only.

Hair should be naturally coloured and styled (no extreme hairstyles or patterns), with long hair tied back in a ponytail or plaits.

Please ensure all items of clothing are labelled with your child's full name, including footwear and coats. The Academy will not accept responsibility for lost items of uniform or other clothing.

PE

The PE Kit is as follows:

T-shirt:	White round neck
Shorts:	Black
Footwear:	Trainers or pumps for outdoor PE - No footwear is worn in the halls
Outdoor PE:	Black or navy jogging bottoms

Outdoor PE kit or trainers should either be brought to school on the days your child has their PE lessons. Teachers will communicate when PE lessons are timetabled.

All items of outdoor PE kit, including footwear should be labelled.

Children will not be able to participate in outdoor PE lessons if they do not have appropriate footwear, e.g. trainers or an additional pair of pumps.

Personal Belongings

Please do not allow your child to bring anything valuable into school. Anything brought in is at the owner's risk; the Academy cannot accept responsibility for personal property. If it is for a particular purpose, please ask the class teacher to lock items away for security.

Standards of Behaviour

The school policy outlines the behaviours to be expected of all in the school. There is a clear structure for dealing with different stages of behaviour that are included in the Behaviour Policy. If you wish to see a copy of this please ask at the Main Office or alternatively, you can download the policy from our Academy website.

Lunchtime

Children may bring a packed lunch, have home dinners or have a school meal. A school dinner currently costs £2.10 per child per day; this must be paid for each Monday.

School meals are free for all children in Reception, Year 1 and Year 2.

Families may be eligible for Free School Meals; application forms are available from the school office. As successful Free School Meal applications attract additional funding to the school, we encourage all those who may be eligible to apply. This will enable the school to provide additional staff and other resources to support learning.

Our school kitchen provides healthy and tasty meals that are widely enjoyed by children. Meals are chosen on a termly basis.

In packed lunches, we encourage children to bring a main meal (sandwich, rice etc), fruit and a snack such as yoghurt; sweets and chocolates are not allowed.

Nuts are also **not allowed** as some children have severe allergies and can be affected by being close to nuts.

Medicines and Medication

It is essential that you inform the school of any medical condition your child suffers from so that we can make any necessary adjustments or provision.

Asthma inhalers must be clearly labelled and handed to the office so that they can be stored in the classroom – your child will have supervised access as needed.

Medicines prescribed by a doctor may be kept in school if it is to be dispensed more than 4 times a day, these must also be handed in to the office by the parent/carer; medicines must not be kept in a child's possession. A medical consent form must be completed by parents for any inhalers or medicines prescribed by a doctor which need to be kept and administered at school. We are not able to administer medication that has not been prescribed by a doctor or has been bought over the counter, except in exceptional circumstances. Medicines are administered by a staff member in the school office who has been trained in First Aid.

Please ensure that you are aware of expiry dates of all medicines and ensure that the ones held in school are current.

Medicines and medication can only be collected by the parent/carer of the child it has been prescribed to.

Communication

It is essential that the Academy has up to date contact details for your child in case of illness or emergency. If you change your address or telephone number please inform someone in the Main Office. We ask for at least 4 emergency contact numbers.

If your child is poorly and cannot attend, please call as soon as possible on **01977 722485**, to give a reason for absence. The Academy operates a 'first day response system' where parents will be contacted if their child is absent and a message has not been received.

Messages, Queries, Concerns If your child is absent from school...	Person to Contact
	Please notify the school office each day of absence either by telephone on 01977 722485 or in person. Please note that this notification does not guarantee that absences will be authorised.
If you have a quick message for your child's teacher about collection arrangements, health concerns, home learning...	Talk to your child's teacher at the classroom door. Urgent messages may be left at the school office if you do not get a chance to speak to the teacher.
If you would like to talk about your child's learning progress...	Make an appointment to meet with your child's teacher. If, following your discussion you would like more information, make an appointment to meet with a member of the senior leadership team or the Assistant Principal.
If you are concerned about social behaviours or bullying...	Make an appointment to meet with your child's teacher. If, following your discussion you would like more information, make an appointment to meet with a member of the senior leadership team or the Assistant Principal.

If you would like to discuss something related to your child's teacher...	Make an appointment to meet with Assistant Principal.
If you would like to discuss your child's special educational needs....	Make an appointment to meet with your child's class teacher or the SENCo or SEN support.
If you would like to find out about Breakfast, lunchtime and/or after school clubs or have a query...	Check the school website, ring the office 01977 722485 or ask at the school office.

If your question or concern is not resolved, please make an appointment with the school office to meet with the Head of Academy - Miss Taylor.

Attendance and Punctuality

We expect all children to arrive in school on time every day and maintain the highest possible levels of attendance throughout the year - our whole school target is 96%.

Attendance below 90% is classed as persistent absence. Children whose attendance falls below this level will be subject to EWO involvement that may result in Penalty Notices being issued if attendance does not improve.

Children whose attendance falls between 90% and 94% will be monitored closely to ensure their attendance improves.

Term time holidays cannot be authorised and will be classed as an unauthorised absence in the register. Penalty Notices will be issued for holidays taken during term time.

Arriving late after registers have closed is also classed as an absence and will be recorded as unauthorised in the register.

Accidents and Illness

From time to time, accidents will happen in the nature of everyday life in a school. These are usually minor and easily treated. We will manage minor cuts and scrapes through our first aid provision at school; it is unlikely that we will make individual contact with you for small injuries. If however, your child has had a bump or other injury to his/her head, your child will come home with a wrist band on indicating they have received some first aid.

If your child is taken ill or has a more serious accident, we will endeavour to contact you by telephone. Please make sure we have details of contact numbers.

Please also make sure that you inform the school when your contact details change.

Sharing Learning and Achievements with Parents

Each week we celebrate the achievements of a child from each class in our 'Celebration Assembly'. During these assemblies, a child from each class will be chosen to share their achievements, this is on a Friday at 2:55pm and all parents are welcome.

Reading Champions

To encourage children to read regularly at home there is an incentive for all children. We total up the number of reading sessions done by a whole class and the best class in the school receives a trophy for the week and 10 green points per child – please sign the reading record in your child's book bag at least three times each week to ensure the hard work of both you and your child is recognised.

Spelling Champions

To encourage children to learn their spellings at home we add the total number of correct spellings from the spelling tests, turn it into a percentage and the class with the highest percentage receives a trophy for the week and 10 green points per child.

Timetable Champions

To encourage children to learn their timetables children receive different awards when they know them in different ways. They can achieve a Bronze Award for learning them in order. A Silver Award for learning them in a mixed up order and a Gold Award for knowing the division facts.

School Events

You are invited to join us to celebrate special events throughout the year. We hold a number of events such as assemblies, performances, curriculum activities and workshops, cultural celebrations, charitable events and sports day. Information regarding these events will be sent out in weekly newsletters and advertised on the Academy website and Twitter account.

After-School Clubs

We recognise the need to develop pupils' interests and attitudes alongside the academic requirements of the National Curriculum. A range of extra-curricular activities are offered by teachers each term after school hours for children in KS1 and KS2. These will change regularly throughout the year, usually at the start of a new half term or new term, to ensure we are able to offer a range of experiences to as many children as possible. Please refer to letters for information regarding clubs and return permission slips as soon as possible. Weekly newsletters will also include information about clubs.

Educational Visits

Educational visits are an important aspect of children's learning. They help to put learning into a real-life context and provide them with experience of the concepts they are learning. We endeavour to make all trips as inexpensive as possible, but to enable educational visits to occur we request contributions from parents.

Academy Advisory Board (AAB)

Our AAB members are supportive and highly motivated. Their vision and passion for continued improvement steers and focuses their decision making process and they challenge and support the school leadership to good effect.

Below is a list of current AAB members:

Mrs H Burton - Laws - Chair
Mr S Wynn –Safeguarding AAB Member
Mrs J Snead – Associate Executive Principal
Mr L Goodman – Staff Governor
Mrs S Brain – Community Governor

If you require any further information, please do not hesitate to contact your child's class teacher, the admin staff or a member of the Senior Leadership Team.

