



Cherry Tree Academy Marham Infant



Cherry Tree
Academy
Marham Infant

Parent Handbook:

taking you step-by-step through starting school

Learning, Living, Laughing



Step 1

STEP 1: ADMISSION FORM
Cherry Tree Academy Marham Infant

Please complete and return to Academy before your child’s first visit to us.

Details of the child to be admitted					
Forename (as on Birth Certificate)		Other names (also known as)		Surname (<u>Legal</u> not preferred)	
If appropriate, underline the forename by which your child is known				Date of Birth	
Current Home Address					
post code				Sex (please ✓)	
				M	
Is your child a dependant of serving personnel or has been within the last 6 years? If the above is on a military camp, what is the name of the camp?					

Details of the people who have legal parental responsibility for this child				
The Education Act 1996 defines a parent to include the natural parents of the child as well as a person: (a) who is not a parent but who has parental responsibility, or (b) who has care of the child.				
Relationship to your child	Mr, Ms, Mrs etc	Forename	Surname	Home address, if different from your child’s
Parent				
	☎ Daytime	☎ Evening	☎ Mobile	
				e-mail:
Parent				
	☎ Daytime	☎ Evening	☎ Mobile	
				e-mail:
Parent				
	☎ Daytime	☎ Evening	☎ Mobile	
				e-mail:

The usual arrangements for your child if living with different parents on different days of the week

Welcome to Cherry Tree Academy Marham Infant

CEO and Executive Principal
Cherry Tree Academy Trust:
Michaela Webb, says...

I look forward to meeting you and introducing you to our lovely Academy. We are proud to have friendly and caring staff,well-behaved children and very supportive parents. Welcome to our Cherry Tree family!

We need some information from you

Could you please follow the steps in this Parent Handbook, and hand in your completed forms to the Academy.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the Academy office on 01760 337 346, and we will be happy to help!

Policies and term dates

On page 14 are details of some important policies you need to know about and page 15 has term dates.

Please tear here

Additional Emergency Contacts

People other than the above who can be contacted in an emergency.

Relationship to the child	Mr, Ms etc	Forename	Surname	Home address, if different from the child's
Daytime	Evening	Mobile		

Daytime	Evening	Mobile		

Other family details

Please give details of any other children currently living at your child's home(s).

Children's names	Date of birth	Sex: M or F	School attending

Educational history

Last school attended

The new Academy will obtain earlier school records from the school named below

School name	Address	Telephone

Dates attended above school

From

To

Pre-school educational experience

This only needs to be completed for children aged 7 or younger

Dates	From		Please tick	Playgroup	Nursery	At home	Other
	To						

If your child has had any gaps in his/her education please provide detail below

The start and end dates of the gap(s) and reason(s)are required.

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Doctor, health care & other specific arrangements

Name of doctor & surgery	Contact details of practice/health centre			
	The Academy has contact details of local doctors. If you are not using a local doctor, please supply the contact details separately.			
Has your child had a tetanus injection?	Yes	No	If yes, date	
INHALER	Does your child use one?	Yes	No	If yes, frequency taken
	If yes, type of medication?			
Other medical information relevant to your child's development and Academy life e.g. hearing, sight, allergies, diabetes, epilepsy.				
Does your child have a statement of special education needs?				Yes

If your child has other particular needs in relation to his/her education please describe them here:

Please give details of any special dietary requirements your child may have?	Lunch time arrangements (please ✓ one box)			
	Paid	Free		
	School meals			
	Packed Lunch			

Ethnicity & faith

Please tick the box that you believe best describes your child's ethnicity

White		Chinese	
British		Chinese	
Irish		Black or Black British	
Gypsy / Roma		Caribbean	
Traveller of Irish heritage		Angolan	
Albanian		Congolese	
Boznian-Herzogovenian		Ghanaian	
Croatian		Nigerian	
Greek/Greek Cypriot		Sierra Leonian	
Italian		Somali	
Kosovan		Sudanese	

Please tear here

4

5

Portuguese		Other Black African	
Serbian		Any other black background	
Turkish/Turkish Cypriot		Other ethnic groups	
Eastern European		Afghan	
Western European		Arab other	
White Other		Egyptian	
Mixed		Filipino	
White and Black Caribbean		Iranian	
White and Black African		Iraqi	
White and Pakistani		Japanese	
White and Indian		Korean	
White and any other Asian background		Kurdish	
Any other mixed background		Malay	
Asian and Asian British		Moroccan	
Indian		Thai	
Pakistani		Vietnamese	
Bangladeshi		An ethnic group not listed here	
Any other Asian background		I do not wish to have this recorded	

Country of Birth:		Nationality:	
Religion:		What is the main language spoken at home?	

COURT ORDERS

Is the child subject to any Court Order?
Please specify and give details

YES/NO

CONTACT ORDER defining how, where, when, with whom and for how long contact should be made.

RESIDENCE ORDER determining with whom the child should live.

SPECIFIC ISSUE ORDER determining specific questions which cannot be agreed voluntarily.

PROHIBITED STEPS ORDER preventing someone from doing something s/he might normally do in fulfilling PARENTAL RESPONSIBILITY.

Step 1

Step 1

Please tear here

CARE ORDER which may determine the extent to which PARENTAL RESPONSIBILITY may be exercised.

SUPERVISION ORDER

EDUCATION SUPERVISION ORDER

ANY OTHER INFORMATION : (BY WHOM)

The information you have given on this form will be held by the Academy and Norfolk County Council Children’s Services. It will be shared with other departments within Norfolk County Council in order to provide and plan services e.g. School Transport. It will be used to administer health, social and welfare care and will be shared with healthcare advisors, practitioners and other relevant agencies. It will be forwarded to your child’s new Academy if and when s/he changes Academy. It will also be used for statutory returns and for research purposes. All information given will be held in the strictest confidence under the requirements of the Data Protection Act 1998. For further details please see the Data Protection Act document included within the admission information given to you by the Academy.

I note the above statement and believe the information provided in this form to be correct as of this date. I will inform the Academy of any changes that may occur whilst my child attends the Academy.

Signed (parent):

Date:

As part of our drive to move to a paperless system, this will be one of the very few forms we ask you to complete by hand. We ask that you register a maximum of two email addresses with us so that we can correspond and seek authorisation for Academy trips, holidays etc. using these.

Preferred email contact 1: _____

Preferred email contact 2: _____

**** Please note that in addition to email correspondence we will also contact you by text. Please ensure we have a correct mobile telephone contact number.**

Thank you.

When completed, please return this form to the academy **before** your child’s first visit.

This form explains the reasons why and how Cherry Tree Academy may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Name of parent:

Name of pupil:

Year:

Why do we need your consent?

Cherry Tree Academy requests the consent of Parents / Carers on an annual basis to use images and videos of their child for a variety of different purposes.

Without your consent, the Academy will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the Academy will abide by the conditions you outline in this form.

Why do we use images and videos of your child?

Cherry Tree Academy uses images and videos of pupils as part of Academy displays to celebrate Academy life and pupils’ achievements; to promote the Academy on social media and on the Academy’s website; and for other publicity purposes in printed publications, such as newspapers.

Where the Academy uses images of individual pupils, the name of the pupil will not be disclosed. Where an individual pupil is named in a written publication, a photograph of the pupil will not be used to accompany the text.

If, for example, a pupil has won an award and their parent would like their name to be published alongside their image, separate consent will be obtained prior to this.

Cherry Tree Academy may take images or videos of individual pupils and groups of pupils to use on social media, the Academy website, in Academy prospectuses and other printed publications, such as a newsletter.

Who else uses images and videos of your child?

It is common that the Academy is visited by local media and press, who take images or videos of Academy events, such as sports days. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites.

The following organisations may use images and videos of your children:

- Marham Matters
- Kings Lynn News
- Eastern Daily Press
- BBC
- ITV / Anglia
- Proposed & Seconded

Where any organisations other than those above intend to use images or videos of your child, additional consent will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for the current academic year.
- It is the responsibility of Parents / Carers to inform the Academy, in writing, if consent needs to be withdrawn or amended.
- The Academy will not use the personal details or full names of any pupil in an image or video, on our website, in our Academy prospectuses or any other printed publications.
- The Academy will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our Academy prospectuses or any other printed publications.
- The Academy may use pictures of pupils and teachers that have been drawn by pupils.
- The Academy may use work created by pupils.
- The Academy may use group or class images or videos with general labels, e.g. ‘sports day’.
- The Academy will only use images and videos of pupils who are suitably dressed, i.e. it would not be suitable to display an image of a pupil in swimwear.
- The Academy will take class images of your child which are available to purchase annually.

Providing your consent

Please read the following conditions thoroughly and provide your consent as appropriate by ticking either ‘Yes’ or ‘No’ for each criteria.

The Academy will only publish images and videos of your child for the conditions that you provide consent for.

I provide consent to:

Yes

No

Using images of my child on the Academy website.

Using videos of my child on the Academy website.

The local media using images of my child to publicise Academy events and activities (only including the organisations outlined above).

The local media Using videos of my child to publicise Academy events and activities (only including the organisations outlined above).

Using images of my child in marketing material, e.g. the Academy brochure and prospectus.

Sharing my child’s data with a Academy-appointed external photography company for official Academy images. This includes the following:

- Name
- Class
- Roll number

Refreshing your consent

This form is valid for the current academic year. It will be updated on an annual basis. Parents / Carers are required to fill in a new form for their child every academic year.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil’s circumstances, e.g. safeguarding requirements mean a pupil’s image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Executive Principal. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents / Carers have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

If you would like to withdraw your consent, you must submit your request in writing to the Executive Principal.

Declaration

I, (name of parent), understand:

Why my consent is required.

The reasons why Cherry Tree Academy uses images and videos of my child.

Which other organisations may use images and videos of my child.

The conditions under which the Academy uses images and videos of my child.

I have provided my consent above as appropriate, and the Academy will use images and videos of my child in line with my requirements.

Consent is refreshed on an annual basis and I must re-provide consent if I consent to images and videos of my child being used in other academic years.

I will be required to re-provide consent where any circumstances change.

I can amend or withdraw my consent at any time and must do so in writing to the Executive Principal.

Name of parent / carer:

Signature:

Date:

If you have any questions regarding this form, please do not hesitate to contact the Executive Principal at principal@cherrytreeacademy.norfolk.sch.uk or 01760 337 217.

Child's Name:

I give permission for my child to take part in visits around the local area.

YesNo

I understand that visits may take place without prior notice.

YesNo

Signature:

Date:



Key information

What are our Academy times?

- Start of the day: 9.00am.
- Morning break of 15 minutes.
- Lunch break: 11.45am-12.30pm.
- End of day: 3.00pm.

Arrivals and Departures

The Academy takes legal responsibility for children from 9.00am. A teacher will be on duty in the playground from 8.50am. We would ask that parents and carers remain on the playground with their children until the first bell. At the end of each day children will walk onto the playground with their teachers who will release children to their approved adult. It is very important that we know who is able to collect your child as we will not send them home with anyone other than who you have given permission to do so. Please ensure that you keep the Academy office informed of any changes to your arrangements and who may or may not collect your child on your behalf.

Wraparound Clubs

Children who use the Rainbow Centre before and after our day are escorted to and from the Academy hall by Rainbow staff. A member of the Academy staff will take responsibility for the children once handed over.



Uniform

We aim to ensure that our uniform creates both a sense of belonging and pride. We also believe that it should be is comfortable and easy to wear. We ask all children and families to support our uniform policy. Children who do not attend the Academy in the correct uniform will be given a letter to take to their families asking them to support their child to wear the correct uniform. On Friday we come in our outdoor clothes because we spend the day outside. Please ensure that your child comes to the Academy dressed appropriately for spending the day learning outside. Remember they could be building dens, doing messy science activities or even measuring trees in the woods. When dressed appropriately children get the most out of their learning.

Our uniform

Winter

- Grey trousers or grey pinafore skirt.
- White shirt or polo shirt.
- Grey or white socks or grey tights.
- Academy sweatshirt

Summer

- Grey shorts, skirts or trousers.
- Red and white gingham dress.
- Grey or white socks.
- White shirt or polo shirt.

Sports Kit

- T-shirt.
- Shorts.
- Trainers for outdoors.
- track suit for cooler weather outdoors.

Shoes

We encourage children to wear comfortable black Academy shoes with a maximum of 2cm heel. If wellingtons or boots are worn to Academy, a pair of shoes should be brought to change for indoor wear. In summer, sandals may be worn with socks.

Hair

Hair that is past shoulder length should be worn off the face each day and must always be worn tied up when taking part in PE lessons

Please note that all clothing **MUST** be named.

Where to buy

Our suppliers are Birds in Dereham. You can visit their shop in Dereham Unit D, 13 Yaxham Road, Dereham, NR19 1HB Tel: 01362 699130 or purchase new uniform on line at: www.schoolwear-uk.com. Our Academy sweatshirt or cardigan, book bags, hats and backpacks can be bought here.

Food in the Academy

Academy Dinners

We welcomed ‘Edwards and Blake’ as our catering providers and they work with our kitchen staff to provide wonderful, tasty meals. Children can choose to have meals on a daily, weekly or termly basis. Meals do need to be booked through the Academy office in the mornings. If your child has any allergies or you wish to order a vegetarian option please let us know. We are committed to healthy eating for children and strive to provide fresh and exciting menus for your child. The menus are available to view on our Academy website (www.marhaminfant.norfolk.sch.uk.) under the ‘Family Information’ section.

Free school meals

Free school meals are available for all children in our Academy.

Packed lunch

If you decide to give your child a packed lunch please choose healthy options and that it does not contain fizzy drinks, chocolate or sweets. This Academy does not use nuts in Academy meals. Please ensure that you **do not give your child packed lunches that contain nuts**. Parents are asked to provide a plastic lunch box (clearly named) for packed lunches. Currently we do not have space to keep packed lunches cool, so small cold packs are ideal for you to include in your child’s lunchbox.

Break-time and drinks

We belong to the National Fruit Scheme. At playtime all children are offered vegetables or a piece of fresh fruit. Children are able to bring something from home should they really not like what is on offer, however it must be a piece of fruit or a vegetable. We have water coolers in each classroom and encourage children to drink throughout the day. Children have their own cups which they use. All of our under-fives are entitled to free milk which is organised by the Academy.

Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the Academy office and we will be happy to help!

Attendance

This is a successful Academy, and you and your child play a part in making it so. We aim to encourage all members of the Academy community to reach out for excellence. For children to gain the greatest benefit from their education it is vital that they attend regularly. **Children who are feeling a little off colour are encouraged to come to the Academy to see if they can work through it. We will always contact families if they are too unwell to enjoy their learning.**

Illness

Some illnesses are infectious and the child must stay at home. Please consult your doctor regarding the period of exclusion. **Children must always remain absent from Academy for a full 48 hours after any illness that includes vomiting and/or diarrhoea.**

Report your child's absence

If your child will be absent from Academy owing to illness please ensure that the Class Teacher or Academy office is made aware before 9.30am. The answer phone is available 24 hours a day. There is also an absence form on the website for you to complete. The Academy phone number is 01760 337 217 and the website address www.cherrytreeacademy.co.uk.

Holidays

'Applications for Leave of Absence in Term Time'

We understand in circumstances such as ours, families can be separated for lengthy periods of time. Returning home and leave entitlements do not take into account Academy holidays. We are also aware and understand that families can live a long way from their extended families who may either require support or are part of a support network for the family who are affected by detachment. We are prepared for this and ask that you complete a Leave in Term Time form (available on the website) giving as much detail as possible as to why time away from the Academy should be granted. We are also on hand to support families where possible if they are affected by separation and have a number of services we are able to direct you to.

Medical appointment

If an absence relates to a medical appointment, the Academy requests sight of the appointment card or letter; but wherever possible these appointments should be arranged outside Academy hours.

Jewellery and other valuables

Children with pierced ears are asked in the interest of safety to wear studs at the Academy and cover them with plasters for PE. . Watches may be worn and given to the class teacher during PE and swimming. No other jewellery is to be worn.

Internet safety

We apply strong and age-appropriate filters, and children are also given clear instructions about what to do if they see something on a website which makes them uncomfortable. Educating pupils on the how to manage the use of technologies that maybe encountered outside Academy is taught directly as part of the ongoing Computing and E-Safety curriculum and also done informally when opportunities and experiences are presented.

Enlisting parents' support

Parents' attention will be drawn to the Academy e-safety policy in newsletters, the Academy policies and on the Academy website. We strongly encourage all families to be aware of what their children access at home and on-line.

Charging policy

Academy trips

We thoroughly enjoying going out and about, making the most of our learning and ensuring that children are able to apply their learning to everyday activities. The costs of the majority of the visits linked to the curriculum are met, where possible, by the Academy. There may be times when voluntary contributions are requested. If this happens we will advise you directly and in line with our policies.

From Year Two we offer the children the experience of a one night residential stay. This helps with their growing independence, team work and communication skills. We may also join national events; these activities will incur a charge. Children in receipt of Free Academy Meals are offered a subsidy towards the cost of these events. Please see the Pupil Premium Policy for details.

Extracurricular clubs

Club's organised and run by Academy Staff/ Directors will be free of charge. Clubs/ Activities run by external providers will incur a charge. The Academy does not charge the provider for the facilities.

Helping to support children's learning at home

We strongly believe that children should enjoy the time with their families as much as they enjoy their learning in the Academy. We do not set formal homework however, we strongly encourage families

to take an active part in their child's learning by reading with them daily and becoming involved with their projects. All children have access to our Virtual Learning Environment. This is an excellent source of information about what your child is learning in class and how you can help. In the Virtual Learning Environment children can access games that help their learning.

Issues concerning children's welfare

If you are concerned about any aspect of your child's schooling the first step is to speak to the Class Teacher. You can contact the class teacher via email or speak to them in person. Teachers are usually available before or after school for a quick chat but if you need more than a few minutes please do book an appointment. Staff are not permitted to leave the classroom whilst they are teaching.

We also have a Parent Support Advisor who will be able to lend a listening ear and offer support. Please ask at the office for details.

What to do if you have a concern/complaint

We do all possible to ensure that both children and their families are happy at Cherry Tree Academy however we also know that sometimes problems can happen. If you or your child ever experience problems with our Academy, then please contact the Class Teacher as soon as possible or speak to the Principal. Most complaints will normally be resolved informally. However, in the event that a parent may still feel dissatisfied, the Principal will be able to provide parents with a copy of the Academy's formal complaints procedure.

Sport

Children at our Academy take part in a varied range of sports within class PE lessons, as well as clubs, intra-school and inter-school competitions. We start with mastering basic movement e.g running, jumping, throwing, catching, balance, agility and co-ordination. Children will learn to participate in team games and sports.

The Arts

The Arts play are an important part of life at Cherry Tree Academy Marham Infant. We encourage all children to play an active role in performances and promote their participation by ensuring that they are comfortable in their role either on or off stage.

Our contributions and learning about art and design are evident throughout the Academy. We encourage all children to demonstrate their learning and skills in this important area of the curriculum.

Frequently Asked Questions

Technology

We understand that the speed at which technology is developing is getting ever faster. We aim to ensure that the children at our Academy have access to high quality teaching and age appropriate technology. We also focus on the development of understanding how things work, experimentation and problem solving.

Special Educational Needs

We are committed to ensuring that all children make excellent progress in our Academy and adopt a 'can do' attitude to our practice. We believe that every child should have access, and the right to, participate in all activities such as residential visits, sports competitions, educational visits etc. We know that any child may sometimes need additional support and this support may be short or longer term. To ensure that every child can access our curriculum, and succeed, we adopt a graduated approach to meeting the needs of all children, ensuring that we identify any emerging needs early. As part of our practice we continually monitor all children's progress and their engagement with the curriculum. Families are kept informed of their child's progress. Similarly we encourage families to discuss any concerns that they may have with their child's progress with the Class Teacher.

Pastoral Care

Strong pastoral support is a key feature of our ethos because we believe that a child's emotional health is paramount to them being able to successfully access their learning opportunities. We have a graduated approach to accessing additional support for children and families. We also have a Parent Support Advisor who offers a friendly ear, support and advice.

Multi Agency support

In addition to the wealth of experience within the Academy we have strong links with a number of external support services. We value the collaborative relationship we have with our colleagues and use their advice and areas of expertise to enhance our provision. We believe that through positive partnerships between children, families, our Academy and external agencies provide the very best opportunities to enable children to succeed.

How accessible is the Academy environment?

Adaptations have been made to the Academy environment to ensure it is fully accessible for anyone with a disability.

Emergency arrangements

We will always endeavour to open the Academy, but in cases of severe bad weather that may affect access our essential services, closure may be

unavoidable. During severe weather we will advise you via a text message when possible. Details will also be available on the local radio and the Academy website.

Collecting your child

If Academy closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to the Academy, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Health and Welfare

Health

It is absolutely essential for the Academy to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. Please keep the Academy regularly updated with relevant medical information so that appropriate provision can be made for each child.

Medicines

The administration of medicines to children is the responsibility of parents. In most cases dosages of medicines can be arranged to fall outside Academy hours. If a child requires regular medication, prescribed by a doctor, during the Academy day we require parents to sign a consent form for administering that medication. The forms are available on our website under 'Family Information'. We will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

For children with asthma, we keep a register in our Academy. We ask parents to complete an asthma record so we can offer the best possible care. The children keep their inhalers in the classroom to be used when needed. We ask that inhalers are clearly labelled with the child's name.

Ill at Academy, accidents and first aid

Parents are contacted when children are unwell or have seriously hurt themselves, especially if they have bumped their head. **Please make sure that contact numbers are kept up to date.** Teaching and support staff have received Emergency Aid Training in line with policy guidelines.

Health interviews/Academy medicals

Visits are made by the Academy Health visitors for weight, sight and hearing tests. Families will be contacted before any visits take place and permission for your child to participate in any visit.

Working with Families

Family involvement

We believe that Academy is successful when it works in partnership with people and organisations that can enhance the quality of education it provides. The most important partnership is with parents. Children make maximum progress when home and Academy work closely together. We do enjoy talking and meeting families and will be available to you on a daily basis.

Volunteers

We are always pleased to hear from parents, grandparents, aunties and uncles etc who can help occasionally or regularly in our Academy. We value all contributions and you can assist with a variety of activities which include reading with our children, helping with activities and clubs. If you are interested in getting involved, please contact the Academy office. All regular volunteers are asked to complete a volunteer application form and undertake a Disclosure and Baring check prior to becoming a volunteer.

Governance

Cherry Tree Academy Marham Infant is part of Cherry Tree Academy Trust. The Trustees are ultimately responsible for the Academy Trust. They are supported by a Local Governing Body for the Infant Academy. Information about the company, its structure, funding agreements and financial information are available on the Trust website or, should you prefer paper copies of our documents you can request these from the Trust's Head Office located at Cherry Tree Academy Marham Infant, Cedar Road, Upper Marham, PE33 9LT. Should you wish to become part of the Local Governing Body or wish to apply for membership to the Board of Trustees please complete the form on the Trust Website or contact the Chief Executive Officer via the Academy office to discuss your application further.



Your child's achievements

Feedback to pupils

We believe that feedback to pupils is very important, as it tells them how well they have done and what they need to do next in order to improve their work. We have an agreed code for marking, as this ensures that we all mark in the same way. Stickers have been produced to inform the agreed code for marking. Stickers describing the marking are inside the front cover of every book the child uses.

Academy reports

In the Autumn and Spring Terms we provide families with a brief written report of their child's progress in their personal development, reading, writing and maths that includes their child's next steps to develop learning. During the Summer Term we give all families a written report of their child's progress and achievements during the year in all areas of the curriculum. We strongly encourage children and their families to feedback about their thoughts on the content of the reports.

Family Consultation Events

Each term we offer families the opportunity to meet their child's Teacher to share their children's books and learning. At the third meeting of the year we review their child's written report and progress throughout the year.

News

The Academy (www.cherrytreeacademy.norfolk.sch.uk) is the main source of information about the Academy. Information such as the calendar, policies and newsletters are all on here. We will text you with updates and changes.

Newsletters

You can sign up to receive newsletters via email. Please use the newsletter page on the website to sign up for this service.

The Family / Academy Agreement

We believe it is essential to have strong links between home, Academy and the community. All children, parents and teachers are asked to sign a Family / Academy Agreement that outlines the intentions of all three parties. A copy of which is returned home to the families.



Policies

Why do we need policies?

For a Academy to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a Academy's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the Academy.

High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have you can contact the Academy office or visit the Academy website: (www.cherrytreeacademy.norfolk.sch.uk) and click on 'More' then select 'Policies' to read our policies.

Key policies

Some of our key policies are:

- Equality.
- Safeguarding including Child Protection.
- SEND.
- Behaviour and Positive Relationship.
- Attendance.
- Admissions.
- Complaints.
- Charging and Remissions.
- Teaching and Learning.



Step 1



Step 2



Step 3

2018/19 Academic Year Term Dates



Autumn Term 2018

Starts: Monday 3 September 2018
Half Term: Monday 22 October – Friday 26 October 2018
Ends: Friday 14 December 2018

Spring Term 2019

Starts: Wednesday 2 January 2019
Half Term: Monday 18 February – Friday 22 February 2019
Ends: Friday 5 April 2019

Summer Term 2019

Starts: Tuesday 23 April 2019
Bank Holiday: Monday 6 May 2019
Half Term: Monday 27 May – Friday 31 May 2019
Ends: Thursday 18 July 2019

Cherry Tree Academy's Mission Statement

As one of the two academies that form part of Cherry Tree Academy Trust Marham we strive to encourage all children to become excited learners providing them with daily challenges and a curriculum that stimulates young enquiring minds.

We encourage and promote learning that cultivates independence, respect for ourselves and of other people who may have a different outlook on life. Our learning emphasises the traditional values of courtesy and co-operation whilst ensuring that all children and members of the local and wider community are treated with respect and dignity.

Our Academy Aims and Ethos

Learning, Living, Laughing are three words we believe, and stand by, each day.

- 1. Learning** – is our core focus and we aim to provide an outstanding education for all children in our care. We work hard to ensure that we continue to improve all aspects of the education we offer. We keep up to date with the latest developments, both nationally and locally, and continue to assess our own practice against national standards.
- 2. Living** - we firmly believe that whatever we teach in the classroom we need to be able to apply to real life situations, making our learning real. We maximise opportunities that allow us to make the most of our learning and wonderful environment.
- 3. Laughing** - without a laugh in our day we wouldn't get the most out of learning or living. We want our children to be children who enjoy and make the most of their childhood, doing things that make them laugh and applying their learning to their lives.

We aim, to provide an environment in which each child knows they are valued, respected and treated as individuals. We strive to:

- To ensure that all members of our community are treated with respect and courtesy
- To nurture in children the thrill of learning and willingness to embrace new experiences
- To foster in children independence as learners appropriate to their age and abilities
- To join with families together to promote the Academy, its aims and ambitions for each child



Cherry Tree
Academy Trust

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Academy Marham
Infant

Learning, Living, Laughing