

Carlton Primary Academy

Taking you step-by-step through starting school

Pioneer Academies Co-Operative Trust (PACT)

Carlton Primary Academy is part of PACT, a Multi Academy Trust of three successful primary schools in Barnsley.

Values

PACT is built on the co-operative values of self-help, self-responsibility, democracy, equality, equity and solidarity. All academies within the Trust connect to a wide family of other schools/academies through the co-operative movement, all sharing similar core values and a collaborative approach to learning.

School improvement

PACT has a sustained focus on school improvement and schools joining the trust will benefit from access to a wide range of expertise from professionals with a proven track record in school leadership. PACT's driving vision is that all our academies work towards being outstanding to deliver the best possible outcomes for all our learners.



Mr Ian Weatherley, Headteacher, says...

Its great news that your son or daughter are starting at our wonderful school. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

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 school office on ?????????? and we will be happy to help!

Policies and term dates

On pages 12-14 are details of some important policies you need to know about...and page 15 has term dates.

Welcome

Welcome to Carlton Primary Academy and I look forward to getting to know you and your child.

STEP 1: PUPIL ADMISSION FORM

Carlton Primary Academy

Step

Boy[]Girl[]		
[][]/[][]/[][
1[]2[]3[]4[]5[
for the child under the Children Ac		
[]Mr[]Mrs[]M		
r[]Guardian		
Email Address:		
_		

Child's Doctor's		Medical Conditions: Please give details of any conditions your child suffers from ie: anaphylaxis, asthma, hayfever etc:		
Surgery Address:		. Cililo Sulleis Ilom le. anaphylaxis, astrima, naylever etc.		
Telephone Number:				
Child's previous school or playgroup:			Telephone	Number:
Does your child have a brother or s	sister in the school? If so please s	state		
Name:	Class:		Year:	
School Meals				
Are you entitled to claim free school	ol meals for your child?			YES[]NO[]
If you would like to claim for free schowebsite.	ool meals, an application will have to	be submitted. Please cor	ntact School	Office or visit the Free School Meal
Dietary Needs				
Please state below any special dietar	y needs your child may have eg: Alle	ergies, vegetarian, no pork	etc.	
Travel to School				
Please advise us of the main way you	ur child will regularly travel to school:	Bus[]Walk[]Car[]	Train[](ple	ease tick as appropriate)
Services Children in Education				
Are you a Services Family?				YES[]NO[]
Special Needs				
Does your child have any Special Edu	ucational Needs YES/NO. If yes, plea	ase state which Special Ed	ducation Ne	ed/s your child has:
Ethnicity	Home Language Spoken	First Language Spoker	1	Religion
Country of birth		Pupil Nationality		
Is English an additional language?				
YES[]NO[]				
If English is an additional language	e what level do you consider your	child to be at		
Fluent[] Average[] Poor[] No E	English Spoken [] (please tick as a	ppropriate)		
Please sign the form in the spaces the form must be signed by both p		ture. Where Father and N	Mother both	n have Parental Responsibility,
Signature of Mother/Guardian:				Date: [][] /[][] /[][]
Signature of Father/Guardian				Date: [][] /[][] /[][]
FOR SCHOOL USE ONLY				
Birth certificate/passport copied []				
Start Date [][] /[][] /[][]				

Step 2

Step

STEP 2: PARENTMAIL DATA CAPTURE FORM

Carlton Primary Academy

Dear Parent/Carers

As you know we try very hard to keep parents regularly informed about what's going on at the school, however, sending paper letters home can be rather 'hit and miss' with letters often going astray along the way.

We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

To help improve these areas we use a service called Schoolcomms, which is used by over 3,500 schools across the UK to communicate with 2 million parents by email and text message.

This will be beneficial to you because:

- Messages will get to you reliably
- We can send messages directly to mums and dads at the same time
- You will quickly know about important or urgent messages
- We can tell you more about what's going on at the school

To use this system we need to collect your email addresses and mobile numbers and we would ask you to complete the attached form and return it to us.

Please be assured that Schoolcomms is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

New Class:

STEP 2: Parental Permission Document

Carlton Primary Academy

I give / do not give (please select) my permission for my email address and mobile number to be registered with Schoolcomms.

PLEASE COMPLETE IN BLOCK CAPITALS
Child Details
First Name
SURNAME
Form / Class
First Name
SURNAME
Form / Class
Parent/Guardian Details
Title
SURNAME
Ernail Address
Mobile Number
Relationship to Child
Primary Contact []
Title
SURNAME
Ernail Address
Mobile Number
Relationship to Child
Primary Contact []
Additional Details (if required)
Child First Name
Child SURNAME
Form/Class
Additional Email Address
Parent's or Guardian's
Signed
Date: [] [] / [] []

Step 2 Step 3

STEP 3 Permissions

Carlton Primary Academy

This form will cover your child for the current academic year. If you wish to change your authorisations at any time, please contact the school office

NAME OF CHILD

Please delete the appropriate give/do not give part of each statement and sign each statement.

permission for my child to be taken out into the local community by a qualified member of staff. This would include visits to the local schools, post office, park etc. (Separate authorisation will be requested on letters sent home about school trips which involve transport.)

Signed (Parent/Carer):

Date: [][] /[][] /[][]

Please delete the appropriate give/do not give part of each statement and sign each statement.

permission for my child to be transported in staff cars.

Signed (Parent/Carer):

Date: [][] /[][] /[][]

Please delete the appropriate give/do not give part of each statement and sign each statement.

permission for my child to be photographed or videoed, either individually or as part of a larger group, where the pictures are only to be displayed in school.

Signed (Parent/Carer):

Date: [][] /[][] /[][]

Please delete the appropriate give/do not give part of each statement and sign each statement.

permission for my child to be photographed, filmed or videoed, by or for the media (i.e. newspaper or television) and for the child's name to be released for publication such that the child may be identified as an individual or as part of a small group.

Signed (Parent/Carer):

Date: [][] /[][] /[][]

Date of signings: [][] /[][] /[][]

If you wish to discuss any of the above, please see the Head Teacher.

STEP 4 Home School Agreement Carlton Primary Academy Child's name: Class: The School will: value and respect each child as an individual encourage high expectations and pride in achievement recognise and praise progress and achievement inform parents of the progress and welfare of their child provide a safe and orderly environment in which to work listen to parents' views and concerns Signed (Head Teacher) Parents/Carers will: support the school in its aims and values • ensure their child's regular and punctual attendance notify the school early on the first day of absence the reason for their child's absence support their child in the schoolwork they are expected to do at home tell the school about any circumstances which may affect their child attend parents' evenings and discussions about their child's progress Signed (Parent/Carer) Pupils will: be polite and helpful to others • be on their best behaviour and abide by the school rules attend school regularly and on time and bring the things they need look after the things they use in school help to look after the school and the surroundings try their best and work hard wear their school uniform

Carlton Primary Academy We are proud of our school we regularly use photographs, vide achievements. They are also a

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Step

STEP 5 Website consent form

We are proud of our school website and like to use it to share what the children have been doing in school. We regularly use photographs, video presentations, animations and pictures of children's work to celebrate their achievements. They are also a great way to share special events or school trips. These are usually posted on class pages, and are really popular with the children who like to show off what they have done to friends and family.

When we use images and video on our website, we never give out any details about children's names which could identify them.

Please complete this form to allow us to use images which include your child on the school website.

I give my permission for images of my child to be used on the school website.

Childs Name:	
Parental signature	
Date: [][] /[][] /[][]	

Signed

(Child)

STEP 4 Free School Meals

Carlton Primary Academy

If you are in receipt of any of the below, you may be entitled to free school meals.

Child Tax Credit with no Working Tax Credit and where the household income is no more than £16,190 Income support

Income based Job Seeker's Allowance

Income based Employment Support Allowance

Support under part VI of the Immigration and Asylum Act 1999

Guarantee element of state pension credit

Please apply online at www.barnsley.gov.uk

Key information

What are our school times?

- 8.45am Start of the school day. The bell rings and children are lead into class for registration.
- 8.55am Registration closes. Children attending school after this time will be marked as late.
- 8.55am to 10.30am Morning lessons.
- 10.30am 10.50am Break time.
- 12.00pm 1.00pm Lunch time.
- 3.00pm School finishes. Please be ready to collect your child outside their classroom.

Wraparound Clubs

Breakfast Club

We have a school run Breakfast Club which runs from 8.10am each morning. This facility is held in the Key Stage 2 dining room and provides a really good start to the day for those parents who have difficulty in balancing home and work arrangements. The cost is £1.00 per day per child or free for children whose parents/carers are in receipt of the following categories:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credit, as long as you do not get a Working Tax Credit and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
- If you are supported under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after your employment

There is no need to book in advance.

Kid's Club

Aside for the school run Breakfast Club there is also an out of hours Kid's Club run by an external provider to assist working parents during term time and holidays. This provision takes place in the Key Stage 1 dining room and is open from 7.00am until 8.55am on a morning and from 3.00pm until 6.00pm after school. For further details on provision, booking and costs, please contact Kid's Club provider, Hayley Findlow, on 07950 255414

Arrivals and departures

Children should not arrive at school before 8.30am unless they attend Breakfast Club or Kid's Club. Children remain the responsibility of their parents until entrance to the school. The front gate and external doors will close promptly at 8.45am. If your child arrives after this time they will need to enter the school through the main office entrance and will be marked in the register as 'late.'

Uniform

At Carlton Primary Academy all children are expected to wear uniform. Our uniform helps our children to feel a sense of identity and pride for our school community. Our uniform consists of:

- Grev trousers/skirt.
- Red/White polo shirt.
- Red Jumper or Cardigan.
- Black shoes/trainers.
- Black indoor pumps.

Carlton Primary Academy book bags, fleeces and outdoor jackets are also available. If you would like to order uniform with the Carlton Academy logo, forms are available at the main school office or can be printed from our website http://www.carltonprimary.co.uk/ You will find the form located under the 'Parents' and 'School Uniform' section in the menu on the left hand side.

Water and sun protection are encouraged. If families need help towards the cost of school uniform please let us know and we can provide further information. Please remember - no designer wear, no trainers or boots please.

PE and games

- Black or navy shorts.
- Plain white t-shirt.
- Trainers for outdoor sports and plimsolls specifically for indoor PE.
- A suitable tracksuit for outdoor PE in the winter.

Clothing recommended for swimming

- Girls one piece swimming costume and swimming hat
- Boys swimming trunks and swimming hat.

Please ensure all clothing is labelled with your child's name.

Lost Property

Please contact the school office.

Food in school

School meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best, they need a balanced and nutritious diet. Our kitchen team cook meals on-site preparing a different meal every day for three weeks. Children have a choice of a pick and mix buffet style lunch including salads and jacket potatoes or a hot school meal. A vegetarian option is also available.

Free school meals

All children in Foundation and Years 1 and 2 are eligible for free schools meals. From Year 3 upwards some children whose families meet the criteria may be entitled to free school meals. If you think you child may be eligible, please ask at the office for details on how to apply.

Dinner money

The cost of a school meal for children in Key Stage 2 is £1.80. This is payable on a daily or weekly basis. School gateway - form from school office

Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet including, for example, a sandwich, cereal bar and a piece of fruit. We would ask that you support the school in its policy by ensuring packed lunches include a balanced, healthy choice of food. Suggestions can be found on the NHS Live Well for Children website. Please visit http://www.nhs.uk/livewell/yourchildatschool/ and look under the Healthy Lunchbox Treats section. If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child's name and class. Definitely no glass containers for drinks please.

Fruit and drinks

All children in Reception, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home.

Year 3, Year 4, Year 5 and Year 6

Children in Key Stage 2 may bring in a snack from home. Mid-morning snacks may include a piece of fresh or dried fruit. Please ensure children do not bring in biscuits or chocolate bars for snack time.

Water bottles

Hydration is important and aids learning and we encourage children to drink water regularly. Water is available throughout the day. Children may bring in a named water bottle from home.

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 school office and we will be happy to help!

Absence

At Carlton Primary Academy we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children in our school community to maximise their learning. We recognise that positive behaviour and attendance have a significant impact on our children's attainment and the life chances as it maximises their learning opportunities. Our school policy aims to support us all to achieve high levels of attendance and punctuality.

We aim to encourage and assist all children to achieve excellent levels of attendance and punctuality and reduce persistent absence in order that all pupils are assisted in reaching their potential.

Contact the office

If your child is unable to attend school please notify the school office by telephone by 8.45am on the first morning of absence. A written note is also required if your child is unable to take part in PE. To report an absence telephone: 01226 722166

Collection

If your child has to leave school during the day we must, for safety reasons, have a request from you and he or she must be collected. Children will never be allowed to leave the premises by themselves during school hours. If they are collected during the day you will be asked to sign them out at the office.

Holidays

The school has a good level of attendance. We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All school holiday dates are published to parents one year in advance. If you do need to go away in an emergency, there are forms to complete at the school office, and should be completed in advance.

Request for absence

With this in mind the Government and Local Education Authority have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, using the appropriate application form, to the Headteacher. Holiday requests during term time are not usually granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this will result in a penalty notice and parents will be fined.

Application forms to request term time holiday can be found on our website under the 'Parents' section in the left hand menu: http://www.carltonprimary.co.uk

Jewellery, watches and hairstyles

Only watches and one pair of stud earrings are allowed. Children should remove these for PE, or if they are unable to remove them independently, please ensure they are removed before attending school. Newly pierced ears should have the studs covered during being with surgical tape provided from home.

The school accepts no responsibility for any accidents caused or exacerbated by the wearing of jewellery. The staff have been instructed not to remove or replace studs. This is the responsibility of the child. Parents should also be aware that staff are unable to accept liability for loss, theft or damage of such items.

We request hairstyles are sensible and appropriate for school.

Clubs and activities

A variety of after school clubs have been organised for our children, to support or extend learning opportunities and provide for the needs of Gifted and Talented children. Examples include:

- Football.
- Gardening.
- Dodgeball.
- Cheerleading.
- Fencing.Karate.
- Homework Club.

In addition to these clubs, the school also involves the children in musical productions, theatre trips, residential trips and trips linked to the curriculum.

Special Educational Needs

Carlton Primary Academy is educationally inclusive and believes that all children should be valued and treated with respect. We take into account the varied life experiences of both pupils and staff, their range of abilities, strengths and needs, and use these to enable each child to achieve their potential, develop relationships and most importantly, equip them for life.

Teamwork

Provision for children with SEND is a matter for Carlton Primary Academy as a whole. The academy staff work together as a team to ensure that provision for all children is of the highest standard and continually strive to develop and improve practice. All children and young people with SEND are valued, respected and equal members of Carlton Primary Academy.

Dedicated support

Our Special Educational Needs Coordinator is Miss Chappell. Our Special Educational Needs Governor is Paula Edwards

Policy

The Special Educational Needs and Disability Policy of the school outlines the procedures for early identification, continual assessment, appropriate provision, record keeping and the involvement of outside agencies.

Additional support

Children progress at different rates and every effort is made within the school to cater for this. Children who have Special Educational Needs may receive additional advice and support from the local authority's Special Needs Support Service and other agencies. All children have access to the full curriculum and work is planned accordingly. Further information on SEND can be found on our website. Please visit http://www.carltonprimary.co.uk/, 'Key Information' and 'SEND' in the left hand menu.

Emergency arrangements

In the event of the school being closed due to severe weather, please listen to one of the radio stations listed below or check their websites:

Dearne FM - 97.1 FM - www.dearnefm.co.uk

Hallam FM 97.4 - 103.4 FMwww.hallamfm.co.uk

Or...

Frequently Asked Questions

https://www2.barnsley.gov.uk/services/ education-learning-and-childcare/schools-andcolleges/school-closures

If you have a mobile telephone, you will receive a text message from school. If your number has recently changed, it is important you inform the office of your new number.

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible (within an hour). If you personally cannot get to school, 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. Please 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.

Medicine in school

A medication form is available for parents to complete from the school office. Medication must be prescribed by a doctor and not over the counter medication. Non-prescription medicines may be given by parents throughout the school day. Our Medical Policy is available to view and can be requested at the office.

Medication during school day

Should your child require medication during the school day, a medication notification form is available for parents to complete from the school office. School staff are only authorised to administer medication prescribed by a doctor. Non-prescription medicines may be given by parents throughout the school day.

Nut allergies

Those children who have a known nut allergy must supply school with an Epi-pen. Staff are trained to administer this should an emergency arise.

Inhalers

All prescribed inhalers will be kept with the individual child or in class within easy access at all times to the children. These inhalers must be taken on school trips and be adequately full, labelled with the child's name and class. The expiry date should be checked by parents please on a regular basis.

Working with parents Parental involvement

The school recognises the value of parental and community involvement and parents are welcome to help in school. We always like to include parent helpers on educational visits. Regular helpers are obliged to fill in a DBS form.

Communication with parents

We have an open door policy at Carlton Primary Academy where parents are very welcome to discuss any concerns. It is important that we work together straight away to resolve any issues, no matter how big or small.

Parent's Evenings

Parent's Evenings are an opportunity for you to attend school and meet with your child's teacher to discuss their work and progress and any concerns you may have. There are two parent's evenings during the school year and a full written report at the end of the school year. Should you have any concerns at any other time, we would encourage you to speak to your child's teacher about them so that we can arrange a meeting together where we can discuss them and work together to resolve them.

Newsletters

Regular newsletters are provided containing information on school events and activities and important dates for your diary. Copies of these can be found on our website http://www.carltonprimary.co.uk under 'News and Events' in the left hand menu.

At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

The Home School Agreement

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

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

Emergency texting system

We also use a texting system which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. Again, this makes it very important for you to keep us informed of your current mobile phone number.



Together we can do anything

Policies

Why do we need policies?

Step 1

Step 3

For a school 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 school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

High standards

At Carlton Primary Academy we believe policies are vitally important as they 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 either call the school office and ask for a copy of a policy, or go online to

http://www.carltonprimary.co.uk/ and visit 'Key information' and 'policies' in the left hand menu.

Key policies

Some of our key policies are:

- Behaviour and Learning Policy
- Behaviour Policy
- Child Protection Policy
- e-Safety Policy
- Home School Agreement
- Medical Policy
- Charging Policy



Primary Academy

Term dates 2016/17

Autumn

Term '

Monday 5 September - Friday 21 October 2016 Children return to school - Tuesday 6 September. (Monday 5 September is an INSET day)

Half term

Monday 24 October - Friday 28 October 2016

Term 2

Step 2

Monday 31 October - Friday 16 December 2016

Half term

Monday 19 December - Friday 30 December 2016

Spring Term

Term 1

Tuesday 3 January - Friday 17 February 2017 Half term

Monday 20 February - Friday 24 February 2017

Monday 27 February - Friday 7 April 2017 **Easter Break**

Monday 10 April - Friday 21 April 2017

Summer Term

Term 1

Tuesday 24 April to Friday 26 May 2017

May Bank Holiday Monday 1 May 2017

Half Term

Monday 29 May - Friday 2 June 2017

Term 2

Monday 5 June - Tuesday 25 July 2017

School closes: End of Tuesday 25 July 2017



Vision and values

Parkside Primary Academy belongs to the family of schools that make up the Pioneer Academies Community Trust (PACT), a multi-academy trust in the Barnsley area.

All the academies in the trust share common values and a collaborative approach to learning, focused on the development of the whole person - as a learner, as an individual, as a prospective employee and as a fully participating member of society.

They are committed to raising the aspirations and attainment of all pupils and improving their future life chances.

They believe every young person deserves the best possible start in life, – a world class education aimed at helping the children in PACT academies become successful learners, confident individuals and responsible citizens.

'Children are at the centre of everything we do and everything we do, is about improving their life chances'











Together we can do anything

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