

# Our Lady & St Edward Primary & Nursery Catholic Voluntary Academy



## PARENTS HANDBOOK



**Part of the South Nottingham Catholic Academy Trust**



# CONTENTS

<u>SUBJECT</u>	<u>PAGE NO.</u>
Contact Details	3
Staffing	4
Mission Statement	5
The Catholic Church	6
Celebrations	8
The Academy Day	9
Meals & Snacks	11
Attendance	13
Behaviour Policy	16
Children Looking After Children	21
Academy Uniform	22
Homework	24
Medical Matters	26
Parents' Matters	28
Extended Services	30
Fundraising	31
Disability Equality Scheme	32



## **CONTACT DETAILS**

**ADDRESS:** Our Lady & St. Edward Primary & Nursery Catholic Voluntary Academy,  
Gordon Road, St. Ann's, Nottingham. NG3 2LG

**Telephone:** 0115 9155800

**Fax:** 0115 9155801

**Email:** [admin@olseacademy.org.uk](mailto:admin@olseacademy.org.uk)

**Web Site:** [www.olseacademy.org.uk](http://www.olseacademy.org.uk)

**Head Teacher:** Mrs. M. A. Dales

**Chair of  
Governors:** Mr. I. Morris

**School Type:** Primary and Nursery Catholic Voluntary Academy for children aged 3 to  
11 years.



## STAFFING

<b>Head Teacher</b>	Mrs M. Dales
<b>Deputy Head</b>	Mrs T. Lane (Special Needs Co-ordinator)
<b>Teachers</b>	
Nursery	Mrs K. Astley / Mrs C. Abbott
Reception	Miss J. Greenwood (Assistant Head)
Class One	Miss A. Johnson
Class Two	Miss R. Sewell
Class Three	Miss H. Lane
Class Four	TBC
Class Five	TBC
Class Six	Miss R. Endy Miss J. Jackson – French PPA Teacher
<b>Teaching Assistants</b>	Mrs P. Baptist (Emotional Literacy Support Assistant) Mrs A. Johncock (First Aider) Mrs C. Loftus (First Aider) Mrs V. Nicholson Ms C. Wells Mrs C. McGrath (First Aider) Miss M. Dyer Miss L. Dales (First Aider) Mrs H. White Miss N. Bates Ms M. Bassi Mrs A. Chyla (First Aider) Miss R. Hussain
<b>Administrative Staff</b>	Mrs T. Barfield (Admin Assistant) Mrs D. Moore (Admin Assistant)
<b>Site Manager</b>	Mr K. Tracey
<b>Sports Provision Breakfast Club Afterschool Activities</b>	Co-ordinated by Mr N. Vanderwalt



## MISSION STATEMENT

**'LIVING THE GOSPEL' inspired by St Francis**  
**GUIDED BY JESUS IN ALL THAT WE DO, TOGETHER WE ARE ONE... ONE SCHOOL... ONE**  
**COMMUNITY...ONE WORLD.**  
**GROWING IN LOVE FOR GOD & EACH OTHER; SHOWING RESPECT, BEING COMPASSIONATE,**  
**BEING ABLE TO FORGIVE AND GIVING OUR BEST IN ALL THAT WE DO TO ACHIEVE OUR**  
**GOALS.**

### OUR MISSION IS...

#### To promote our Catholic Faith by:

- Living the word of God through the examples Jesus gave us.
  - Showing love, kindness & help for all.
  - Sharing & joining in Parish & school masses.
    - Prepare for the Sacraments.
    - Helping within our Parish.

#### For our children to:

- Be loved and valued as an individual.
- Be the best that they can be with an all-round education which helps them to grow spiritually, morally & enables them to reach their full potential.
  - Feel safe.
- Learn respect, tolerance, accept & celebrate our differences.
  - Be happy, confident, enthusiastic & independent thinkers.
- Know what they can do, never give up & work hard to achieve success.
  - Lead a healthy lifestyle.

#### To maintain the special nature of our school by:

- Working alongside our Parish Priest.
- Living in the spirit of the Franciscans.
- Welcoming all into our multicultural community.
  - Celebrating & including everyone.
- Listening to & respecting each other's opinions.

#### To reach out to our communities by:

- Supporting them through fundraising activities.
- Welcoming them to join us in prayer & celebration.
  - Keeping up our international links.
- Making the most of before & after of school activities.
  - Work with our family of schools.
- Encourage parents to be involved & support adult education.
- Communicating with & informing parents about what is happening in school.

**INDIVIDUALLY WE SHINE...TOGETHER WE DAZZLE...WE ARE A FAMILY**



## **THE CATHOLIC CHURCH**

### **The Parish**

This is the Parish Academy of Our Lady & St Edward Church which stands next to the academy. The Parish is administered by the Diocese. The Academy is included in Parish life, taking part in the annual Carol Service and presenting a Good Friday Liturgy amongst other things. The children are encouraged to attend Mass each Sunday and in particular, the Family Masses - details of which are included in the Academy dates of term. Parishioners are most welcome to attend Masses in church.

### **The Academy Ethos**

This is a Catholic Academy, and as such, the Catholic faith permeates all aspects of the Academy. We welcome children of other faiths and other religions are respected. The R.E. scheme, 'Come and See' is that approved by the Bishops of England & Wales for use in Catholic schools and Academies.

### **Masses & Celebrations**

Whole Academy Masses are held in church throughout the year. These include the start and end of the academic year and Holy Days. Parents are always welcome to join us. In addition, there are also regular KS2 Masses held in both Church and the Academy. These Masses are listed in the Dates of Term (on all Newsletters) and parents are most welcome to attend (your child does not have to be involved in the Mass). Just come into the Academy with the children and go into the hall. Parents usually occupy the back row of chairs. Masses normally commence at 9:15am. Classes occasionally take part in the Parish Mass which starts at 9:15am, again parents are welcome to attend. Dates are included in our newsletter.

The Parish Priest is a frequent visitor to the Academy and provides opportunities for Key Stage Two pupils receive the Sacrament of Reconciliation once a term.

### **Sacramental Preparation**

Children receive the Sacrament of Reconciliation and First Holy Communion during Year 3. Preparation takes the form of a Parish led programme. Parents are contacted via the Church just prior to their child reaching Year 3 and are asked if they wish their child to be included in the programme. Inclusion requires commitment from the child and parents.

### **Baptism**

Parents seeking Baptism or reception into the Catholic Church for a school age child, should contact the Parish Priest. Such services can take place in the Academy if a parent so wishes.



## **CELEBRATIONS**

### **Lower KS Celebration**

This takes place once a term and is a service presented by the Key Stage One classes, based on their R.E. theme for the term. Lower KS celebration is normally held at 2:30pm and concludes shortly before the end of the academic day. Parents are most welcome and attendance is usually very good.

### **The Gold Book Assemblies**

These take place every Friday afternoon unless otherwise informed in the weekly newsletter. Two children from each class are mentioned in the Gold Book and if it is to be your child you will be notified in advance. Parents are welcome at all Gold Book Assemblies (your child does not have to be receiving a special mention) and chairs are set out at the back of the hall for this purpose. These assemblies start at 2.30pm.

### **Assemblies & Collective Worship**

These are held daily for pupils. On Mondays we share the weekly statement to live by which is also displayed in the Newsletter and in the School Office waiting area. There are Key Stage Assemblies, Hymn Practices and class collective worships.

### **The Talent Assembly**

A Talent Assembly is held annually. The children volunteer to take part and are encouraged to prepare their own presentation. In the past, children have given displays of dancing (various types), martial arts (various), singing, gymnastics, music, skipping, poetry etc. These are held for pupils only; however, we would inform parents via the Newsletter / Text Messaging if we required your attendance.

### **Special Assemblies & Concerts**

There are also a number of special assemblies that take place throughout the year e.g. the Harvest Assembly, Book Week Assembly etc. You are most welcome to attend these assemblies and will be given details via the newsletter.

Concerts are presented each year around Christmas time. The main Academy concert is performed twice, once during the day and once during the evening. Foundation Stage & KS1 concerts only take place during the day. Tickets are necessary for the main Academy evening concerts. Details are sent out each year. Year 5 & 6 hold a concert in the Summer Term, again details are sent out nearer the time.



## THE ACADEMY DAY

### **FOUNDATION UNIT**

Morning Nursery                      8:45am to 11:45am  
Afternoon Nursery                      12:30pm to 3:30pm

Reception Year                      8:55am to 3:10pm

### **KEY STAGE 1**

Years 1 and 2                              8:55am to 3:10pm

### **KEY STAGE 2**

Years 3, 4, 5 and 6                      8:55am to 3:15pm

The following table gives details of the three education stages at the Academy, with an indication of the age that the child will reach during that academic year.

<b>EDUCATION STAGE</b>	<b>CLASS NAME</b>	<b>AGE</b>
Foundation Stage	Nursery 1	3 Years Old
	Nursery 2	4 Years Old
	Reception Year	5 Years Old
Key Stage One	Year 1	6 Years Old
	Year 2	7 Years Old
Key Stage Two	Year 3	8 Years Old
	Year 4	9 Years Old
	Year 5	10 Years Old
	Year 6	11 Years Old

### **The Start of the Day**

On arriving at the Academy, KS1 & KS2 children and parents walk around the side of the building to the rear playground. Foundation Stage children and parents use the Foundation Unit gate situated next to the Church. Children can enter the Academy from 8.45am to go straight into class where their teacher will be waiting. At 8.55am, the bell rings and all children are expected to be in their class. Foundation parents accompany their child into the unit.

Please be prompt getting your child to the Academy on time; even one late child can delay the start of the day for other pupils in the class.

### **The End of the Day**

At the end of the day, parents of the Foundation stage children go to the unit to collect them, children in Year 1 are collected from the outside door at their classroom, children in Year 2 are collected from the playground door. If someone different is to collect your child or you have changed your usual arrangements, please let their class teachers know or leave a message with the office. Years 3 to 6, wait in the hall. We encourage that all children are collected by a parent / adult. If you know that you are going to be late collecting your child, please ring us so that we can ensure your child waits in the foyer.

### **Parking**

For safety reasons parents are asked not to park outside the Academy gates or on the Zig-Zag lines. The Greyfriars car park (next to the Academy) is the ideal parking place.





## **MEALS & SNACKS**

### **Dinners**

All school meals are provided by Aspens Catering. Dinners, are of an excellent quality and are available at a cost of £1.80 per meal or £9.00 per week. There is a choice of meal every day and children order their meal each morning, thus ensuring that the child receives the meal they want. For KS1 & KS2 children parents can choose to let their children have the hot meal option or the Jacket Potato or sandwich option.

If you wish to change your child's lunch time arrangements, please do this at the start of a half term and send a note beforehand to the office so kitchen staff can be prepared. You **must give 1 weeks' notice** of change from Academy provided meals to home provided packed lunch (and vice versa). Unfortunately we are unable to allow children to have a mix of home packed lunches and school dinners.

Payment for school meals should be made weekly, on a Monday. The money should be placed in an envelope with your child's name and the amount enclosed written on the envelope. Your child should give this envelope to their teacher. Some parents prefer to pay by cheque for a number of weeks at a time and this can be organised at the office.

### **Universal Infant Free School Meals scheme**

All pupils in Reception, Year 1 and Year 2 will be entitled to have a free school meal under the Governments Universal Infant Free School Meals scheme. We encourage all parents to take up this offer.

### **Free School Meals Benefit**

The free school meals benefit applies to all children from Reception to Year 6 whose parents /carer receive at least one of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- the guarantee element of Pension Credit
- Child Tax Credit, but NOT entitled to Working Tax Credit and you have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs<sup>1</sup>
- support under part VI of the Immigration and Asylum Act 1999

This is different to the Universal Infant Free School Meals scheme. As well as your child being eligible for a free school meal they would also be entitled to free breakfast club, free items of uniform, reduced rates for school trips.

If you think your child may qualify for this benefit please contact The Pupil Benefits Section at Nottingham City Council - Tel: 0115 915 4084 or speak to someone in the school office for further information / application form.



### **Packed Lunches**

Children may bring a packed lunch. These should be in a secure container and must not contain any glass bottles, sweets, crisps, chocolate bars or nuts- this is because there are pupils with severe nut allergies. Key Stage One lunch boxes are stored in the classroom, Key Stage Two lunch boxes are stored on central trolleys. **No fast food eg McDonalds, Burger king, KFC etc.**

### **Milk & Fruit**

Key Stage One children are provided with a free piece of fruit, close to morning break time every day, under the national fruit scheme. Milk is free for children under the age of 5 and those in receipt of free school meals. When your child reaches 5 your child can continue to have milk through the Cool Milk scheme, there is a small charge for this – please speak to the school office for more information.

### **Fruit**

Key Stage Two children are allowed to bring a piece of fruit to eat at morning playtime. This should be kept in their book bag and not their lunch box. Fruit is available for Key Stage 2 pupils to purchase from our Healthy Tuck Shop.

### **Sweets**

Sweets must not be brought into the Academy. The only exception to this is if a child wishes to bring sweets for their class on the occasion of their birthday.



## ATTENDANCE

At the Academy we aim to encourage pupils to see that good attendance is very important as pupils who do not attend well cannot do their best.

Seeing that pupils attend the Academy regularly is the responsibility of Parents, the Academy, South Nottingham Catholic Academy Trust, LA and the community. We aim to work hard with parents and others to improve matters whenever we find that pupils are not attending as well as they should.

To encourage pupils to attend well, the Academy accepts that we have to make sure lessons are well planned, that the subjects we offer are what the national curriculum says we should teach, and that pupils feel what they are learning is valuable to them. We will aim to help all pupils feel that attending is worthwhile by rewarding their achievements when they work hard and when they attend well.

We will keep statistics of each pupil's and the whole Academy's attendance so we can see clearly where any difficulties are and improvements can be made. We will have a system of rewards for pupils who attend well.

Pupil's are considered to be late if they have arrived after morning register has been taken but before 9:15am, registers will be marked as 'late'. Arrival after 9:15am is considered to be unauthorised absence and the register will be marked as 'unauthorised'.

A Lateness policy is followed:

- 'First Day Call out' is used initially: if your child has not arrived and you have not contacted us, the office will contact you to establish why your child is absent.
- If a pupil is 'late' more than three times in one week, parents will receive a letter from the Academy initially asking reasons for lateness. If a parent receives three or more letters in one half term, then they would be asked to attend a meeting to discuss the lateness of their child with the Head Teacher and / or Education Welfare Officer. If parents do not attend this meeting the Education Welfare Officer may choose to follow formal procedures.

In the case of absence, parents should inform the Academy on the first morning before 9am, giving the reason for the absence. This can be communicated by telephone, personal message or letter from the parent/carer which can be written in their child's personal organiser. We cannot accept a verbal message from a child. If we do not receive a message, we will telephone to ascertain why your child has not arrived

- If your child's attendance falls below 95% over a term, absences will not be authorised unless you have one of the following: doctors note, appointment card, sight of prescription medicine.
- The Academy endeavours to meet with parents to discuss the absences and try to resolve any issues parents may be experiencing.
- If your child is deemed to be a 'persistent absentee' (statistics produced by DfE), the Academy would report your child to the Education Welfare Officer who would make a home visit.



- If the Academy feels that attendance is not improving, a fixed penalty fine can be issued.

### **HOLIDAYS DURING TERM TIME**

Time off for a family holiday is not a right and will only be given in 'exceptional circumstances'. The Academy has the discretion to allow up to 10 days absence in an academic year, if they believe that the circumstances warrant it.

Up to 10 days 'holiday leave' may be agreed in special circumstances such as:

- for service personnel and other employees who are prevented from taking holidays outside term-time if the holiday will have minimal disruption to the pupil's education; and
- When a family needs to spend time together to support each other during or after a crisis.

Holidays which are taken for the following reasons will not be authorised:

- Availability of cheap holidays;
- Availability of desired accommodation;
- Poor weather experienced in school holiday periods; and
- Overlap with the beginning or end of term.

A 'holiday request form' must be completed prior to the holiday being booked. The forms are available from the office. Where permission is granted the absence will be authorised.

The Academy reserves the right to issue fines to parents taking unauthorised holidays during term time.

Year 2 and Year 6 pupils will not be granted approval for holiday's which are requested during the 'SAT's' week in early May or the six weeks prior to this. The Academy recommends that children are not absent during the Spring term and time leading up to SAT's; this also includes all the Year 3, 4 and 5 pupils who are working on their optional SAT's at this time.

Our attendance policy is in line with DCSF Guidance on Applying the Education Pupil Registration Regulations June 2008.

\*\* Please see the full South Nottingham Catholic Academy Trust Attendance Policy on our website: [www.elseacademy.org.uk](http://www.elseacademy.org.uk)



## **Behaviour Policy**

Aims & Ethos; Governors and staff at Our Lady & St Edwards Catholic Primary & Nursery School value each child as a unique individual made in the image and likeness of God with a range of individual gifts and talents. Therefore, we aim to provide every child with access to a broad and balanced education and to ensure their continuous progress to meet their full potential. For all children to enjoy their time at school, learning in a happy and caring environment, free from worry and disruption.

### **Objectives**

- To provide a fair and consistent behaviour framework for all the children.
- To promote good behaviour, self-discipline and respect; appreciating that there will be consequences for failure to keep to the behaviour policy.
- To teach the children, through instruction and modelling, what is meant by good behaviour and why it is important.
- To work with parents to ensure all children receive their full educational entitlement
- To minimise time lost through unacceptable behaviour in all school situations
- To have in place strategies for dealing with unacceptable behaviour

### ***School Code of Conduct***

*Be kind, honest and truthful with everyone.*

Stop, look and listen when asked to.

Walk sensibly around the school

Treat your environment and equipment with care.

Follow instructions first time and complete all tasks set in the time given.

Look after your own and other people's possessions.

Always behave in a safe way.

### **School Rules & Expectations for All Pupils**

#### ***Lesson Time***

1. Children should listen to all adult's lesson input and instructions.
2. Children should co-operate with one another and all adults in the school.
3. Children should share equipment and 'take turns'.
4. Children should settle down to work quickly.
5. Children should take a pride in their work content and presentation.
6. Children must not disturb or disrupt other children.
7. Children should respect the need for 'quiet times'.
8. Children should treat equipment with care and respect.

#### ***Moving Around the School***

1. Children should walk quietly, using the left hand side of the corridor and steps; groups/classes should walk in a line.



2. When using the hall, children should enter and leave the hall quietly and in an orderly manner.
3. Children should pass through the hall quietly without disturbance to classes using the hall.
4. Where there are footpaths, children should use them.
5. Children must never cross the car park.
6. Children are not allowed outside the school building or grounds unless accompanied by an adult.
7. Children must never open the outside security doors.

### ***The Playground***

1. ***Children must not go onto the playground until the teacher on duty or midday supervisor is present.***
2. Children must listen to and follow instructions given by all adults in school.
3. Only soft balls may be used on the playground; children's own play equipment should not be brought into school.
4. Children must not intentionally hurt other pupils or make unkind remarks towards them.
5. Play activities must take place in the designated areas e.g. areas for football, areas for sitting etc.
6. Children must obey the bell at the end of playtime raise their hand and stand still until asked to walk sensibly to their class line, then stand quietly.

### **Uniform**

1. Children are expected to dress smartly and to wear school uniform.
2. The correct kit must be worn for PE and swimming. PE kit should be stored in a draw-string bag. Tights should not be worn for indoor P.E.
3. Children are allowed to wear watches and safety studs (which must be removed when swimming and for P.E. if necessary cover studs with micropore or a plaster). No other items of jewellery are permitted.
4. Children must wear sensible and safe shoes.

### **General**

1. Children are not allowed in the building at playtimes without the supervision of a teacher, teaching assistant or midday supervisor; classrooms should be locked during break times.
2. Children should be issued with a band to come into school for the toilet.
3. No items of value should be brought to school.
4. Toys, games and collection cards (of all types) should not be brought to school. From time to time it may be necessary to ban other items.
5. Large bags should not be brought to school. If necessary, on occasion, they should be hung in the cloak room and not be brought into class.
6. Sweets, chewing and bubble gum are not allowed in school (sweets may be brought for the class on a child's birthday and given out at the end of the school day).
7. No breakable containers should be brought to school.
8. Money should only be brought to school for a stated purpose e.g. dinner money, after school clubs. Children are responsible for storing money in a safe place.



9. Children must not bring mobile phones to school, in the case of year 6 pupils with permission to walk home alone, they must leave their phones in the school office upon arrival.
10. Children should treat other people (children and adults) with respect.

### **Positive Reinforcement/Rewards**

We aim to encourage and reinforce positive behaviour through the following means:

- Praise and positive comments
- Use of stickers, stamps, stars
- Awarding of House Points
- Inclusion in the weekly Gold Book
- Awarding of special jobs/responsibilities
- Head Teacher's Awards/SLT Awards
- Via the child's Record of Achievement
- 'Dojo' points.
- Additional Playtime for Dojo class of the week.
- Activity afternoon at the end of each half term for 'Dojo' class of the half term!

### **Discipline in schools;**

#### **Key Points**

- Teachers have statutory authority to discipline pupils whose behaviour is unacceptable, who break the school rules or who fail to follow a reasonable instruction (Section 90 and 91 of the Education and Inspections Act 2006). The power also applies to all paid staff (unless the Headteacher says otherwise) with responsibility for pupils, such as teaching assistants.
- Teachers can discipline pupils at any time the pupil is in school or elsewhere under the charge of a teacher, including on school visits; see Negative Class Dojo Contract Appendix 1.
- Teachers can also discipline pupils in certain circumstances when a pupil's misbehaviour occurs outside of school where there is a possibility that their conduct has brought the school into disrepute.
- Teachers can confiscate pupils' property.
- Teachers have a power to issue detention to any OLSE pupil; this **may** include an after school detention. After school detentions would only be issued after all other behaviour steps had been followed.
- School will give a child and parent 24 hours' notice if an after school detention is issued; parental consent is not required.
- The times outside normal school hours when detention can be given (the 'permitted day of detention') will be any school day where the pupil does not have permission to be absent; parents will be required to collect their child at the end of the hour detention.
- Detention at Our Lady and St Edward will include missing playtimes and lunchtimes.

#### **Pupils conduct outside of the school gates:**

Teachers may discipline pupils for:

- Misbehaviour when the pupil is:
  - taking part in any school-organised or school-related activity or
  - travelling to or from school or



- wearing the school uniform or
- in some other way identifiable as a pupil at the school.
- Or misbehaviour at any time, whether or not the conditions above apply, that:
  - could have repercussions for the orderly running of the school or
  - poses a threat to another pupil or member of the public or
  - could adversely affect the reputation of the school.

In all cases of misbehaviour the teacher will discipline the pupil on return to school either during the trip or the following day.

### **Confiscation of inappropriate items;**

- 1) The general Power to search without consent for “prohibited items” includes::
  - knives and weapons
  - alcohol
  - illegal drugs
  - stolen items
  - tobacco and cigarette papers
  - fireworks
  - pornographic images
  - any article that has been or is likely to be used to commit an offence , cause personal injury or damage to property; and
  - any item banned by the school rules which has been identified in the rules as an item which may be searched for.
- 2) Weapons and knives and extreme or child pornography must always be handed over to the police, otherwise it is for the teacher to decide if and when to return a confiscated item.

### **Power to use reasonable force**

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

Head teachers and authorised school staff may also use such force as is reasonable given the circumstances when conducting a search without consent for knives or weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images or articles that have been or could be used to commit an offence or cause harm.

Schools can also identify additional items in their school rules which may be searched for without consent. Force cannot be used to search for these items.

### **Sanctions;**

Incidents of poor behaviour are dealt with through use of the following sanctions alongside the ‘Good to be Green’ behaviour system (see relevant document attached):

- Speaking to a child – explaining to a child what they have done wrong and why it must not happen again.
- Verbal Reprimand – telling a child off for deliberately breaking a known rule.
- Time Out – sitting by themselves to reflect upon their behaviour/calm down (1 to 10 minutes depending on age). This would mean that a child would receive a ‘Yellow’ card.





- Going to another class for a set period of time to diffuse the situation. Paired classes are: Y1&2, Y3&4 & Y5&6. This would give the child an 'Amber' card.
- Playtime Sanction – standing by the wall/fence for 5/10 minutes. Duty teacher to be informed or being kept inside (supervised) during playtime. This would give a child a sanction card depending on the severity of the incident.
- Completing unfinished work, when caused by poor behaviour, at break time (supervised) or at home (parents informed) – this would be a yellow card incident.
- Sending to the Head Teacher – in cases where staff feel reinforcement is needed.
- Behaviour tracked through 'Class Dojo' and Staff will record on SIMs management system when there have been incidents of poor behaviour.
- See Negative Class Dojo Contract Appendix 1.

### Serious Incidents

- **Incidents;** staff will endeavour to speak parents whenever there has been an incident in school involving their child.
- **Behaviour Report Form** – in the case of serious or repeated incidents or a child receiving an amber or red behaviour point, a 'Behaviour Report Form' will be sent to the parents informing them of the area of concern and asking that they sign the form, return it to school and make an appointment to see the Headteacher where necessary. Returned forms are kept in the child's personal file and sent to the receiving school on transfer. Behaviour reports are sent for an Amber/Red incident.
- **Daily Report Sheet** – if a child's behaviour is cause for serious concern, the child will be put on a "Daily Report Sheet". The child's behaviour is monitored session by session for an agreed number of days. Having a report sheet should be considered as "serious measures" by both parents and child. Parents will have to meet with the Class Teacher at the end of each week to reflect on their child's behaviour over that week. Staff will warn parents that their child's behaviour may lead to this action.
- **External Support** – if a child fails to respond to the above or has specific behavioural difficulties a provision map will be drawn up and external agencies involved e.g. Social Care or the Behaviour Support team; parents will always be involved at this stage.
- **Exclusion** - persistent or serious breaches of the school rules / expectations or Code of Conduct, particularly when the safety and well being of pupils or staff is at risk, may result in fixed term or permanent exclusion. This can occur (in serious situations, at the discretion of the Head Teacher) even when other avenues have not been explored.

In using any approach to behaviour problems, staff are aiming to eliminate the problem behaviour rather than to punish the child, therefore, where a strategy is ineffective, an alternative approach will be used.

### *Related Documents*

- Anti-Bullying Policy
- Lunchtime Policy
- Race Equality Policy



This policy will be reviewed annually.

### **CHILDREN LOOKING AFTER CHILDREN**

#### **THE SCHOOL COUNCIL**

The school council is elected each year from years 1, 2, 3, 4, 5 & 6. There are two young people elected, a girl and boy from each class. The school council is run by Mrs Dales and they meet each week to discuss issues put forward by children in the Academy. The Head Teacher also meets with the Chair and Secretary to discuss recommendations brought forward by the council.

#### **THE BUDDIES**

The Buddies are appointed from year 5/6 during the summer term and are trained by Mrs Loftus. Their role is to support play and deal with any difficulties on the playground that may arise. They work alongside Teachers, Midday Supervisors and Play Leaders to promote the academy code of conduct.



## **ACADEMY UNIFORM**

Standards of dress are high at the Academy. Children are expected to present themselves well and observe the Academy dress code.

### **Academy Uniform is as follows:-**

- Navy blue sweat shirt/cardigan with the Academy badge.
- White polo shirt.
- Grey skirt / trousers (trousers must be traditional style, skirts must be of an appropriate length)
- Blue Gingham summer dress
- White, grey or navy socks or tights.
- Navy blue or black sensible shoes – not boots

### **Strictly no jeans, fashion trousers, cords or trainers – Academy uniform is not a fashion item**

#### **P.E. Kit**

- Red t-shirt with Academy badge
- Plain black shorts
- Plimsolls or trainers (trainers are strictly for P.E. and are not suitable for everyday wear)
- Draw string PE bag \*

Pupils must be neat and sensibly dressed. In the interest of safety, children must not wear jewellery, other than watches (for which they are responsible). If children have pierced ears, they may wear studs only and these must be removed or covered for P.E. and swimming.

Fashion hairstyles are not allowed (e.g. tramlines, hair gelled styles, Mohicans, hair extensions (coloured or plain), hair dye and beads. Long hair must be tied back with a sensible bobble.

Letters will be sent to parents of children who do not conform to the Academy uniform and the Governors will be informed.

Children will also require a book bag \*

\*These items are on sale at a Just-School Wear store in Arnold or Bulwell or online at [www.just-schoolwear.co.uk](http://www.just-schoolwear.co.uk)

#### **Swimming Kit (Key Stage 2 Only)**

- Girls: full swimming costume – bikinis are NOT allowed.
- Boys: swimming trunks – shorts are NOT allowed.
- The Swimming Centre requires all children with shoulder length hair to wear a swimming cap.
- No jewellery to be worn in the swimming pool.
- Goggles should not be worn – advice from the swimming instructors is that goggles are not considered necessary; there is a risk of impact injury to the eyeball; the swimming programme aims to maximise safety; some goggles are only suitable for swimming



competitions, diving, sub-aqua work; they do not prevent water from entering the eye. However, if your child has a medical condition or other exceptional reason, please put a request in writing to the class teacher.

Year 4 & 5 pupils are taken swimming once per week during the Autumn and Spring terms. You will be notified if your child is to swim.

All items of uniform with the Academy badge can be purchased from:

- **Online** - <http://www.just-schoolwear.co.uk/shop/St-Edward-s-Catholic-Primary.html>
- **The office; we have a limited supply of cardigans/jumpers/P.E shirts / kits – orders can be taken.**

**Parents are requested to mark all items of clothing with their child's name.**

It is the responsibility of the pupils and parents to look after and care for their uniform. The Academy cannot be held responsible for the loss of items.



## HOMEWORK

Governors and staff at Our Lady & St Edwards Catholic Primary & Nursery School value each child as a unique individual made in the image and likeness of God with a range of individual gifts and talents. Therefore, we aim to provide every child with access to a broad and balanced education and to ensure their continuous progress to meet their full potential.

### **HOMEWORK EXPECTATIONS:**

All the children receive weekly homework tasks. The main focus is on literacy and numeracy, with other subjects having a stronger focus and being incorporated in a cross curricular way as children move up through the school. All children are expected to read regularly, initially, to an adult, and later, as they become more fluent, independently. Spelling is an important weekly homework activity for pupils in KS1 & 2. Reception and Year 1 children are given sight words to learn, and from Year 1 upwards, children are given spellings to learn which they are formally tested on each week. It is important that children do not spend too long on homework and that it does not become a burden. Recommended times are listed below.

### **Homework Timetable**

**Reading:** This is an ongoing daily activity, with books being changed at times allocated for this purpose with the class teacher or teaching assistant. As they move up the school children are encouraged to change their own book but staff will still have an overview. We request parents write in their personal organiser to record their daily reading not back dating.

**Sight Words:** Words to be learnt will be put in the child's reading folder. The words will be changed/added to, when the class teacher is sure that the child knows them thoroughly.

**Spellings:** Spellings are given out on a Monday and tested on Friday of the same week.

**Tasks:** These are set on a Friday and should be completed by the following Wednesday.

<b>Year Group</b>	<b>Homework Tasks</b>
Reception	5 minutes sight words, 5 minutes reading together, 5 minutes practical numeracy task weekly.
Year 1	10 minutes spellings/sight words & reading daily, weekly homework is a range of cross curricular activities including numeracy.
Year 2	10 minutes reading & 5 minutes spelling daily, weekly homework is a range of cross curricular activities including numeracy.
Year 3 & 4	10 minutes reading four times a week, 5 minutes spelling each day, plus 30 minutes per week on the set task.
Year 5 & 6	15 minutes reading four times a week, 5 minutes per day spelling, 1 hour per week on the set task.



### **The Role of the Parent/Carer**

- To make it clear to the child that they value homework and support the school in the learning process.
- To provide a peaceful and suitable environment in which the child can do their homework.
- To be involved in the homework by hearing reading/reading with the child, helping the child to learn sight words/spellings, taking part in the practical tasks, supervising/helping with written tasks.
- To encourage the child in undertaking the homework and to offer praise when it is completed.
- To ensure that reading books/homework tasks are taken home and returned to school on the correct day.
- All homework to be completed by the child not the parent but with parent help.

***Homework that is not returned on the correct day will be sanctioned with a yellow mark in line with our behaviour policy.***

### **Personal Organisers**

Each pupil receives an organiser at the beginning of the academic year and they are expected to look after them for the whole year. Personal Organisers are expected to be in school every day. They are a link between home and school and there are spaces for parents to write messages where necessary. When you hear your child read or work with them at home, please write your positive comments in the appropriate space. All Code of Conduct Awards are recorded in the back. Parents are responsible for buying a new book if lost.



## **MEDICAL MATTERS**

### **Medicines in the Academy**

Members of staff who hold the HSE First Aider certificate are able to administer medicines to younger children. Only prescribed medicines are allowed in the Academy; we will not administer medicines such as Calpol/Calprofen etc. Older children are allowed to administer their own medicine, supervised by a member of staff.

For all medicines, the following guidelines must be adhered to.

- The parent must complete a Medicines form which give details of medicine to be taken, at what intervals, quantity and storage conditions e.g. refrigeration and if the child is allowed to administer their own medicine.
- The medicine must display the child's name on a pharmacist's label, together with the dosage required.
- The medicine must be handed in to the office at the start of the day and the child is responsible for collecting the medicine at the end of the day.

The Academy may refuse to let a child take medicine if the above conditions are not met.

### **Asthma**

It is important that parents make the Academy aware if their child suffers from asthma, and also to supply the Academy with details of medication and any changes in the child's condition. Parents are requested to supply the Academy with an inhaler labelled with their child's name that can be left in the Academy. These are stored in the child's classroom. The child is responsible for administering their own medication. Parents should ensure that their child knows when and how to use an inhaler. Parents will be informed if their child has an asthma attack whilst at the Academy.

### **Diabetes**

Special arrangements are made for children with diabetes. Parents need to contact the Academy before their child starts their education with us to ensure all necessary arrangements are in place.

### **Allergies**

It is important that the Academy is informed if a child has an allergy that may lead to anaphylactic shock. Arrangements need to be made to store an epi-pen on site at all times.

### **Accidents**

Small accidents e.g. Falling over, are an everyday occurrence in the Academy. If your child has an accident, they will be treated in the Academy and you will receive a form giving you details of the accident or a member of staff will speak to you personally. In the case of your child banging their head, you will receive a 'head bump' form. Parents will be notified in the case of more serious accidents or if the first aider feels that an injury would be best checked out at the hospital.



**Note: It is extremely important that the Academy is provided with up to date contact telephone numbers and notified of any changes as soon as possible.**

A full copy of the Academy's 'First Aid Guidelines' can be viewed on request via the office.





## **PARENTS' MATTERS**

### **Consultations**

Three Parents Evenings are arranged during the academic year. In the Autumn Term, you are invited to meet your child's teacher, see your child's work and discuss how well your child has settled into a new class. At this appointment you may bring your child with you.

In the Spring Term, you are invited to discuss any concerns or questions you may have and look at your child's work. In the Summer Term you will be sent your child's report and an informal 'drop in' evening will be scheduled should you have any concerns to discuss.

In addition to the above, there is a meeting for parents of new reception age children. These are held prior to the child starting full time education and are an opportunity for you to ask questions and to find out the types of activities your child will undertake and ways of supporting them at home. There is also a meeting early in the Autumn Term for all year 6 parents to discuss the coming year, transfer to Secondary School and SAT's (which are held in the Summer Term)

Before a child starts in Nursery the Nursery Teachers will make a home visit to discuss the transition into the Foundation Unit.

### **The Parent Governors**

The Parents elect two Parents to sit on the Governing Body of the Academy for a period of four years. Ask at the office to find out who the current Parent Governors are, we will be happy to put you in touch.

### **The Home – School Agreement**

By law, we have to have a Home – School Agreement in place. Our agreement was drawn up in consultation with parents and is a commitment by Parents and the Academy to the child's education. These are found in the new Personal Organisers and you will be asked to sign them early in the Autumn Term.

### **Form Filling**

We try to keep this to a minimum. When your child is to be admitted to the Academy, or shortly after, you will be asked to fill in a registration form. The Academy needs to see a birth certificate and (if appropriate) a baptismal certificate, when the registration form is handed in to the office. You will then be asked to review the Data Collection sheet annually. It is most important that this information is kept up to date and parents should let the Academy know immediately if any of the information provided changes. You will not be asked to complete an off site form annually unless your child takes part in a residential activity. This gives permission for routine off site activities e.g. swimming, and also for walks around the area or to church.

### **Parent Helpers**

Parents are welcome in the Academy as helpers. If you are interested, speak to the Head Teacher or your child's teacher. You do not have to help in your child's class but can volunteer your services to another class if you prefer. In addition, parents are always needed to help with school trips. Let your child's teacher know if you are interested in this.



### **Newsletters**

We try to keep parents informed about Academy activities. This is done via a newsletter each week. This will be sent to you by email. Please ensure the school office has your email address. The current newsletter will also be displayed on the outdoor notice board and website, together with dates of term information.

### **The Web Site**

The web site address is [www.elseacademy.org.uk](http://www.elseacademy.org.uk). On the site you will find information about the Academy, photos of events, the Academy diary of events and a copy of the latest newsletter.



## **EXTENDED SERVICES**

The Academy provides a range of services and activities, often beyond the Academy day to help meet the needs of children, their families and the wider community.

### **EARLY MORNING PROVISION**

We have a Breakfast Club which opens at 8am and closes at 8:45am when the children can then go into their classroom. We ask that all children arrive at Breakfast Club before 8:20am in order for breakfasts to be made. There is a charge of £2 per day per child. Breakfast Club is free to those in receipt of the Pupil Benefit- Free School Meals. The Breakfast Club offers a variety of cereals and toast, juice and tea. The children can then participate in indoor and/or outdoor activities. Breakfast Club is currently situated in the Hall.

### **AFTER SCHOOL CLUB**

An after school club, which provides childcare until 6pm is run at Bluebell Hill Community Centre. Please contact 0115 9476722 for further information.

### **HOLIDAY CLUBS**

The Academy is able to offer occasional activities during holidays if there is sufficient demand.

### **EXTRA CURRICULAR ACTIVITIES ON OFFER AT OUR LADY & ST EDWARD**

The Academy organises a number of extra-curricular activities. A coach is employed and children are asked to pay a small amount (currently £2, however this varies per session) for each session attended. Activities are open to children whose age and experience is compatible with the activity.

Currently, activities on offer are as follows:-

- Football (Girls and Boys)
- Multi-Sports
- Keyboard (during the Academy Day)
- Lego Club
- Cricket
- Art
- Dancing
- Fun Fit - Daily



## **FUNDRAISING**

### **Fundraising Activities**

There are various fundraising activities throughout the year. Details will be given in the weekly newsletter. We welcome any fundraising ideas you may have.

### **Charitable Giving**

In line with the Catholic ethos of the Academy, we support a number of charities each year. We always support a charity during Lent and usually have at least two other charitable events during the year.



## **Disability Equality Scheme**

The Disability Discrimination Act 2005 requires Schools / Academies, when carrying out their functions, to have due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate discrimination that is unlawful under the Act
- Eliminate harassment of disabled persons that is related to their disabilities
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life, and
- Take steps to take account of disabled persons disabilities even where that involves treating disabled persons more favourably than their non-disabled peers.

### **What do we understand by disability?**

A disabled person is someone who has a

- Physical or mental impairment that has an adverse, substantial and long term effect on their ability to carry out normal day to day activities.

The definition of disability covers a wide range of impairments including Hearing or Visual Impairment, Cerebral Palsy, Muscular Dystrophy, Mental Health issues and incontinence. People with ADHD, Autistic Spectrum Disorders, Downs Syndrome and Hydrocephalus are included. Medical conditions such as Cystic Fibrosis, severe Asthma, Diabetes, Cancer, Multiple Sclerosis, Epilepsy, Sickle Cell Anaemia and HIV are deemed disabilities. Facial disfigurement, Dyspraxia, Dyslexia, gross obesity and diagnosed eating disorders, and many more...

If a person has been disabled in the past (for example, cancer recoverees and people with a history of mental illness) they are still covered by the legislation for the rest of their life. This Disability Equality Scheme sets out the ways in which Our Lady & St Edward Primary & Nursery Catholic Voluntary Academy will meet its general and specific duties.

### **Involving Disabled People**

Our Lady & St Edward Primary & Nursery Catholic Voluntary Academy will involve disabled people in the development of this Scheme by:

- Parent/Carer questionnaires
- Staff Questionnaires
- Consulting other users of the Academy
- Consulting disabled members of the local community
- Eliciting the views of disabled pupils
- Discussions at School Council meetings
- Talking to disabled staff
- Analysis of existing academy data to ensure that we know who disabled pupils, staff, parents, governors and other users of the Academy are.



### **Gathering information**

Our Lady & St Edwards will continue to gather information to ensure that policies and practices meet the legal responsibilities of the Disability Equality Duty.

- The Academy will seek to improve how we gather information from people with a disability by consulting with parents and pupils to encourage disability disclosure and reduce the number of individuals with an 'unknown' disability status. We recognise that disabled people are not required to disclose a disability and that data collection must be undertaken with sensitivity.
- To comply with the DDA requirements we will consider, in particular, the educational opportunities and achievements of pupils and the recruitment, development and retention of disabled employees.
- Gathering information will be an ongoing process. We will collect data about disability over time and analyse our policies and procedures in the light of our findings.

### **Using the information effectively to prepare the Action Plan and assess the impact**

- Information will be analysed to show how much progress has been made in relation to disability equality. Educational achievements and wider opportunities for pupils with disabilities will be monitored. Further opportunities to promote equality will be included in subsequent Action Plans.

### **Educational opportunities available to disabled pupils**

- Where pupils' disabilities require a different form of communication their needs will be met with the provision of additional resources, including staff training, as necessary.
- Extracurricular activities are open to all pupils. These include After School Clubs.

### **Achievements of disabled pupils**

- The achievement of disabled pupils is monitored individually, via the pupil tracking document. We track their achievements, using appropriate reporting frameworks such as P levels, as well as their general attainment levels.
- All disabled pupils are identified on our pupil data base.
- All pupils are tracked and monitored as they pass through the Academy, both individually and as part of their cohort.
- Disabled pupils achievements are celebrated publicly alongside non-disabled peers' achievements during our weekly Gold Book Assembly. Gold Book' certificates are awarded to pupils for academic, artistic, sport and personal achievements.

### **Impact assessment**



Our Lady & St Edwards is keen to ensure that none of its policies and practices disadvantage disabled people. We recognise the importance of assessing the impact of our policies and practices on disability equality.

Following consultation we will consider the impact of policies and practices on disabled people in the following areas:

- Academy visits, including residential trips
- Lunchtime arrangements
- Homework arrangements
- Classroom organisation
- Sports Day
- Recruitment procedures
- Entrance to the main reception area and general movement around the academy
- Academy performances
- Parents' evenings
- Representation on the academy's Governing Body.