

Kingsmoor Academy

Prospectus

2017/2018



WELCOME TO KINGSMOOR ACADEMY

Kingsmoor Academy is a happy, caring school with a friendly atmosphere, where parents are welcomed and are encouraged to join in the life of the school.

At Kingsmoor Academy we pride ourselves in offering a rich and varied learning experience with a focus on developing literacy, maths and life skills so that pupils are prepared for their next stage in their education.

Education is a journey of discovery where we can all learn together and from each other. We recognise that the skills and knowledge young children learn are the building blocks- the foundations, for learning throughout life.

Our staff pride themselves in their professional and caring approach. We work closely as a team in order to offer your child the best start. Like you, we want your child to be happy, safe and enjoy the experience of coming to school each day. We want each child to have a real love of learning and do well at school.

In our last Ofsted inspection June 2016, the inspectors commented:

- Pupils are making good progress in all year groups. This is a significant improvement since the last inspection.
- The quality of teaching has improved during the past year. New staff have quickly settled and are contributing well to the school's work.
- The principal provides very effective leadership.
- Children in the early years learn well in a welcoming and bright environment.
- Senior leaders know the school well. Their work to improve teaching has been very successful.
- Pupils behave well in lessons. They feel safe and enjoy coming to school. Pupils' attendance has risen significantly since the previous inspection.
- Governors provide a good level of challenge for school leaders.
- Support from the multi-academy trust has promoted recent improvements.

We are all working hard to continually improve our academy and make rapid progress so that Kingsmoor pupils achieve the standards and progress expected nationally.

At Kingsmoor Academy children are able to experience a broad and balanced curriculum through the Kingsmoor Learning Pathway. Each term the children take an active role in choosing a theme which enables them to learn all the skills within the Humanities subjects. Teachers create a curriculum theme web for each topic which is then shared with the children and parents.

Each term, in order to extend the children's understanding of the themes further, children take part in either an educational visit or have visitors such as performers who deliver theatrical shows, Science experts, Maths investigation workshops, etc.

At Kingsmoor, we believe that we are able to discover children's individual talents and interests whilst ensuring that their knowledge, skills and understanding in all subjects progresses during their journey through the school.

I hope that you find the information booklet useful. Please also refer to our school website for a gallery of pictures, pupil work and other useful information www.kingsmooracademy.attrust.org.uk

If you need any further assistance or advice please do not hesitate to contact us as we understand how important it is to make the right school choice for your child. By choosing our school, I know that your child will have a happy and rewarding first school experience and look forward to working in partnership with you.

Lesley Brennan Principal

Address: Kingsmoor Academy
Ployters Road
Harlow
Essex
Cm18 7PS

Telephone: 01279 306136

Email: admin@kingsmooracademy.attrust.org.uk

Kingsmoor Academy website: <http://kingsmooracademy.attrust.org.uk/>

Our Sponsor's Website: <http://www.academytransformationtrust.co.uk/>

Principal: Mrs L Brennan

Assistant Principals

Ms A Atkins

Miss A Lymbouris

Mrs A Ozten

Chair of Governors

Mr P Toal

Co-Vice Chair of Governors

Ms M Scull

Ms R Saggi

Number on roll 330

Number intended to admit 60

Please note that the information given in this booklet on Kingsmoor Academy was correct at September 2017 but it should not be assumed that there have been no subsequent changes affecting the relevant arrangements or some particular matter during the academic year 2017 - 2018

Our website is a source of the most up to date information

<http://kingsmooracademy.attrust.org.uk/>

Alternatively please ring the academy office if you have a question or comment.

STAFF LIST

Teaching Staff

<i>Mrs L Brennan</i>	<i>Principal</i>
<i>Ms A Atkins</i>	<i>Assistant Principal & Class Teacher 6 - Australia</i>
<i>Miss C Donovan</i>	<i>Class Teacher - Year 5 - Japan - ICT/Music lead</i>
<i>Mr P Beschizza</i>	<i>Class Teacher - Year 4 - China</i>
<i>Miss D Carpenter</i>	<i>Class Teacher - Year 3 - India - PSHE/RE Lead</i>
<i>Miss A Lymbouris</i>	<i>Assistant Principal & Class Teacher 2- Egypt</i>
<i>Miss N Weeks</i>	<i>Year 2 - Egypt</i>
<i>Miss E Crotty</i>	<i>Class Teacher - Year 1 - Italy</i>
<i>Miss T Lacey</i>	<i>Class Teacher - Year 1 - Ghana</i>
<i>Mrs M Minas</i>	<i>Early Years Lead</i>
<i>Mrs C Blyth</i>	<i>Class Teacher - Reception - Spain</i>
<i>Mrs A Galinska</i>	<i>Class Teacher - Reception - France</i>
<i>Mrs S Toal</i>	<i>EYRS</i>
<i>Miss J Linden</i>	<i>Nursery Teacher</i>
<i>Mrs A Ozten</i>	<i>Assistant Principal & Inclusion/SENCo</i>
<i>Mrs A Millard</i>	<i>Achievement Leader/Nurture Class Teacher (Maternity Leave)</i>

Learning Support Assistants

Mrs B Agnoli - HLTA
Mrs D Ashraf
Mrs L Barnard
Mrs C Carter
Mrs D Thomas
Ms N Goodson
Mrs H Monrowe
Mrs S Toal - HLTA
Miss K Toal
Miss J Roberts
Mrs A Everest
Mrs K Watts
Mrs T Woodley

Apprentice Learning Support Assistants

Vacancy x2

Assistant SENCO

Mrs J Gasson

Sports Coaches

Mr B Doyle
Mr D Simmons
Miss S Nelmes

Breakfast Club

Mrs E Gaskin
Mrs J Gasson

Office Staff

Inclusion Manager/Principal's PA

Mrs N Winter

Finance/HR

Vacancy

Office Admin

Mrs C Thomson

Site Manager

Mr T Taylor

Welfare Assistant

Mrs D Wilson

Cleaning Staff

Ko-Sheen Cleaning

ICT Technician

Interim Ltd Jan Dunford

Catering Staff

Kitchen Manager

Mrs J Treacher

Catering Assistants

Mrs E Gaskin
Mrs J Pryor

CONTEXT AND BACKGROUND

Kingsmoor Academy is now a growing 2 form entry primary school, which expanded in Sept 2016, with two reception classes and two Nursery classes opened in September 2017. The school became an academy in December 2012, sponsored by the Academy Transformation Trust.



OUR AIMS FOR THE CHILDREN AT KINGSMOOR ACADEMY

At Kingsmoor Academy we aim to create a caring community with high expectations where children are encouraged and enabled to succeed in all that they do. We aim to help pupils to achieve their all-round potential by providing a secure, happy, and stimulating learning environment. We aim to help pupils to become happy, inquisitive, confident, and motivated learners and citizens of the future.

The 6R's

The children at Kingsmoor are now following the 6 R's which are all part of and embedded within all areas of the curriculum. These are Ready, Responsible, Respectful, Resourceful, Resilient and Reflective. The children are exposed to these values throughout their time at Kingsmoor and enjoy an assembly each day of the week, two of which are focused on the 6 R's. Within the Values assembly on Wednesdays the children are taught about one particular value and are given examples of how and when they can ensure that they follow this 'R'. The teachers keep track of children who they feel follow the 'R' of the week and during the assembly on Thursday, the chosen children are awarded with a certificate specific to the value. Please ensure that you keep up to date with the 'R' of the week and discuss with your child at home so that we can work together to ensure that our children grow into confident and responsible learners.

Admission Policy for 2017-18

Admission Number

*The number of places available in reception for **September 2017** at the school will be **60**.*

The academy is sponsored by the Academy Transformation Trust. The board of ATT has delegated to the local governing body of the academy the decisions about which children to admit, within the parameters of the Academy Transformation Trust Admission Policy, excerpt of the agreed criteria :-

4 Oversubscription Criteria

4.1 *If there are more applications for places than there are places available, we will give preference to children according to the following rules in this order of priority:*

1. *Looked after children and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after) in accordance with section 22 of the Children's Act 1989.*
2. *Siblings; which for the purposes of this policy are defined as: Children living permanently at the same address as a child attending the academy at the time of their admission (including children in the 6th Form);*
3. *Other children by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address. Distances are measured from the main entrance of the child's address to the door outside the academy's reception on the site where the child will predominantly be based;*

5 Application of the Oversubscription Criteria

5.1 *The address given on the application form will be used to assess whether another child attending the academy is living at the same address. The child's address will be compared to the addresses held in the academy records.*

5.2 *The address given on the application form will be used to assess the straight line distance between the main entrance of the child's address and the door outside the academy's main reception for the site where they will predominantly be based.*

5.3 *Where a child lives with parents that have shared responsibility for the child, the "address" shall be considered as the home which the child resides for the majority of the school week.*

5.4 *The unit postal address or quartering area address will be used as the "address" when considering applications from children of UK service personnel against the oversubscription criteria, providing the application is accompanied by an Assignment Order that declares a relocation date and the address.*

5.5 *We will accept changes to the address up to the CAF submission deadline.*

5.6 *If following the application of oversubscription criteria two or more applicants cannot be separated for the final place at an academy then random allocation will be used to determine the priority for that place; except in the case where the applicants that cannot be separated live at the same address, in which case the academy should admit them all. Where random allocation is used, the names of the applicants will be entered into a hat and a name will be selected from the hat by someone independent of the academy.*

6 In-Year Admissions

6.1 *In-Year Admissions occur when an application for admission is made outside the normal admissions round. For applications to join from Nursery to Year 6, applications should be made using your home Local Authority application form, submitted to the Local Authority.'*

And with regard to waiting lists & appeals:-

9 *Waiting Lists*

9.1 *The academy will maintain a waiting list for each year group. Children are only added to the waiting list following an application to join the academy.*

9.2 *The waiting list for the normal admissions year group (Reception, Year 3, Year 7 or Year 12) will be cleared on 1 January each year. The waiting list for all remaining year groups will be cleared at the end of June each year. If you would like your child to remain on the waiting list you will need to reapply for a place at the academy.*

9.3 *Children are ranked on the waiting list in order of the oversubscription criteria above.*

9.4 *Children allocated a place at the academy in accordance with the Fair Access Protocol will take priority over children on the waiting list.*

9.5 *The Fair Access Protocol is an agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the waiting list. Such children are shared out to make sure no one school has to take too many of these children.*

10 *Appeals*

10.1 *Appeals should be submitted directly to Academy Transformation Trust on the appeals form in appendix 2.*

10.2 *For applications made on the CAF the deadline for submitting an appeal is:*

- *16 April or next working day for applications to join Year 7*
- *20 May or next working day for applications to join Reception or Year 3*

10.3 *For applications made directly to the academy or where you applied using the CAF but were notified of the outcome of your application later than the date listed in 7.1, the deadline for submitting an appeal is 20 school days from the date of your notification letter.*

10.4 *If you miss the deadline for lodging an appeal, where possible we will try to hear your appeal within the same timeframe as if it had been on time. However if this is not possible it will be heard at a later date.*

10.5 *Appeals will be heard by an Independent Appeals Panel and conducted in accordance with the School Admission Appeals Code 2012.'* *(Full copy available on the website).*

Please note that the Academy subscribes to Essex Local Authority Co-ordinated Admission arrangements. As a result, all aspects of the admission process, except that of ranking applications, is managed by them. Application forms for a school place should be returned to Essex Local Authority, and the outcome offer letter will be issued by the specified dates.

ARRANGEMENTS FOR PARENTS TO VISIT THE SCHOOL

Please ring the school office who can make an appointment for you to visit the school with the Principal or Reception class teacher. You will be able to see around the school, ask questions and see the pupils in action! Prospective parents for the next academic year Reception admission round are able to visit the school during an open afternoon which is held annually in the autumn term. This will always be during the admission application period so that parents are able to make an informed decision based upon their experience and knowledge of our school. The date will be determined annually and published on the website, local press and in local public centres, e.g. Children's Centre, library, nurseries & pre-schools.

Parents of new Reception children, who have been offered a place at Kingsmoor are invited to an Induction meeting and transition activities during the Summer Term prior to their admission. This gives parents and children an opportunity to see the school, meet the class teacher and to spend some time in the Reception class. All information in this regard is in a separate Induction pack provided for parents at the Induction meeting. Nursery and pre-school visits are also undertaken by the Reception teacher in the summer term and where possible home visits at the start of the autumn term so that we are able to gather key information about your child's needs so that we can plan appropriately to ease them gently into school. Parents are able to book a home visit during the Induction meeting or alternatively book an appointment to see the Reception teacher at school, if this is preferred. IN September there is a short staggered week in order to build up the school day, so that the children have a smooth and happy start to school. It is

Pupils who join us in other year groups, or who join part way through an academic year will be shown around the school so that they are able to meet their class teacher and class. A short staggered induction might be suggested but this would be discussed and agreed with you, if it were felt this were appropriate to your child.

All joiners, regardless of their year group are expected to complete the school's admission registration form so that the child can be legally registered to our school

SCHOOL UNIFORM

Children are expected to wear Academy uniform. We have found that it increases the children's sense of 'belonging' to the school.

- Royal blue jumper or cardigan with Kingsmoor Academy Logo available via our uniform suppliers
- White polo in Reception and Years 1-2
- White shirt in Years 3-6
- Academy clip on tie in Years 3-6 (Year 2 children will be presented with an Academy clip on tie at the end of Year 2)
- Black / Grey trousers and skirts
- School summer dresses (blue and white checked) and tailored shorts are acceptable
- Black sensible footwear - shoes should be flat and practical for the playground area outside (no fashion sandal, flip-flops, pumps or trainers or boots to be worn)
- (No sportswear or beach shorts are to be worn).
- For P.E. all pupils should have:
 - a blue or white t-shirt,
 - royal blue, navy blue or black shorts,
 - black indoor plimsolls.

Two kits are required for pupils in Y1 to Y6. Pupils in these year groups will also need:

- a tracksuit (for cold weather),
- outdoor trainers .

In gymnastics and dance no footwear is required as this is carried out in bare feet for better control, balance and safety.

All items of clothing should be fully labelled or marked with the child's name.

The academy does not keep a stock of uniform- this has to be ordered on line with the uniform supplier. Order forms are found in the foyer or ask for assistance at the main office.

JEWELLERY

Children should not wear jewellery except for stud earrings for 6 weeks following newly pierced ears, these should have tape on them during P.E.(provided by the parent), however, taping ears for PE is only permissible during this 6 week period. After that, **ALL earrings should be removed at home on PE days**. This should be done at home; staff are not able to remove pupil's earrings. The school follows the Essex H&S guidance and requirements in this respect, and your co-operation in this matter appreciated.

Participation of PE with taped earrings is at the parent's own risk and the academy will not take responsibility for injury or loss.

If you are intending to get your child's ears pierced, then we would recommend that this is done at the start of the summer holidays so that they have enough time to heal, and therefore, not disrupt your child's legal entitlement to participating in PE.

THE ACADEMY DAY

Nursery

Morning Session (Sun Class) 8.30am - 11.30am

Afternoon Session (Moon Class) 12.30pm - 3.30pm

Foundation (Reception)

Morning session 8.55am - 11.45am

Afternoon session 1.00pm - 3.10pm

Playtimes 10.40am - 10.55am (once they join the infant day later in the year)

Key Stage 1 (doors open at 8.45am)

Morning session 8.55am - 12.00pm

Afternoon Session 1.00pm - 3.10pm

Playtimes 10.40am - 10.55am

Key Stage 2 (doors open at 8.45am)

Morning session 8.55am - 12.00pm

Afternoon session 1.00pm - 3.10pm

Playtime 10.40am - 10.55am

Pupils are welcome to come into the class at 8.45am and are supervised by the class teacher who additionally, takes the register & dinner choice at this time. Messages are taken at the door by a member of staff. All entry doors are supervised. Once the school bell goes at 8.55am, ALL doors will be closed and you will need to go to the main office to sign your child in, providing a reason why they are late. Children arriving after registers have closed, will be given a late or unauthorised mark which will affect their overall attendance percentage, which is monitored by the attendance officer and Education Welfare Officer (EWO).

ATTENDANCE

It is vital that children attend regularly and punctually if they are to learn and make progress, making the best of all the opportunities offered.

If your child's attendance falls below 90% it will be monitored by the learning mentor and if it falls much below this it will also be picked up the Education Welfare Officer, who monitors pupil attendance on a regular basis. If it remains a cause for concern you will be contacted by the Education Welfare Officer who will work with you to improve it. You may be invited in for a school attendance meeting (SAM). If there is no improvement, legal proceedings may be started by the Essex Local Authority to secure regular attendance.

Attendance forms part of the annual report and you will receive a detailed account of your child's attendance with the report in the Summer Term.

Certificates are awarded for children with 100% attendance, at the end of each term and at the end of the year. We have a weekly focus on class attendance and an attendance chart is kept for all the children to follow their class achievement.

CLASS REGISTERS

Class registers are a legal document and are completed at the beginning of the morning and afternoon sessions. The day officially starts at 8:55am even though the doors are opened early to allow the children early access to class where they are supervised by their class teacher. Any child arriving after the bell has gone (and the doors closed), will need to enter school via the main office where you will be asked to complete the late register for your child and to make a lunch choice. A valid reason **MUST** always be recorded. This is a legal requirement and is checked by the EWO.

LATE CHILDREN (Arrival)

A child who arrives after registration should firstly report to the main office. They will be marked into the late book.

LATE CHILDREN (collection)

Any children being collected by an after academy club or any child left at the end of the academy day must be brought to the office, so a call home can be made. A late collected log will be kept and the child's name and time collected entered. Persistent late collection may trigger a referral to the EWO or Social Care due to concerns of potential neglect. If you fail to collect your child and do not notify us, or we are unable to make contact with you or your named contacts, then we will have no alternative other than to contact Social Care who will have to take responsibility for your child and collect them. If you know you are running a little late, **ALWAYS** ring us to inform us and if you have arranged for someone else to collect your child, again please inform us as we will not let your child go with them otherwise. A call on the day will suffice, or if it is to be a regular/ backup arrangement then please write us a letter so that we can keep this on file.

EARLY CHILDREN (unaccompanied)

Other than Y6, all pupils should be accompanied to school by an adult. A Breakfast Club is run by the school in order to offer supervised childcare prior to the school day. Parents interested in this option should enquire at the school office as places **MUST** be booked and paid for in advance.

No pupils should arrive to school early as the playground is not supervised. The doors already open early to enable parents to get off to work and to avoid an unnecessary rush. Once the class/entrance doors are open the pupils may enter. Prior to that they should stand and wait with their parent on the playground. Play (gym equipment) should not be used during this time.

Persistent significant early arrival may trigger a referral to the EWO or Social Care due to concerns of neglect.

CHILDREN WITH APPOINTMENTS

Only essential or emergency medical appointments can be authorised. All other appointments, e.g. opticians, dentist or non-urgent appointments should be made outside of school session time or during school closure periods. Supporting medical documentation or evidence may be required for the child's personal records to aid monitoring of good attendance by the Attendance Officer and EWO. The class teacher and the main office should be made aware of a child's appointment and the documentation provided. If this occurs during the school day, the child must be signed out (and in again if appropriate), via the main office.

ABSENCE PROCEDURES

First day contact

For the children's safety, please ring the school office whenever your child is absent with a note to the teacher on return with the reason for absence. We would like to thank parents in advance for their co-operation with this. After taking the class register, the school will make contact for any child absent that day to establish their whereabouts and reason for absence.

Authorised and unauthorised absence

Absence is either authorised or unauthorised according to the following criteria.

Authorised:

Illness; essential/emergency medical appointment (doctor, hospital). serious, sudden illness of family member; funeral of close family member; other crisis (you may be asked to provide evidence of any one of these).

Unauthorised (for example):

Holiday in term time, shopping trip, haircut, not sending child to school because of difficulties, non urgent medical appointments, attending a birthday/surprise treat, distance, oversleeping. Each absence will be considered individually prior to attributing a registration code. Please be aware that absence is always unauthorised if we do not hear from you.

HOLIDAYS IN TERM TIME

NO holidays will be authorised in term time, as per the government guidance, except in the most exceptional circumstances.

If holidays are taken the absence will be marked as unauthorised and referred to the Educational Welfare Officer, and a penalty notice may be applied. See request for leave of absence form for full details).

CHILD PROTECTION & PUPIL WELFARE

As a caring organisation with direct responsibility for children, our first concern must be for your child's welfare in all its aspects and therefore, there may be occasions when we have to consult other agencies, which may be before we contact you, particularly in relation to Child Protection/Safeguarding concerns. It is our legal duty to pass information on and we follow the procedures set out by Essex and are outlined in our Child Protection Policy.

We endeavour, wherever possible to work with you and raise concerns with you in the first instance, unless we are advised otherwise. If you want to know more about these procedures please refer to the full Child Protection Policy available on the academy website.

BREAKFAST CLUB

*Breakfast Club is an additional option open to children who attend the academy in Reception-Y6 and is staffed by Academy staff. Places are limited (to a maximum of 30 pupils per day) as we need to meet the staffing/pupil ratio requirements set down by Ofsted. The breakfast club is open between 8.00am and 8.45am. Children are provided with a healthy breakfast, supervised play and other activities for a minimal charge. The governors have agreed to subsidise this facility using Pupil Premium funds. As a result, parents **MUST** book and pay for a place in advance. This can be for a full week, a whole term or just a 1-2 days a week (but you must state which days at the time of booking). Forms are available at the academy office.*

We are sorry that we are not able to offer credit facilities and only children who have a booked and paid for in advance will be able to attend. Parents are expected to sign a Breakfast Club agreement. It is expected that all pupils will follow the Behaviour Code and failure to do so may result in the place being withdrawn.

We do not currently provide afterschool care at the Academy, however, we have a good relationship with a local provider who collects children from our school each day. If you are interested in this then you should contact Gateway direct, or ask at the school office for further information.

DINNERS & PACKED LUNCH

*Parents can choose to provide their child with a healthy packed lunch or pay for a school dinner (current cost **£2.10** per day- Y3-Y6). A three week menu choice is on the website and displayed on the parent & dining hall board. Meals must be paid for in advance, via Schoolcomms. We are not able to offer credit or take any cash as we are a cashless school. Where parents fail to provide their child with an appropriate meal (e.g. packed lunch or paid for school meal) this may result in a referral to Social Care.*

INFANT CHILDREN DINNERS- FREE

Since September 2014, the government have provided all infant pupils (Rec-Y2), with a free school lunch each day. It is assumed that ALL infant pupils will take advantage of this offer, unless you tell us otherwise. Should the infant children have a whole day school trip booked then a packed lunch will be organised and provided free on this day; again unless you tell us otherwise we will assume that you will take advantage of this offer.

FREE SCHOOL MEALS ENTITLEMENT

If you are in receipt of Income Based Job Seekers Allowance, Income Support or Child Tax Credit (but not working tax credit), with an annual income of **less than £16,190**, or in receipt of support under Part vi of the Immigration and Asylum Act 1999 or guaranteed element of State Pension Credit, you are entitled to claim this. You should register on line (www.essex.gov.uk/educationawards), details are included in your pack, however, do please ask if you need further clarification or information; we are happy to help and provide assistance with the completion of forms if required. It does help us as a school and we will treat the information provided sensitively and in confidence.

Please do claim if you are entitled to as the school receives extra funds that we are then able to spend on the pupils.

HOME DINNERS

You may prefer your child to come home for dinner. In that case you can collect him/her at the beginning of lunchtime. Children should not be returned to school before the start of the afternoon session to comply with insurance requirements. Please speak to a member of the office staff if you wish to use this option.

MONEY & CHARGING POLICY

Payment for school meals, trips or other **MUST** be made via Schoolcoms. If you are unable to access this, then please speak to a member of the office staff to help you. We are unable to take cash as we are a cashless school. Only pupils who have paid for a meal and are in credit will be able to have a meal provided by the school, or if they are registered and entitled to a free school meal or are in Rec, Y1 and Y2. We are not able to offer credit. For any queries, please refer to the office staff who will be happy to assist you.

The Charging Policy is in keeping with appropriate legislation and may be viewed on the website. There is no charge for national curriculum activities which form part of the normal school day, including swimming in Y5 r Y6 which the governors have agreed to fund using Pupil Premium funding. Voluntary contributions may be requested to help towards the cost of extra or enrichment activities such as a school trip. Full costs will be required for extra-curricular activities offered such as music instrument tuition or clubs. If payment is difficult due to a limited income or for those in receipt of job seekers allowance (see Free School Meals for full list), please speak to the Principal in confidence. Payment plans may be offered for some activities where payment of a larger amount is due, such as in the case of Year 6 residential trip via Schoolcomms.

PLAYTIME SNACKS/DRINKS

As we aim to be a healthy academy, children who want a snack to eat at playtime can bring fresh fruit or vegetables. Crisps are not allowed at playtime or lunchtime but can be brought in for packed lunch. We are part of the government funded FREE FRUIT scheme for KS1 pupils who have this provided for them at break time. Spare fruit or vegetables are left in a tray near Y5/6 exit for KS2 pupils to help themselves if they wish.

Sweets and chocolate bars/biscuits should not be brought in for snack or lunch boxes, nor any products that include nuts due to Health & Safety & allergy reasons.

WATER

Although all children have access to water fountains in academy we have found that the children do not drink enough. Therefore, ALL children are encouraged to bring in a plastic bottle (with water only), with their name clearly on it, to access during the day.

CLIMBING FRAMES AND STRUCTURES & OUTDOOR GYM

A range of outdoor equipment is available for the children to use during the school day breaks. During the day children are supervised using them; the outdoor gym equipment is for 7 year old pupils only due to the height & safety requirements. Pupils should not use the equipment before or at the end of the school day for Health & Safety reasons. We are grateful for your support with this.

ACCIDENTS/INCIDENTS

Minor injuries will be treated by academy staff. Staff are trained on basic first aid and emergency procedures. The vast majority of our staff hold a Basic First Aid qualification with a paediatric focus. A second opinion may be gained by referring to a Paediatric trained member of staff. More serious injuries may result in a call home and/or advising further medical advice. For significant, or emergency situations an ambulance will be called as well as the parent. Please note that whilst a staff member may accompany a child to hospital they may not authorize any procedure, only a parent is able to do this. It is essential that you inform us of any change to your mobile number or those on your contact list in case of emergency.

MEDICINES

Only medication administered 4 times a day can be accepted by the academy to administer during the school day. In these cases of short term illnesses, where a child is well enough to be in academy, but may require the remaining antibiotics/ medication to be administered, parents must fill in a medical consent form with written instructions for the medicine to be self-administrated in the presence of the Welfare Assistant.

Any requests for the administering of medication MUST be made at the main office. Only medication in its original container /with prescription label will be accepted. Only adults may bring/ collect medication, never a child.

*Our academy uses the advice as set out by the DfE for the administering of first aid and medication. More detailed information can be found in the full policy on *First Aid & administering medicine in school*, on the website.*

Allergies, Asthma, serious medical conditions or disabilities- Care Plans

Children who have a diagnosis of a more serious medical condition/ allergy or disability may need to have a care plan in place so that the adults know what symptoms to look out for and what action should be taken or medication to give. Parents/carers should book an appointment with the SENDCo to discuss this and complete a form.

HEAD LICE

If you become aware of head lice please let us know so that we can alert all parents of the class. Prevention is better than cure so we would advise all parents to check their child's hair daily or at least weekly and have a regular hair routine of combing conditioner through your child's hair using a fine (nit) comb. Once a child has been treated they can come back to school.

CHILDREN WHO NEED CHANGING

Young children will on occasions need changing for a variety of reasons. Children starting school should be clean and dry and be able to manage their own toileting and self-care needs. However, there may be on occasions an accident in which a staff member may need to change your child. Please provide your child with spare clothes (named) in their PE bag (this is important for infant children). We will contact you if we need to. If your child has an underlying medical condition that may cause some concern or anxiety in this regard, please make an appointment to speak to the SENDCo in confidence.

BEHAVIOUR

We expect all adults and children to work in an environment that is harmonious, safe and free from harassment. Our aim is to provide a caring, equal, fair and respectful environment. The values, standards and attitudes of the academy community are made clear to the children by example and discussion so that they are absorbed by them. We do expect all children to adhere to our GR's Values and Behaviour & Anti/Bullying Policy (see website). We teach them these values through our own behaviour, circle time, PSHE lessons and assemblies.

Responsibilities governing behaviour within the academy, the playground and on the games field are all based on care and consideration for people and their property. In the rare case that a child displays persistent anti-social behaviour, consultation is arranged between the teacher and parents so that an attempt can be made to improve the child's attitude and behaviour. Consultations may also be arranged between the parents, Learning Mentor, SENDCo and/or Principal in order to find solutions to problems or concerns that may arise.

Internal or a fixed -term exclusion may be imposed for serious breaches to the Behaviour code and policy. In rare cases of persistent and/or serious indiscipline a permanent exclusion may occur to preserve pupil safety and well-being. However, we do our utmost to work with parents and external agencies in order to prevent and avoid situations like these arising. (For full details please refer to the relevant policies on our website). Our key focus is upon positive behaviour approaches.

We celebrate children's achievements and positive behaviour at every opportunity. Achievement assemblies, and other rewards, such as 'Golden Time', are used to celebrate and reward pupil successes. We aim to involve parents in this so that they too can celebrate their child's achievements.

SCHOOL COUNCIL

The School Council are two elected members (Y1-Y6) of the class who meet together at regular intervals with the Learning Mentor to assist with the wider decision making of the school. They discuss ideas and agree improvements, e.g. playground equipment, lunch menu, and may take on additional responsibilities for representing the school. For example the members help the Principal during assembly as monitors or help to show prospective parents around during open afternoons. They show pride in our Academy and are good role models to others.

THE TEACHING ORGANISATION

The teacher of each class is responsible for the children's learning and welfare, though there may be times when they will work with other teachers or learning support assistants. Some year groups may be taught in sets for Literacy and/or Maths.

Each class teacher is responsible for setting work at an appropriate level for every child in their class. Children may at times work with other teachers or learning support assistants, either as individuals, in groups or as a class, in other parts of the building.

Classes are organised as follows:

PERSONALISATION

*At Kingsmoor Academy we believe that the starting point of good education for **ALL** pupils is a well-differentiated curriculum plan implemented by class teachers in the normal classroom setting (Quality First Teaching). This plan will meet the needs of the majority of pupils with no additional support needed and will contain the following 3 principles:-*

- *Setting suitable learning challenges (especially for the more able child),*
- *Responding to pupils' diverse learning needs,*
- *Overcoming potential barriers to learning and assessment for individuals and groups of pupils.*

To support the differentiated curriculum and meet personalised needs of children there is a half-termly pupil progress meeting. The class teacher, the Principal and a member of leadership team will meet to review latest assessment data and pupil progress. These meetings will identify potential barriers to learning for particular pupils and strategies for overcoming these barriers. From this a plan will form the support that will be most appropriate to enable children in each class to access the curriculum and make progress.

A provision map identifying the interventions strategies being used will be formulated & reviewed following each pupil progress meeting.

SPECIAL EDUCATIONAL NEEDS

At Kingsmoor Academy we aim to identify children with physical, learning, emotional or behavioural difficulties at an early point. A staff member or a parent may bring to the attention of the SENDCO concerns that they have.

Children with more significant special educational needs will have their needs assessed and an appropriate plan drafted. From Sept '14 pupils with a statement will have an Education, Health & Child Care Plan. Interventions may be delivered by the class teacher or a member of the intervention team (LSA) who work with individual children or small groups. Staff aim to work closely with parents, and where appropriate, with outside agencies, to assist the children's progress and achieve success.

The class teacher, SENDCO and the governors monitor provision. The SENDCO produces an annual report of impact. In line with the New Code of Practice (Sept 14), an agreed statement of the provision we offer at the academy is published on the academy website.

CHILDREN WITH DISABILITIES

The academy is committed to inclusion and we are happy to enrol children with disabilities if, following consultation with the LA and medical opinion, we can provide a good education, necessary access and a safe environment for individual children.

The academy has an access plan to help with the inclusion of children with disabilities. The building is on two levels and a lift and disabled toilet have been installed as part of the remodelling process. The ground floor level has one entrance at the front with access for wheelchairs.

Where admitted, children with disabilities are given the facilities needed and are encouraged to reach their full potential. Support may be provided via special equipment and/or additional help in class. All children are encouraged to take part in as much of the National Curriculum as their disability allows. We will aim to work in very close cooperation and partnership with parents and external agencies in order to accommodate individual needs making reasonable adjustments where these have been identified.

If you feel that your child falls into this category, then please call us to make an appointment so that we can discuss your child's needs in advance of making an application so that you can also see the building/facilities in order to make an informed decision.

MORE ABLE, TALENTED AND GIFTED CHILDREN

The needs of all children must be provided for, and our more able children are offered differentiated work that will challenge them. Where they are known, children with special talents have these recognised and celebrated (e.g. through sporting events or celebration assemblies), and we are always pleased to be told about children's special talents and interests.

CURRICULUM

Every learner in the school has access to a broad-based, balanced curriculum which is appropriately differentiated to take account of his or her individual needs. A varied, rich and creative curriculum, following the New National Curriculum of 2014, together with a topic based approach using the Kingsmoor Learning Pathway (KLP). This will ensure that the children can use and apply core skills in meaningful learning contexts whilst learning essential life skills. We teach the children about their local area, the United Kingdom and the World. We teach children about how to be good citizens and of social, moral and cultural difference so that they are prepared for adult hood in a diverse and rich multi-cultural society.

***The National Curriculum** provides the framework for our work in the core (Maths and English) and foundation subjects. The teaching of reading is continued systematically and carefully for all children so that they may further develop the skills that they will need to read with fluency and understanding. The academy explicitly teaches literacy and maths every day. We build on these core skills through our topic focus using the Kingsmoor Learning Pathway (KLP) whereby key skills are practised and reinforced in different learning contexts. The topics and focus of learning are set in a contexts that the children can relate to and understand. They find this approach to learning motivational and enjoyable.*

Reading is an essential skill that is taught first through the development of sound (phonic) knowledge, with word and then sentence construction. Pupils in the infants are taught the basics through a daily Phonics lesson. Pupils are encouraged to read widely a range of reading material, e.g. scheme or real books, library books, non-fiction and fiction. Pupils may be heard read individually or as part of a group whereby the pupils read together a text (at an appropriate level) with the teacher. Children who need extra help or support will be given this using a learning support assistant. We would encourage all parents to read to their child as well as hear their child read on a daily basis. By so doing children will become more confident readers and more able to use their growing knowledge in their writing.

Writing: children write about a wide variety of experiences and topics, involving reporting, description and imaginative writing. They write in prose and poetry. Spelling and punctuation (SPAG) are taught with relevance to the work in hand. Children are encouraged to discuss ideas and thoughts and to communicate clearly in speech and in writing. Visits often provide a stimulus for their work. Handwriting is taught systematically from Key Stage 1. A clear and legible style of joined writing is taught as soon as the children are ready and is practised regularly. Children are taught to take pride in their work and to set out and display their work in attractive ways.

Maths: the aim of maths teaching in the school is to prepare children for working life and to be confident in using and applying number in a technological age. Much of the work is practical and wide use is made of mathematical apparatus to assist understanding, where the children can problem solve in a variety of ways in different contexts. Maths is taught daily. Mastery skills are developed along with the teaching of basic concepts.

Kingsmoor Learning Pathway (KLP). work includes all subjects and will be planned so that each key theme has an emphasis on a particular subject such as Science or History. All subjects will be covered in topics/themes using KLP, e.g. Egyptians or Victorians, so that the pupils are engaged and motivated. The theme webs are available on the website and sent via Schoolcomms to all parents. Children will also be encouraged to think critically and to develop a logical approach to problem solving. Children are taught to plan their work, and they learn to work both individually and as part of a group.

Art and Design and Technology are an important part of the curriculum. Children are taught to observe carefully in order to develop an awareness of colour, pattern and shape. They have the opportunity to use materials of all kinds including paper, card, paint, inks, dyes, fabric, wood, mud rock and clay.

Music: children have opportunities to listen to and enjoy all types of good music, to take part in group singing and to play tuned and un-tuned percussion instruments and recorders.

Personal, Social and Health Education and Citizenship are taught through a programme of study that links with assemblies and RE and is in line with the school aims. There is a School Council that meets regularly to consider ways to improve the pupil's experience.

Computing: there is a networked ICT suite, up-to-date computers which allow whole classes to learn computer skills together. All classrooms have at least one networked computer. There are an additional laptops for children to use in class as well as iPads. Computers are used in all curriculum areas, and pupils are taught computing skills based upon the requirements of the National Curriculum.

RELIGIOUS EDUCATION

Essex Local Authority has an agreed syllabus "Religious Education in Essex (exploRE) " on which the academy's policy and curriculum coverage is based. Assemblies are led by the Principal or another member of staff and often involve the active participation of the children. We aim to develop sensitivity and openness towards religious ideas, beliefs and ways of life.

Parents have a right to withdraw their child from RE/religious worship-assembly. Those parents who wish to exercise this right should consult the Principal and alternative arrangements will be made.

SEX & RELATIONSHIPS EDUCATION (SRE)

At Foundation Stage, at Key Stage 1 and in lower Key Stage 2, sex education is taught through children's questions & topics as and when they occur. Most of the work stems from children's observations of their families, pets and nature.

In upper Key Stage 2, in Year 5 children are taught about puberty and in Year 6 children are taught about relationships within the context of stable and loving family relationships.

The academy nurse works closely with teachers and parents on delivering these. Parents are given the opportunity of meeting the school nurse and viewing the material first. Parents who wish their children to be withdrawn from Sex Education should consult the Principal and alternative arrangements will be made.

PE

PE: the hall is well equipped with large and small apparatus. These are well used in our PE lessons where we try to develop the children's physical skills to the full in a systematic way.

PE is a legal entitlement of the curriculum to which every child is expected to participate. We aim for pupils to lead healthy lifestyles and to learn about health, hygiene, diet and the importance of regular exercise. Through our topics, PSHE and PE curriculum we cover a broad range of knowledge, skills, opportunities and experiences.

It is expected that each class in KS1& 2 will have 2 sessions of PE per week. These may be led by the class teacher, PE specialist teacher or sport coach as part of PPA or curriculum time. We aim to develop the expertise of our teachers by working in partnership and team teaching with our own Sports Coaches. PE is an important part of the curriculum and all children take part in activities, team games and sports which increase their individual skill and agility level and teach them to play competitively but co-operatively.

A partnership with Stewards out local secondary academy brings a number of benefits. Every year Y4, Y5 and Y6 have the opportunity to have swimming lessons at Stewards which the school pays for. A Sports Day is held at our academy enthusiastically and successfully each year to which parents are invited.

SPORTING ACHIEVEMENTS

A range of sporting activities and clubs are offered by the academy, the majority of which are fully subsidised using the Pupil Premium funding.

For example, the academy runs a very successful Judo club where Kingsmoor pupils have won several local competitions as well as competed internally against each other. We also participate in local primary sporting events throughout the year, eg. Football & netball matches against other schools.

Annually a successful sports week is held with a variety of sports on offer so that the children have the opportunity to try a different sport/skill. Our Sports Development Team are employed to motivate the pupils and develop pupil's skills, knowledge and understanding.

Sporting achievements are recognized in assemblies and celebration events during the year.

HOMWORK

Children are set homework weekly and we expect it to be completed. Homework is an integral part of learning and should be used to help extend or consolidate pupil learning so that they can make more progress. Homework is set according to the age and stage of development of the children, so therefore, pupils from Y3-Y6 would be expected to do more than those lower down the school. Annually we provide guidance on what we expect in each year group. We encourage all pupils to read every night and where possible to an adult who can offer guidance or question a child to ensure they have understood what they are reading or to help them to formulate an opinion.

We hope and expect that all parents will help their children's progress by encouraging them to complete their homework regularly, hear them read and help them to hand their homework in on time. Homework can also be completed electronically at times.

ASSESSMENT & TARGET SETTING

Assessment is on-going and forms a key part of teaching & learning. We aim to involve pupils and parents in the target setting process so that everyone knows what a child needs to do in order to be successful and make progress in their learning. Termly parent evenings are held and an annual summary of pupil progress provided at the end of the summer term.

PARENT/TEACHER CONSULTATIONS

We have a meet the teacher meeting for all classes. Years 1-6 will be in the first two weeks of term to share expectations and timetables.

During parent/teacher consultations, teachers advise parents how best to help their children at home, so that home and academy can work together to enhance the children's learning.

Parent/teacher meetings take place in the Autumn and Spring Term to share appropriate targets to improve pupil learning so that parents know how they can help at home.

In the Summer term we send annual reports home covering all subjects, together with information about the levels of achievement, progress and pupil attitude to learning. We complement this with a celebration evening where parents are invited into school to see some of the work/topics completed across all year groups. Where applicable, end of Key Stage SATs/TA results are also sent home.

Parents of pupils in Foundation Stage are invited in their child's focus week each term, to share and contribute to their child's learning journey and 'Too simple' electronic learning journey tracking. Teachers are available at other times when they are not teaching the children, for example, after school. Please make an appointment to see them if you wish to discuss your child's learning, progress or other matter.

The Principal will see parents as soon as possible if there are any problems they wish to discuss. Please ring or call in at the office to make an appointment and to give a brief outline of what it is about.

In line with our 'Raising a Concern' policy it is expected that parents have raised normal matters/concerns with the class teacher in the first instance.

HOME/ACADEMY AGREEMENT

All parents and children are requested to sign and return an agreement annually so that we can all work together in partnership for the children's best interests.

DATA PROTECTION ACT- Photographic Policy & e-safety

On entry/admission to the school parent permission is requested for local visits/trips, use & storage of photographic images for academy use or website, or for inclusion in general photographs e.g. event by other parents/video of an assembly/performance. Parents who do not wish their child to be photographed in all or part of the above must write to the Principal. The Data Protection Act and Photograph Policy should be referred to for additional detail. Photos taken for publication in a local or national newspaper must have separate and additional parent permission obtained.

E- Safety- parents are also requested to sign safe use of the internet agreement and pupils have this aspect included as part of their ICT lessons/curriculum.

RAISING A CONCERN

Parent concerns should be raised with the class teacher in the first instance. We encourage parents to make an appointment after school wherever possible, but always to raise a concern with the class teacher in the first instance.

COMPLIMENTS AND COMPLAINTS

We have an open door policy for parents.

We welcome parent feedback in order to know what it is we are doing well and what more we can do to improve. Compliments and constructive suggestions are always welcome. We do invite parents to make comments on questionnaires during the year or to put your views on the Ofsted parent- view website.

If you have a concern or issue – do not suffer in silence, please come in and talk it through with us. We aim to sort matters out quickly and to resolve issues for everyone’s benefit and satisfaction. ‘If we do not know we cannot do something about it, so help us to help you!’

If a matter cannot be resolved informally, then there is a formal procedure to follow. There are different levels of intervention, outlining roles and responsibilities, depending upon the seriousness and nature of the issue in hand. Parents are always encouraged to speak to the class teacher in the first instance or the Principal or Vice Principal for other serious or more sensitive issues.

A complaint procedure and policy is in place in the academy, and there is an ATT complaint leaflet that sets out the procedure to follow. Please familiarise yourself with its contents. (These are available to view on the website or by written request. The complaint leaflet is available in the parent foyer).

If a formal letter of complaint is received then the procedures as set out in the policy/leaflet need to be followed in order to investigate and resolve the issue. Depending upon the nature of the complaint, it may be dealt with by the Principal within the context of the academy’s own procedures and policies (e.g. misconduct) or it may be referred to other agencies, e.g. Social Services, Police, Ofsted, Safeguarding Children or others.

REQUESTS FOR SCHOOL POLICIES OR ACCESS TO PUPIL RECORDS (Freedom of Information Act)

Parents and others may on occasion request access to school based information. What data is accessible and available is set out in law. (Please refer to the school Freedom of Information Act Policy). All requests must be put in writing to the Principal, a reasonable charge may be made to cover administration costs. Only parents and legal guardians of pupils may have access to pupil data. Parents who have separated or divorced may be entitled to access of a pupil's data but the information will not be shared until the legal status of each individual has been checked or confirmed. Please also note that the academy cannot be drawn into family/breakdown or disputes and there is no obligation of the academy to seek permission or share information about the other party, unless it is legally required to do so.

EXTENDED ACADEMY ACTIVITIES

During lunch time, before and after school there are various clubs, run by our Sports Development Team, these may change from term to term depending on availability of staff/ funds.

Our sports coaches, school staff and external providers have various internal or external clubs that are held regularly at lunchtimes, before and after school. Letters and booking forms will be sent home to the relevant year groups. Parents are expected to make the necessary arrangement for collection for those clubs held after school. We specify that no children can walk home alone from a club. This must be notified to the school in advance. It is expected that the pupils will continue to use the Kingsmoor Code and the school Behaviour Policy still applies. Any pupil who fails to follow this may have the place withdrawn.

Breakfast Club - see above.

INFORMATION IN EMERGENCIES/ ACADEMY CLOSURES

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. The Academy may be affected by, for example, severe weather, and temporary interruption of transport, power failures or difficulties of fuel supply. In such cases we shall do all we can to let you know about the details of closure or re-opening. We shall keep you in touch by using letters, announcements through HEART ESSEX FM radio station and Kingsmoor Primary website and/or Schoolcomms. Please do make sure that we have your up to date mobile number and email address.

NEWSLETTER

An e-newsletter for parents is published fortnightly on the website and sent to parents via Schoolcomms. The purpose is to share the achievements of the children and academy, celebrate pupil achievement and update parents about special events, visitors or forthcoming dates.

ANNUAL CALENDAR

A calendar of key events during the year (e.g. sports day, parent consultation evenings), will be produced and published annually in September. This will be published on the website. Extra dates will be added during the year and notified on the website calendar and via Schoolcomms and/or newsletter.

Schoolcomms (text & e- communication)

Parents will be asked to register with Schoolcomms when joining Kingsmoor. This is our main form of communication with parents. You will need an email address and/or mobile number. It is essential that you update or change your phone number that you let us know so that we can update our records. Newsletters, letters or notice about school closures will be notified using this facility.

WEBSITE

There is a wealth of information put on our website, please refer to it regularly.

www.kingsmooracademy.atrust.org.uk

PARENT-TEACHER ASSOCIATION: FRIENDS OF KINGSMOOR ACADEMY

The PTA/Friends of Kingsmoor are always trying to raise extra funds for school activities or resources. They arrange social functions and fundraising activities which benefit of the academy and the children. Their contribution to the work of the academy is very valuable. All parents and teachers of children in the academy are automatically members of the association and are warmly invited to come along to help organise events or to support its activities. We expect all teachers to participate in the main events such as the children's disco or fetes. If you have lots of energy and ideas- why not join?

If you can help with fundraising in any way, you can contact members of the Friends through the school office. I know that they are always delighted to hear from new helpers.

COMMUNITY LINKS

The Community Police Officers liaise with the academy both directly and through local groups. They are regular visitors to our school and talk to the children about personal safety, their job or offer advice and support when needed.

We liaise with our local feeder secondary school Stewards Academy for sports, competitive sports, festivals, swimming, behaviour, language teaching, transition activities, and staff training.

The Academy is a member of the Harlow Excellence Cluster and of the Harlow Education Consortium and takes part in activities organised by these groups.

We have links with a local faith group who lead assemblies 2 - 3 times per year. This forms part of our RE/PHSE curriculum and in learning about other faiths and cultures growing in knowledge and tolerance in a multi-racial and multi-faith and cultural society.

We link with Science Alive (Harlow) who deliver interactive and engaging science activities one day a week at Breakfast Club and also during the year with topics being studied by different year groups.

GOVERNANCE OF THE ACADEMY

The academy is sponsored by Academy Transformation Trust (ATT) and the head office is based in Birmingham. One of the Regional Directors is appointed as governor of the academy so that a strong link is maintained. The Regional Director also makes regular visits to the academy to challenge and support the work of the Principal, governors and staff in securing good standards and progress for all pupils.

The Local Governing Body (LGB) are responsible for the strategic direction of the academy, they challenge and support the work of the Principal and her team. The Principal is responsible for the day to day management of the academy.

The governors are actively involved in the life of the academy and have legal responsibilities as employers. They will make regular visits to the academy and will visit classes/groups in order to see learning in progress. If you are interested in becoming a governor and have business skills to offer or you wish to comment or contact the Chair of Governors, this can be done via the main academy office.

