

# **Easton CE Academy**



**School Prospectus**  
**2016-2017**

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# School Details

**Address:**

Easton CE Academy

Beaufort Street

Bristol

BS5 0SQ

**Telephone:** 0117 3773070**Email:**

School: [school@eastonce.org](mailto:school@eastonce.org)

Website: [www.easton-ce.academy](http://www.easton-ce.academy)

**Head Teacher:** Mr Peter Overton**Chair of Governors:** Mr Andrew Hogg**Status:**

Academy Primary School for pupils aged 3 - 11

Number on roll: 473

**School Hours:**

Nursery 9:00am – 3:10pm

Mon,Tues,Thurs, Fri 9:00am – 3:10pm, Weds 9:00am – 11:00am & 12:45pm – 3:15pm

Reception 8:45am – 3:10pm

KS1 & KS2 8:45am – 3:15pm

**Term dates for pupils 2016-2017:**

Term 1: Thursday 1st September 2016 – Friday 21st October 2016

Term 2: Monday 31st October 2016 - Friday 16th December 2016

Term 3: Tuesday 3rd January 2017 - Friday 10th February 2017

Term 4: Monday 20th February 2016 - Friday 7th April 2017

Term 5: Monday 24th April 2017 - Friday 26th May 2017

Term 6: Monday 5th June 2017 - Friday 21st July 2017

School closed to pupils for staff training – Tuesday 1<sup>st</sup> September, Wednesday 2<sup>nd</sup> September, Monday 26<sup>th</sup> September, Monday 31<sup>st</sup> October, Tuesday 3<sup>rd</sup> January & Friday 7<sup>th</sup> July

# Welcome

We hope that this prospectus will give you all the information that you need and give you a flavour of what Easton Academy has to offer.

The school opened in September 2014 on the site of Easton CE Primary School. We have 60 places for children in the Nursery class with each child being allocated at least 15 hours of provision each week and 90 places for children in each year group from reception to year 6. Currently, there are either two or three classes in each year group with an average class size of 25 children.

Easton Church of England Academy is a fully inclusive primary Academy in Bristol. We aim to be a school at the heart of the local community serving our families and their children to improve their knowledge and skills. Our teachers work to make learning an enjoyable and engaging experience which keeps their interest in the topic. Our pupils are supported to work independently and with their classmates to gain a range of vital skills.

We are fortunate to have a high proportion of children in our school with English as an Additional Language. As a result, we have designed a curriculum which helps all children develop a very good standard of spoken and written English, this is supported by a dedicated Language support team lead by a qualified teacher who work with children in class and in small groups. In addition, we have a special programme for children who arrive at the school with little or no experience of English and the English education system. We strongly believe that that the presence of many children with additional language brings a richness to our school community and ensures we have that a curriculum and teaching approach which promotes excellent language development for all children.

We know that good behaviour is linked to excellent learning and as such we have a very clear and positive behaviour policy based on a well-defined system of rewards and sanctions which promote our calm school code. As a result, behaviour in the school is now good and children are expected to be kind, polite and respectful.

All involved at Easton Academy work very hard to make our school a safe and creative place for the children to flourish and grow. Our emphasis is on developing skills and teaching children how to improve their own learning and how to live harmoniously with others. We provide a wide range of opportunities for children, including practical activities, group work, visits and visitors, cooking and visitors, sporting, art and cultural opportunities, and music. We have a multitude of lunch-time and after school clubs, including many organised by teachers and support staff. Many of these are provided for free.

We believe that the raising of children is a joint enterprise between the home and school. We value parents as co-educators of their children and view ourselves as co-parents. We understand that parent are the experts on their children in the context of their family but we will become the expert on their children in the context of a class and a school. As a result we need to listen carefully to one another and build a relationship of trust and respect. Many of our families will be part of our school community of over 10 years! Our commitment to our families and the support we expect from them and their children are set out in our home school agreement (see attached) which is a vital 'contract' on which our successful school is built.

We commit to do our best our best to listen, to understand and to act on worries and concerns. The leadership team and school staff are readily available to discuss any aspect of your child's education or any concerns, issues or questions you may have.

Please look at our website to find the school diary, letters to parents, policies, curriculum information and lots of photos.

# General Organisation

## Site and Location

Easton Academy is situated near the centre of Bristol, in the vibrant community of Easton. Easton CE Primary School was purpose built in 1973. It is located within beautiful grounds and we are proud to have large playing fields, a forest area and a new astro turf facility this year.

Our new building for KS2 was opened in October 2014 following a £3.5 million pound investment in the school. This provides an outstanding learning environment for our KS2 classes. The school has a three year refurbishment plan for all the classrooms in the older building

Following the building of an additional reception class which opened in September 2014, we have now redeveloped the outdoor area for the children in the nursery and reception which will provide an outstanding space for creative play and child initiated learning all year round.

## Staff at Easton – (as at Sept 2016)

<b>Senior Leadership Team</b>			
Head Teacher	Mr Peter Overton		
Deputy Head - Assessment and Behaviour	Mr John Calvert		
Deputy Head – Curriculum, Teaching and Learning and Literacy	Ms Francesca Beers		
Assistant Head – Mathematics	Mr David Kooyman		
Assistant Head - Inclusion	Ms Laura Connors		
Special Educational Needs Co-ordinator (SENCO)	Mrs Clare Welbourne		
Academy Business Manager	Mrs Helen Godfrey		
<b>EYFS</b>			
Phase Leader & Reception Teacher	Miss Jo Cowley	Early Years Practitioner	Miss Karen Dyer Mrs Marie Blundell
Nursery Teacher	Miss Yasmin Dalton	Early Years Practitioner	Ms Eileen Flahive Miss Emma Taylor
Reception Teacher	Mrs Fahima Miah Mrs Rachel Webber	Teaching Assistant	Miss Beatriz Andres-Sierra Mrs Salina Ullah
Reception Teacher	Mrs Donna Stepniewski Mrs Katherine Spence	Teaching Assistant	Miss Hazel Smith
<b>Key stage One</b>			
Year One Teacher Team Leaders	Miss Ruth Pickin	Teaching Assistant	Ms Kirsty Ballard
Year One Teacher	Miss Fallon Saint-Carreyett	Teaching Assistant	Ms Donna Harrhy
Year One Teacher	Miss Stephanie Sprague	Teaching Assistant	Miss Shazia Nasra

Year Two Teacher and Team Leader	Miss Amy Watkins	Higher Level Teaching Assistant	Mrs Emma Alves
Year Two Teacher	Miss Alice O'Neill	Teaching Assistant	Mrs Mary Frew Mrs Janet Simmons
<b>Key Stage Two</b>			
Year Three Teacher and Team Leader	Ms Christina Brugger	Teaching Assistant	Mr Yussuf Absie
Year Three Teacher	Mr Robin Beckett	Teaching Assistant	Mrs Annie Bennett-Ali
Year Three Teacher	Mr Ashley Kirwan	Teaching Assistant	Mr Peter Wilson
Year Four Teacher and Team Leader	Mr James Syner	Teaching Assistant	Miss Sasha Shakespeare
Year Four Teacher	Mr Martin Varney	Teaching Assistant	Mr Jake Thomas
Year Four Teacher	Mrs Cathy Bell	Teaching Assistant	Mr David Downer
Year Five Teacher and Team Leader	Mr Siddartha Baker	Teaching Assistant	Mr John Dight
Year Five Teacher	Ms Kim Garnett-Smith	Teaching Assistant	Mrs Lesley Lloyd
Year Five Teacher	Mrs Lucy Ducker	Teaching Assistant	Mr Matt Proctor
Year Six Teacher and Team Leader	Mr David Kooyman	Teaching Assistant	Mrs Mandy Harris
Year Six Teacher	Mrs Jay Hatfield	Teaching Assistant	Mr Liam Henry
Cover Teachers	Mrs Susan Cunningham		
	Mrs Hilary Laker		
<b>Inclusion Team</b>			
Bristol Speech and Language Centre	Mrs Pat Billotti Mrs Esther Hollow	Teaching Assistant	Mrs Julie Cordery Miss Bridget Turner
Inclusion Team		Teaching Assistant	Mrs Dawn Shillingford
		Higher Level Teaching Assistant	Mrs Sue Garrett
		Teaching Assistant	Mrs Muna Carrabay
		Teaching Assistant	Mrs Shunade Ogbu
Home/School Support Worker	Miss Jess Williams		
<b>Administration Staff</b>			
Bursar	Mrs Lindsay Jones		
School Administrator	Mrs Gayle Dawson		
Receptionist	Mrs Jenny Emmett		
<b>Premise Staff</b>			
Premises Manager	Mr Andre Cordery		
Assistant Caretaker	Vacant		

## Governors

The governing body at Easton Academy brings together a wide range of experience and expertise in school governance.

Mr Andrew Hogg	Chair of Governors
Marie Bailey	DBAT nominee
Celia Morgan	DBAT nominee
Jill Yeomans	DBAT nominee
Richard Evans	DBAT nominee
Carole Johnson	DBAT nominee
Peter Overton	Headteacher
Staff Governor	To be elected
Ahmed Sheriff	Parent Governor
Mohammed Fasher	Parent Governor

## Easton Academy Houses

When the children join year one, they will be placed in one of our houses. Our houses are named after famous ships. Our house names are Endeavour, Discovery, Victory and Endurance. We believe that houses give the children the opportunity to be a part of a team. Each house has a team captain and a vice captain from year six to look after their house. The children earn rewards for their house with a cup awarded each term to the winning house.

# Our School Vision and Values

## Vision

Our vision is to be a great school which provides a great service to our community now and for years to come. We want every child, through their time at Easton, to become the best they can be. We want them to learn to live out the Easton values in their daily life.

## Values - Excellence with Equity; Endeavour with Enjoyment – ‘Raise your flag’

**Excellence** – Our aim is to be the best we can be. Every day we try to do our brilliant best. We celebrate our successes together.

**Equity** – Everyone matters at Easton. We love being different and belonging together. Every day we show kindness and respect to one another and never attack our differences.

**Endeavour** - Every day we work hard. We are resilient and determined learners. We welcome our mistakes and failures because they help us learn.

**Enjoyment** - We enjoy every day and look forward to each tomorrow. Every day we say thank you for our life together and the wonderful world we live in.

**‘Raise Your flag’** – *we want children to grow into confident, contributing adult citizens. We want them to make their mark - to go and make their school, their family, their neighbourhood, their community and their world a better place.*

## Our Everyday Easton questions

Excellence - Did you do your best today?

Equity - Did you show kindness today?

Endeavour - Did you work hard today?

Enjoyment - Did you enjoy today?

*If ‘Yes’ - Thank you*

*If ‘No ’- We can try again tomorrow!*

Our school values are supported by our calm school code.

Act Kind  
Speak Nicely  
Work Hard  
Move Calmly  
Listen Carefully

## The School Day



### **Nursery**

9:00 am School starts – registration and settling time  
9:15 am session 1  
11:15 am Lunchtime  
1:00 pm session 2  
3:10 pm School ends

### **Reception**

8:45 am School starts – registration and settling time  
9:15 am Literacy and Phonics  
10:00 am Fruit and Milk  
10:15 am Child Initiated Learning  
11:15 am Maths  
11:45 am Lunch time  
1:00 pm Topic  
1:50 pm Child Initiated Learning  
3:10pm School ends

### **Key Stage One**

8:45 am – Registration and morning work  
9:00 am – Teaching Session 1  
10:20am – Community time  
10:40am – Play time  
10:55am – Teaching Session 2  
12:00pm – Lunch time  
1:00pm – Teaching Session 3  
2:20pm – Play time  
2:30pm – Teaching Session 4  
3:15pm – school ends

### **Key Stage Two Year 3 and 4**

8:45 am – Registration and morning work  
9:00 am – Teaching Session 1  
10:20am – Play time  
10:40am – Community time  
10:55am – Teaching Session 2  
12:15pm – Lunch time  
1:15pm – Teaching Session 3  
3:15pm – School ends

### **Key Stage Two Year 5 and 6**

8:45 am – Registration and morning work  
9:00 am – Teaching Session 1  
10:40am – Community time  
11:00am – Playtime  
11:15am – Teaching Session 2  
12:30pm – Lunch time  
1:15pm – Teaching Session 3  
3:15pm – School ends

Children should arrive at school at 8.45am. Please take your child to the outside classroom door where a member of staff will welcome you. In reception and year 1 the parents will be allowed into the classroom to help their children get ready for learning.

We politely ask all parents to leave the classroom by 9:00am. From year 2 onwards parents are not invited into the classroom as children are able to prepare for learning independently. Classroom doors are closed at 9:00am after which time the child is late for school. If your child arrives late to school (after 9:00am), they will need to be brought to the main entrance where Miss Jessica Williams our home school worker will sign them in the late book and escort them to their class. Please note that parents and carers will not be able to accompany children to their class after 9:00am. Lateness is not tolerated. Repeated lateness will result in a referral to the educational Welfare Officer

The school day finishes at 3:10pm for Nursery, 3:10 pm for Reception and 3:15 pm for Key Stage One and Two. Children must be collected on time. If children are not collected by 3:30pm they will be taken to the school office to await collection. Late collection is not tolerated. Repeated late collection may result in a referral to Social Care as it is a child safeguarding concern.

Parents are asked to inform the class teacher of the collection arrangement for their children. Children from nursery to year 2 will only be handed over to an adult who is authorised by the parent to collect the children and is known to the teacher. Children from Year 3 are allowed to leave the classroom on their own by parent request.

## School Uniform

We believe that having a uniform helps create a sense of identity and belonging and encourages self-respect. Smartly dressed young people give a good impression of themselves and their Academy. We rely on the support of parents in ensuring that our young people come to the Academy dressed appropriately, and presented smartly.

The Academy has clear and simple guidelines on dress and all pupils will be expected to wear the full Academy uniform. The wearing of our distinctive uniform gives pupils a sense of 'belonging', helps foster a pride in the Academy and stops pupils coming to the Academy in unsuitable clothes. We have made every effort to make uniform affordable for all our families. Our uniform is supplied by School Trends and can be ordered on line for home delivery or collection at school. Further information can be obtained from the school office. These uniforms offer good value for money.

If a child attends school without a uniform they will be loaned items for the day from the school supply.

### **The uniform for Nursery, Reception and Years 1, 2, 3, 4 and 5 will comprise:**

- Academy light blue polo shirt with logo or a plain polo shirt or white formal shirt or blouse.
- Black/Grey trousers or skirt or pinafore dress (jeans, cords and jogging bottoms are not allowed)
- Summer gingham dress (blue and white)
- Black leggings under the skirt for girls are permitted.
- Black or white Hijab for Girls are permitted.
- Blue Academy sweatshirt or cardigan
- Black or white socks
- Black or white tights
- Academy book bag (available to purchase from school)
- Plain black or dark shoes or trainers (high heels or opened toed sandals are not permitted)

The **Year 6 uniform** is as above but with an Academy Purple Jumper/Cardigan

Parents are asked to provide:

- An academy book bag
- A warm coat (not denim) for travelling to and from the Academy
- A durable bag for PE kit and equipment
- A durable lunch box or bag if required

### **Labelling**

We strongly recommend that all clothing and bags are clearly labelled with the children's names. Each year we accumulate a high number of lost property items that we are not able to return to their owner as they are not named.

### **Jewellery**

Watches and plain stud earrings are allowed to be worn in school. Long or hooped earring hoops are not allowed due to health and safety concerns. Watches must be removed for PE.

Religious amulets are permissible if approved by the headteacher.

### **PE Kit**

All children must have wear a PE kit during PE and sporting activities for safety and hygiene reasons.

Our PE kit includes;

- black shorts or jogging bottoms
- plain white T-shirt
- black plimsolls/daps or plain black or dark trainers.

From Year 2 onwards children are allowed to wear the above PE kit to school with an academy jumper or cardigan worn over their white T-shirt on the day the class have PE.

In Years 4 & 5 the children the children have swimming lessons for 3 terms. They will need a swimming costume and towel in a bag.

### **Early Years Foundation Stage**

For children in Nursery and Reception it would be useful for children to have waterproof clothing i.e. waterproof coat, trousers and wellingtons so they can keep warm and dry during outside learning. It is also useful to have a bag with 'spare' clothes that your child can keep on their peg in case of accidents or getting wet or dirty. This can be a spare T-shirt, jumper, trousers, under wear and socks. These items must be labelled and in a named bag.

### **Money and Valuable items**

Children should not bring money or valuable items into school as they have no secure place to keep them. The school does not accept any responsibility or liability for any money or valuable items that are brought into school

## **Mobile phones**

Mobile phones are not allowed in school. If parents of older children who travel to and from school on their own require a mobile phone for safety reason a request should be made to the head teacher for permission. The phones will be left in a locked a secure place in the classroom at the start of the day and collected at the end of the day.

# **Admission to Easton Academy**

## **Admission Arrangements**

Easton CE Academy follows Bristol Local Authority (LA) admissions procedure.

The LA operates a policy which means that children who are 4 by the 31<sup>st</sup> August generally start school in September of that year. The age for compulsory education is the term after a child's 5<sup>th</sup> birthday. In September before your child starts school, the LA application form can be accessed online or at local Pre-schools/Nursery's and libraries. This application should be completed and returned to Bristol promptly. Parents are notified whether a place is available in March the following year. A New Parent's Meeting is held in the summer term when admission arrangements are discussed.

If you move into the area during the school year, please apply directly to the school or to the LA for an application form. The LA manages all applications and will advise you on the availability of spaces. If you wish to enrol your child here, please contact us to arrange an introductory meeting. Miss Jess Williams our home school worker oversees the admission process.

Once your child has started at Easton Academy, staff will support them so that they settle as quickly as possible. Your child will be assigned a class mate 'buddy' to look after them and help them around the school until they establish their own friendship group and have settled.

## **Starting School in Reception**

Starting school can be a big step for a child and we try to ensure that each child is helped to settle happily and quickly. During the summer term, prior to entry, a parents meeting is held. At this meeting arrangements are made for the children to visit the school with their parents to meet the teacher and other children in their class. Home visits by the teacher and early year's practitioner to the child's home are a very important part of our induction policy. Parents and children find this very useful as it enables the child to meet their teacher in a place they feel comfortable. Children who attend local pre-schools are also invited to visit the school with their nursery teachers, and the class teacher will visit local nurseries where possible to visit children.

These induction arrangements give the children an opportunity to become familiar with the teacher and the school surroundings. It is also an opportunity for parents to discuss any particular concerns or queries. During the first few weeks of the children's first term in September, children attend on a part time basis, so that the teacher can get to know them in a smaller group before the whole class attends. This can also be less daunting for some children. More information about these arrangements is given during the summer term.

## **Transfer to Secondary School**

In September following their 11<sup>th</sup> birthday, children move to secondary school. Information related to school transfer at 11 years old is detailed in a booklet produced by the LA every September. Copies of this are issued to parents of all year 6 children at the beginning of their final year at Easton. A form, on which you can indicate your choice of secondary school, will also be sent to you.

Any child with an education and health Care plan will have an annual review meeting at the end of Year5 to allow for an early consideration of transfer to secondary school.

## **The Curriculum**

### **What do we teach?**

At Easton Academy it is our aim to create a happy safe school environment, with a caring atmosphere. Each child is encouraged to become actively involved in aspects of their own learning, to aspire to do well and to take pride in their work and achievements.

The curriculum of the school provides children of all abilities with a wide range of interesting and purposeful learning experiences. It is based on a balance of skills and knowledge, and besides equipping the children with the basic skills of literacy and numeracy, it also aims to stimulate interest and enquiry in the world around them.

### **Early Years Foundation Stage**

During Nursery and Reception children follow the 'Early Years Foundation Stage Framework'. The emphasis is on learning through fun and practical, child initiated activities. The learning environment is organised to meet the needs of the individual children and the learning activities build on the children's existing knowledge and abilities. The EYFS is organised into 6 areas of learning:

#### **The Prime Areas of Learning:**

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

#### **The Specific Areas of Learning**

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design.

### **Key Stage One and Two**

Easton Primary CE Academy delivers a creative primary curriculum where learning takes place through cross-curricular links and the teaching of specific skills through discrete subject areas as appropriate.

Our curriculum will use a variety of different learning opportunities in order to build on pupils' understanding of the world beyond their immediate environment. The curriculum will be broad, balanced, relevant and appropriate matching the needs of pupils. It will provide a creative and purposeful framework for learning where pupils will be able to develop knowledge and skills and make genuine connections in their learning. The curriculum will inspire and engage pupils in their learning experiences and foster a love of learning.

Through a creative curriculum, the academy aims to:

- Establish high standards of literacy and numeracy as a key priority
- Ensure high standards of attainment and achievement
- Support pupils' spiritual, moral, social and cultural development
- Support pupils in understanding their rights and responsibilities and develop their sense of citizenship
- Foster creativity and inspire pupils to develop high aspirations for themselves and a life-long commitment to learning
- Develop essential learning and life skills
- Promote a healthy lifestyle

Pupils will be expected to acquire skills in speaking and listening, literacy, numeracy and Information Communication Technology (ICT).

### **How do we organise teaching?**

Each class teacher is responsible for the pastoral care and learning of their class. The children's work is planned by the class teacher, sometimes with help from colleagues with specialist knowledge. The teachers work closely together in year group teams to plan activities and events. A range of teaching styles are used, ranging from direct, whole class teaching to individual investigations. There are times when the children work together as a class, in large or small groups and on their own. The tasks they are given are related to their age and ability and are planned to engage children with different learning styles. Teaching assistant in each class support whole class and targeted teaching of small groups or individuals. Additional intervention teaching programmes are used to accelerate the learning of identified children.

### **Assessment**

An important part of our work is to ensure that our teaching matches the needs of our pupils. Through assessing their progress, we can ensure that appropriate work is planned for the next stage in the children's learning.

### **Assessment in the EYFS**

Throughout Nursery and Reception, children are continuously assessed in the areas of the Early Years Foundation Stage Framework. This assessment is mainly carried out through observations by the teacher or early year's practitioner of practical activities in which the children are involved. This assessment is recorded in the form of an electronic learning diary, which parents can access and contribute to. This is used as the basis of the end of year report.

### **Assessment in Key Stage One and Two**

Ongoing, teacher assessment is used to help identify and meet learning needs. In addition the school plans an extensive programme of assessments each term to inform teaching and the use of interventions.

At the start of the year targets for children are set in reading, writing and maths. These are reviewed three times where teaching teams meet with the senior leadership to discuss children's progress and plan interventions.

Children's targets and progress are shared with parents and carers at the consultations evenings that are held throughout the year.

## **Statutory assessment**

The following assessments of children are required by law. These are a combination of standardised tests and teacher assessments

Year 1 Phonics assessment - June

Year 2 Reading, writing and maths, speaking listening - May/June

Year 6 Reading, writing, maths, science, spelling punctuation and grammar - May

## **Homework**

The class teacher will set homework that is appropriate to the child's age and ability. Homework is set on a Friday and should be returned to the class teacher the following Wednesday. If you have any queries regarding homework please speak to the class teacher.

## **Educational Visits**

We arrange a programme of educational visits to extend and enhance the learning being carried out in the class, these trips are of great value to the children.

## **Performances and Workshops**

Visits from Musicians, touring theatre groups and guests and visitors as well as workshops are also arranged throughout the year to enhance the children's curriculum.

## **Extra-Curricular Activities**

A range of activities to enrich the curriculum are organised during lunchtimes or after school by members of staff or outside professionals. Clubs vary from year to year but we have recently included:

Wood work

Cooking

Reading

Dance

Sports

Football

ICT

The school also enters a number of inter school competitions, such as sports fixtures and festivals, quizzes and musical events and concerts. Details of extra-curricular activities are issued at the beginning of each term. Depending on the provider some of the clubs are fee paying.

## **Cycle Training**

We encourage children to cycle/scoot to school as part of a healthy lifestyle.

In year 6 the children are given the opportunity to take part in a cycle training course. This course is designed to increase children's awareness and safety when riding their bike on the roads. It is predominantly run by Nationally Accredited Cycle Instructors.

## **Swimming**

Children in years 5 and 6 are given the opportunity to learn to swim at the local Swimming Pool, which is situated next door to our school. The children will access lessons for 3 terms during the year and our aim is for all children to swim 25 metres by the end of year 6.

## **Inclusion**

Easton Academy is committed to providing all pupils with an education that offers equal opportunities and which enables every child to achieve their full potential academically, socially, emotionally and physically. For this to be achieved every child will be offered the same opportunities regardless of gender, age, ethnic background and culture, religion, ability, disability or socio-economic circumstances. Our aim is to teach children the value of diversity and to be tolerant of others. We believe difference is something to be celebrated.

## **Special Educational Needs**

Our Special Educational Needs policy acknowledges the individuality of all pupils. It aims to cater for all their different needs and enables pupils to develop a positive self-image regardless of their ability. When a child has been identified as having difficulties with their learning or behaviour, an individual learning programme is developed by the class teacher in consultation with the Special Educational Needs Co-Ordinator (SENCO). Parents are fully involved in drawing up and reviewing Individual Education Plans (IEP's). External help may be sought from agencies such as the behaviour support team, speech and language therapist, educational psychologist or the school nurse.

If you have concerns regarding your child's progress, the staff will be pleased to discuss any support that be appropriate.

## **Disability**

Some children may have a disability, which means they have specific individual needs. The school has planned to meet the needs of any child with a disability by working with the pupil, parents and LA to ensure they are included fully into the school community with access to everything the school can offer. We will work with parents, children and the LA to ensure that the appropriate arrangements are made for the admission of disabled pupils.

## **Medical Needs**

The school policy is to support inclusion and attendance of pupils who have a medical condition. The school will therefore support administration of long term medication and medical techniques where this is necessary for the pupil to continue to be educated in school. The school will also put into place procedures to deal with emergency medical needs. Children with identified medical needs will have a personal health care plan which is developed with parents and health care professionals as required. This process is overseen by our SENCO, Mrs Clare Welbourne.

## **Gifted and Talented**

We aim to provide children identified as gifted or with specific talent with a variety of opportunities to enhance their learning. These may be undertaken within school, at other schools or within the community.



## **Behaviour**

At Easton academy we have a positive approach to good behaviour and support children to behave well. Our approach to promoting good behaviour is set out in our behaviour policy which is available on the website. We encourage children to work hard, become independent and care for each other. Each class has a set of the school code, rewards and consequences displayed in the classroom.

Our Calm School Code:

- Act Kindly
- Speak Nicely
- Work Hard
- Move Calmly
- Listen Carefully

Good behaviour and progress is rewarded by staff in a variety of ways such as verbal praise, stickers, certificates and golden time. The children also have house points for their houses, with a cup awarded at the end of term to the winning house.

## **Pupil Support**

There is strong pastoral support for pupils. In order to learn successfully, children must feel happy and secure within the school environment. We help them learn how to communicate their feelings, set themselves goals and work towards them, interact successfully with others, resolve conflicts peacefully and negotiate their way through the many complex relationships in their lives today and tomorrow. This is largely carried out through weekly our 'jigsaw' lessons (Personal, Social and Health Education).

## **Pupil Voice**

We actively encourage the children to participate in the life of the school, by taking on responsibility as classroom or playground monitors or office monitors and by suggesting, organising and carrying out their own ideas. We have an active Pupil Council who are elected by their classmates in September, and are widely involved in making decisions, expressing opinions and tackling issues.

## **Home School Partnership**

We believe that a positive partnership between home and school is crucial. Parents are kept in touch with all forthcoming events and items of information through newsletters from the head teacher, the school website and text messaging. The school's curriculum can be found on our website. Teachers write to parents each term to inform them of the topics being taught. The teachers also send information home regarding trips and clubs.

In addition throughout the year we offer a number of parent workshops to explain and inform parents about aspects of our curriculum and teaching programme.

## **Parent/Teacher Consultations**

We have an 'open door' policy at Easton Academy, and so you are always welcome to come in to make an appointment to see the class teacher or head teacher. We ask that parents keep us informed if anything happens at home that might affect a child's happiness or learning at school. Parent Consultation Meetings are held throughout the year, when parents have the opportunity to discuss with the class teacher their child's work and progress. Full written progress reports are issued towards at end of the school year to all parents.

# Health and Welfare Issues

## Keeping children safe

The safety of the children is always our first consideration. We recognise that we have a duty to ensure safeguarding and to promote the welfare of children. We carry out this duty through our teaching and learning, pastoral care and extended school activities. All members of the school community (including volunteers and governors) work at all times to establish and maintain a safe and stimulating environment where children feel secure, are encouraged to talk to adults they can trust and are listened to. Through training, all staff will be able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm. Training of all staff is updated in line with local authority guidance. The school's responsibilities and procedures for keeping children safe are outlined in our Safeguarding Policy.

The Designated Child Protection Officer is the Headteacher and there is a designated governor for child protection. Child abuse is a particularly sensitive issue, and does impose for those involved, particularly parents, strong feelings and emotions. However, whatever parents may feel about a situation, it needs to be appreciated that school staff are required to report, in line with the procedures, any situation where abuse is suspected, and a member of staff could be deemed to have acted improperly if this were not the case.

All staff, including volunteers and visiting professional who have access to children in our school, have been carefully selected and screened and all have had an enhanced Data Barring Service check prior to commencing work. All details of all appointments/checks are held in a central record.

Through e-safety training, pupils are made aware of how they can use the internet safely and how they can protect themselves from exposure to abuse.

## Attendance

Attending school on a regular basis is the key to your child doing well at school and will set them up with good routines for later life and the working world, as well as giving your child the opportunity to:

- Build strong and lasting relationships
- Learn lots of new things and develop many skills
- Increase confidence and self esteem
- Improve social skills

## When you child is absent from school

- Please notify the school office on 0117 3773070 on the first day of absence before 9am giving the full reasons for your child's absence.
- If no notification of absence is received, the school office will contact the parents to ascertain the reason.
- By law, schools must record all absences and the reasons.

## Medical Information

In the event of a minor accident during the school day, basic first aid is administered within the school by a trained first aider. If however your child becomes unwell or has a more serious accident, it will be necessary for the school to contact parents/carers. It is vital therefore, that we have up-to-date contact telephone numbers or another nominated adult who can be contacted in an emergency. In the event of serious illness or injury, the school will act in 'loco parentis' when parents cannot be contacted and pursue the necessary procedure regarding further medical treatment.

## **Sickness/Diarrhoea**

Children should not return to school until at least 48 hours after the sickness and/or diarrhoea has stopped. It is easy for infection to spread among other children and staff, so please make sure your child is completely well before returning to school.

## **Medicine**

Teachers are not required to administer medicines to children, but trained schools staff are able to administer medicines in certain circumstances. In this event, parents are required to complete an admission of medicines form.

## **Asthma**

Asthma is a serious and potentially life threatening condition. All children with asthma are required to bring their inhaler to school. It is the parent's responsibility to ensure the inhaler is in date and is labelled clearly. Inhalers will be kept in your child's class. Younger children will be assisted in using their inhaler. You will be required to fill out a medical needs form when you hand over an inhaler. The school has a number of asthma pumps to use in an emergency. The school is committed to following the latest guidance on supporting children with asthma in school.

## **Head lice**

We ask that parents check the whole families' hair regularly and treat the whole family where necessary. We recommend the 'Bug Busting' approach. It is all our responsibility to reduce the incidents of head lice infestation. If we see live lice in the normal course of our work we will inform the family and ask them to collect their child from school, treat them and return them to school. We will also notify parents of children in that class.

## **Meal times**

### **Lunch**

Children can have a school cooked meal or bring their own packed lunch. School meals are cooked at school and served in the hall. The menu is varied, with halal and vegetarian options. We send home a menu termly. Meals for Reception, year one and year two are free. Meals for all other children cost £2.25 a day. Money should be paid to the school office on Monday, preferably in an envelope with your child's name, class, the amount enclosed and the days on which a school meal is required.

Children who bring packed lunches should bring this in a box or durable bag clearly marked with their name. Easton Academy promotes healthy eating so we ask that lunchboxes do not contain chocolate bars, sweets and sugary or fizzy drinks.

### **Free School Meals**

Children from reception to year 2 are offered a free school meal.

Many families are also entitled to free school meals for their children in year 3 to 6. Please ask the school office to see if you qualify and how to apply.

### **Allergies**

As we have children with allergies, please do not send in any food that contains nuts of any kind. Thank you.

## **Breakfast club**

Easton Academy runs a breakfast club for children from Reception to year 6. Our aim is to provide a safe, friendly and reliable service for the pupils at Easton Academy so they can start their day in the best possible way. Breakfast club starts at 08:15 - last serving at 08:40. There are 40 places available and places can be booked with Miss Jess Williams via the school office. There is no fee to attend breakfast club.

## **Pupil Premium Funding**

Pupil premium is an additional grant each year that the school receives for every child who is eligible. This money is used to provide additional targeted support for children to achieve well academically and access the full curriculum. At Easton it is used for additional small group and one to one teaching, residential visits, and extra-curricular activities. More information is available on the school website. However, the school only receives this money if parents and carers register for Free School Meals. It does not matter if the child is in reception to year 2 and already receiving free school meals or is older and prefers a packed lunch.

You child may be eligible for free school meals if you receive;

*Income Support*

*Income-based Jobseekers Allowance*

*Income-related Employment and Support Allowance*

*Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999*

*The guarantee element of State Pension Credit*

*Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190*

*Working Tax Credit run-on*

*Universal Credit*

For additional information and support with a claim please contact the school office. Periodically through the year we may contact parents and carers to ask if their circumstances have changes and if their child is eligible for the Pupil Premium Grant.

# EASTON CE ACADEMY



## Home-School Agreement

We believe that together with parents and carers we are co-educators and co-parents. Together we educate and bring up our children. Together we ensure that children make the most of their talents and abilities and grow up to be happy, successful, positive citizens.

This agreement sets out how the school and parents and carers work together.

### **Easton CE Academy will;**

- Ensure that all adults live out the school values and do not tolerate bad manners or disrespect.
- Provide exceptional role models of the calm school code
- Provide a high quality, well organised, safe learning environment for the children
- Provide a broad, balanced and inspiring curriculum that meets the needs of the children well
- Provide inspirational teaching so that all children achieve
- Set homework on a regular basis in line with the year group guidelines
- Keep parents and carers informed of their child's educational progress, behaviour and attitudes to learning
- Keep parents and carers informed of the curriculum and policies of the school through the school website and other communications
- Give parents and carers sufficient notice of events and school activities
- Make it easy for parents and carers to ask questions and express concerns and respond quickly to them
- Welcome parents and carers into school to find out about, and support, their children's learning

**Signed**

Peter Overton  
Headteacher

**Date**

**As a parent or carer I will;**

- Live out the school values and show respect and good manners to others
- Be a role model of the calm school code for my child and other children
- Ensure my child arrives at school for 8.45am and inform the school by 9.30am on the first day of any absence
- Collect my child from school on time
- Ensure that my child is well prepared for school by having a good night's sleep and a healthy breakfast
- Ensure my child wears a full school uniform and a full PE kit and that all clothing is named
- Encourage my child to be independent and responsible
- Support my child with their homework
- Read school communications and be familiar with school policies and guidelines
- Ensure that the school always has my up to date contact details
- Inform school of any problems or events that may affect my child's behaviour
- Support the school's implementation of the behaviour policy in the event that my child misbehaves
- Attend parents evenings and discussions about my child's progress

**Signed****Parent****Date****As a pupil I will;**

- Live out the school values and show respect and good manners to others
- Be a role model for others and keep the calm school code and classroom and playground rules
- Arrive at school for 8.45am
- Be ready for school by having a good night's sleep and a healthy breakfast
- Wear a the full school uniform and correct PE kit
- Take care of school equipment and my belongings
- Do my work to the best of my ability
- Complete my home reading and other homework tasks
- Talk with teachers and parents about my learning and progress
- Tell a teacher if there is something that is worrying me, something I don't understand or if I am hurt or feeling unwell
- Give all letter to my parents or carers

**Signed****Pupil****Date**