



***‘Aspiring to Achieve – Enriching Lives’***

# **Half Acres Primary Academy**

## **Parent/Carer Handbook**



***'Aspiring to Achieve – Enriching Lives'***

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## **HALF ACRES PRIMARY ACADEMY**

### **WELCOME**

We would like to take this opportunity to welcome you and your child to Half Acres Primary Academy. We very much look forward to getting to know you and to working in close partnership in order to ensure your child settles happily, enjoys school life and fulfils his or her full potential. At Half Acres we endeavour to provide a welcoming, safe and caring environment where everyone is valued, respected and listened to. We are proud of our school and our achievements and celebrate our successes. We encourage our children to become successful and confident learners.

Half Acres Primary Academy is committed to providing an environment where all staff support and enhance children’s learning in an inclusive way, taking into account all children’s needs. We believe in promoting equal opportunities for all and aim to encourage independence and develop a love for learning.

We hope that this booklet contains useful information to support your introduction to Half Acres Primary Academy but if you have any other queries, please do not hesitate to contact your Class teacher, the office or myself.

With Best Wishes

Rachael Taylor

Headteacher



## **CONTACT DETAILS**

**School Address:** Half Acres Primary Academy  
Temple Street  
Castleford  
West Yorkshire  
WF10 5RE

**Telephone:** 01977 802325

**Email:** [ha-enquiries@ipmat.co.uk](mailto:ha-enquiries@ipmat.co.uk)

**Website:** [www.halfacres.com](http://www.halfacres.com)

**Twitter:** @IPMATHalf\_Acres

**Headteacher:** Mrs R Taylor

**Deputy Headteacher:** Miss J Rowell

**Chair of Governors:** Mr C Robertson



## **HALF ACRES PRIMARY ACADEMY**

### **VISION AND VALUES**

***‘Aspiring to Achieve – Enriching Lives’***

#### **Our Vision:**

At Half Acres Primary Academy, we believe that a good education can positively transform children’s lives. A strong academic education is at the core of what we do, but we also know that education is about so much more than this so that the whole child is nurtured and prepared for later life. Our curriculum is designed to develop the whole child with our curriculum aims threaded throughout each year.

#### **At Half Acres Primary Academy we will:**

- Enable our children to have high aspirations for a successful future, built on strong academic foundations
- Broaden horizons through a rich curriculum that promotes language development and real-life learning
- Equip children to be self-confident learners who are resilient
- Enable everyone to be proud of our individuality, respect our diversity and be proud of our heritage
- Empower children to lead positive lives that are physically and mentally healthy

#### **To achieve this we will:**

- Ensure that children have access to a coherently planned, vocabulary rich and knowledge rich curriculum that builds their knowledge, skills and vocabulary in a meaningful way
- Ensure that no child is prevented from accessing this curriculum as a result of social, cultural, physical or economic disadvantage
- Ensure that children have a rich diet of experiences that build on their academic learning and support their personal development
- Promote Fundamental British Values and pay careful attention to supporting each child to develop personally and socially so that they can interact positively with others
- Teach children about their own physical and mental health and how they can stay physically and mentally healthy



## Our Values:

- **Responsibility**
- **Cooperation**
- **Resilience**
- **Respect**
- **Friendship**
- **Tolerance**

Central to everything we do are our values, which we share with staff, children and the wider community. These are the founding principles that inform our curriculum.

We encourage our children to show **responsibility** and honesty and ask them to admit when they have made mistakes and not to blame others. We expect them to volunteer, take charge of their learning and not rely on others.

We facilitate **cooperation** and teamwork and expect the pupils to help others to achieve a task, remind each other to follow rules, share resources and take turns.

**Resilience** is our next value and we ask pupils to embrace challenges and risks, go outside of their comfort zone for example (trying a new sport, participating in the school play, or striking up a conversation with a shy peer) and to 'bounce back' if they have made a mistake.

Showing **respect** to everyone is our next value and being courteous and good mannered to everyone (holding doors open for adults and other children.. "Can I help you carry those books?"). Children are taught the importance of taking care of equipment, listening to the opinions of others, make everyone feel welcome, comfortable and safe and treating others as they would want to be treated.

To demonstrate **friendship** our children show that they are trustworthy, honest and loyal, are generous, are supportive of others, pay compliments and have a positive outlook.

We expect everyone to show **tolerance** of difference and to empathise with the feelings of other people. They should try to understand the other person's point of view and accept that people are different, demonstrating a curiosity about the traditions, religions and culture of other people and talking about differences respectfully. Our pupils speak up when other children tease someone because they are different.

Each one of us, every day, in every way, seek to live by these Half Acre values, and to help others to do so too.



## **CURRICULUM STATEMENT**

### ***'Aspiring to Achieve – Enriching Lives'***

#### **Curriculum Aims**

At Half Acres Primary Academy, we believe that a good education can positively transform children's lives. A strong academic education is at the core of what we do, but we also know that education is about so much more than this so that the whole child is nurtured and prepared for later life. Our curriculum is designed to develop the whole child with our curriculum aims threaded throughout each year. We are passionate that 'Values are the heart of every that we do'.

#### **At Half Acres Primary School, we will:**

- Enable our children to have high aspirations for a successful future, built on strong academic foundations
- Broaden horizons through a rich curriculum that promotes language development and real-life learning
- Equip children to be self-confident learners who are resilient
- Enable everyone to be proud of our individuality, respect our diversity and be proud of our heritage
- Empower children to lead positive lives that are physically and mentally healthy

#### **Curriculum Intent**

Our curriculum has been designed to cover all of the skills, knowledge and understanding as set out in the National Curriculum. We then enhance the National Curriculum by making cross curricular links where appropriate and providing a range of opportunities for visits, visitors and engagement within the locality. This includes developing an appreciation and understanding of the cultural heritage of Castleford.

To ensure that pupils develop secure knowledge, skills and understanding that they can build on, our curriculum is organised into a progression model that outlines the skills, knowledge and vocabulary to be taught in a sequentially coherent way in each year group. All aspects of the curriculum are carefully mapped out to ensure that pupils build on secure prior knowledge so that they can make meaningful connections. Each subject taught has its own progression grid, designed by the curriculum leader for that subject.

When covering each subject, the progression grids will be carefully organised by each year group team through a long term plan. Knowledge, vocabulary and skills will then be planned for at a greater level of detail. All subjects are delivered through subject specific teaching organised into units of work under a theme. Meaningful links with other subjects are made to strengthen connections and understanding for pupils.



## **Curriculum Implementation**

All learning will start by revisiting prior knowledge. This will be scaffolded to support children to recall previous learning and make connections. Staff will model explicitly the subject-specific vocabulary, knowledge and skills relevant to the learning to allow pupils to integrate new knowledge into larger concepts.

Teachers support children to practice new learning, questioning for understanding, checking for misconceptions and giving clear and appropriate feedback. This moves children from supported practice to independence at the correct pace for them, ensuring all children are challenged.

Learning will be supported through the use of knowledge organisers that provide children with scaffolding that supports them to retain new facts and vocabulary in their long-term memory. Knowledge organisers are used for pre-teaching, to support home learning and also as a part of daily review.

Consistent learning walls and washing lines in every classroom provide constant scaffolding for children. Tier three subject specific vocabulary, based on the research by Alex Quigley, is displayed on the learning wall along with key facts and questions, and model exemplars of the work being taught.

Weekly curriculum quizzes are used to review learning and check that children know more and remember more. Learning is reviewed also on a termly basis, after a period of forgetting, so that teachers can check whether information has been retained.

Assessment is ongoing throughout the relevant cross-curricular themes to inform teachers with planning lesson activities and differentiation.

Our children will be given a variety of experiences both in and out of the classroom, where appropriate, to create memorable learning opportunities and to further support and develop their understanding and language acquisition.

## **Curriculum Impact**

At Half Acres Primary Academy, the impact of our curriculum is shown in several ways. In core subjects, impact is shown through the progress and outcomes of pupils in national testing. In addition, pupil voice and the quality of work in pupils' books demonstrates the deeper impact on pupils knowing and remembering more. In the wider curriculum, pupil voice shows that pupils are confident and able to talk about what they have learnt using subject specific vocabulary. Pupil voice also demonstrates that pupils enjoy and are able to recall their learning over time. Pupils work demonstrates that the curriculum is taught at an age appropriate standard across each year group with opportunities planned in for pupils working at greater depth.





## **SCHOOL RULES**

### **The 3 As**

As an Academy, we only have three, short school rules. These are easy for all stakeholders to remember and any incident of misbehaviour can be linked to a rule that has been broken. The rules also link to the aims of the policy and are all consumed within the rules. It is the right of everyone at our school to be happy. We therefore have a responsibility to:

- 1. Always keep everyone safe**
- 2. Always keep everyone learning**
- 3. Always respect people and property.**

Pupils are expected to:

- Adhere to the School Rules (The 3As)
- Behave in an orderly and self-controlled way
- Show respect to members of staff and each other
- In class, make it possible for all pupils to learn
- Move quietly around the school
- Treat the school buildings and school property with respect
- Wear the correct uniform
- Accept sanctions when given
- Refrain from behaving in a way that brings the school into disrepute, including when outside school

**We have high expectations of all of our pupils at Half Acres Primary Academy.**



## **TIMINGS OF THE SCHOOL DAY**

	<b>Start Times</b>	<b>End of the Day</b>
<b>Nursery (part time)</b>	8:50am	11:50am
	12:30pm	3:30pm
<b>Reception</b>	8:50am	3:15pm
<b>Years 1 to 6</b>	8:50am	3:15pm

**Please note: morning registers close at 9:00am. If your child arrives between 9:00am and 9:10am they will receive a late mark. After 9:10am attendance will be classed as unauthorised.**

### **Children enter the school site:**

<b>Nursery am:</b>	via the red gate at the front of the school then to the Early Years playground
<b>Nursery pm:</b>	via the red gate at the front of the school then to the Early Years playground
<b>Reception:</b>	via the red gate at the front of the school then to the Early Years playground
<b>Year 1:</b>	via the silver gate and the main school playground
<b>Year 2:</b>	via the silver gate and the main school playground
<b>Year 3:</b>	via the silver gate and the main school playground
<b>Year 4:</b>	via the red gate at the front of the school
<b>Year 5:</b>	via the silver gate and the main school playground
<b>Year 6:</b>	via the silver gate and the main school playground



## **DROP OFF AND PICK UP ARRANGEMENTS**

### **Morning:**

Parents and carers arriving by car are asked to park responsibly, showing respect to our neighbours and ensuring that any access points, including drive ways, are not blocked.

Once on the school grounds, we ask that children wait with their parents / carers prior to lining up in the relevant area, ready to be greeted by school staff.

### **Late Arrivals:**

Children arriving after 9.00am are asked to enter by the front office and register at the reception.

### **End of School day:**

Parents and carers are asked to collect children from the area outside their child's classroom at the end of the school day. Parents are asked to wait for the class teacher to bring the children outside.

### **Late Collections:**

Parents and carers are asked to inform the school office if they are going to be late for collecting their child after school.

Children who are waiting for parents who are late, will be asked to wait near the office.

### **School Safety:**

The gates are locked between 9:10am and 3:05pm each day to ensure children's safety. Please use the main front door and report to the office if you need to come into school during the day.

### **No dogs or smoking on the school site please.**

The School cannot be held responsible for children playing on the playground equipment before or after school. Please ensure that your children are supervised and do not access play equipment during this time.



## **ACADEMY UNIFORM**

At Half Acres we have a smart, low cost uniform that all children wear with pride. We celebrate children taking pride in their appearance and talk about how this helps to prepare them for later life. The uniform list is below. If parents have any difficulty in purchasing the uniform, please do not hesitate to contact the school.

### **Our Academy uniform is detailed below:**

#### **Boys:**

- Red jumper / sweatshirt (plain or with the academy logo)
- White polo shirt
- Plain grey trousers
- White / grey socks
- Black shoes

#### **Summer**

Optional grey shorts

#### **PE**

Plain white T-shirt

Plain navy shorts

Navy blue sweatshirt (outdoor / winter)

Navy blue jogging bottoms (outdoor / winter)

Sturdy trainers

(children may be barefoot when using apparatus)

#### **Girls:**

- Red jumper / sweatshirt / cardigan (plain or with the academy logo)
- White polo shirt
- Plain grey knee length skirt / pinafore or trousers
- White / grey socks or grey tights
- Black shoes

#### **Summer**

Red and white checked / striped dress

#### **PE**

Plain white T-shirt

Plain navy shorts

Navy blue sweatshirt (outdoor / winter)

Navy blue jogging bottoms / leggings (outdoor / winter)

Sturdy trainers

(children may be barefoot when using apparatus)

### **Label All Items of Clothing and Belongings:**

Please ensure that your child's uniform is clearly labelled and that your child knows where to look for their name to avoid items being misplaced.

#### **Wet Weather:**

Outdoor wellington boots can be worn if the weather is muddy; these must be changed into appropriate shoes inside.

#### **Other Items:**

Please do not wear leggings (except for PE) or jeans style trousers as these are not considered to be uniform. Children should not wear shoes with heels, open toed sandals, flip flops or wheelies. Children are not permitted to wear makeup, including nail varnish and temporary tattoos, or jewellery in school. Please use sensible plain hair bobbles and slides in school. Long Hair should be tied back.



## **ACADEMY MEALS**

Academy meals are served on the premises delivered from a central kitchen. The meals are served in the Dining Room on a cafeteria basis, which allows some choice. Special dietary requirements e.g. due to cultural, religious or medical needs can be catered for by special arrangement – please contact the school office.

Children can bring sandwiches, although no facilities exist for warming food brought in, or for chilling food, except in exceptional circumstances. Water is provided to drink in the dining room.

### **Dinner Money:**

The price of a school meal for pupils is £2.30. The method of payment is over the internet via the Academies cashless system. Please ask at the Academy's office for your child's link code in order to set up this payment method.

In the event of a child being absent for whatever reason and an Academy meal not being ordered, the money will be carried forward to the following day/week.

### **Free Academy Meals:**

If your child / children are entitled to free Academy meals, please inform the office whether you wish to take up the option. All requests will be dealt with in the strictest confidence. Application forms for assistance for Academy meals are available from the Academy office or you can apply online at:

<https://www.wakefield.gov.uk/schools-and-children/schools/going-to-school/free-school-meals>

Children in Reception, Year 1 and 2 are all entitled to universal free school meals. However, parents/carers are still encouraged to apply for free Academy meals based on eligibility even if their child is in Reception, Year 1 and 2 as the Academy can then benefit from additional funding to support our pupils' learning and education.

### **Healthy Eating and Snacks:**

The Academy promotes healthy eating, including healthy packed lunches. Children are not allowed to bring sweets, chocolate or drinks other than water. The Academy is also part of the government's School Fruit and Vegetable Scheme, which provides a piece of fruit or vegetable for every child in Nursery and key stage 1 each day. Children in Key Stage 2 are encouraged to bring fruit to eat during morning break. Children are also strongly encouraged to drink water and will be provided with a water bottle.



## **ILLNESS AND MEDICATION**

### **Illness and Emergencies:**

If a child becomes unwell at school, parents will be contacted by telephone and the child should be collected as soon as possible. It is vital that contact numbers (home, places of work, other contacts / carers) are kept up to date. Please notify the school office immediately of any change in address or telephone number. If parents refuse to give emergency numbers, the Academy will act 'in loco parentis' should an accident occur. This may result in referral to Family Services.

If your child is sick in the night or before coming to school, please keep him/her at home and contact the school office for advice on how long to keep your child at home.

Should an accident occur at the Academy it will fall into one of two categories - minor or major. With a minor accident basic first aid is carried out by qualified First Aiders. The wound will be cleaned and a dry dressing applied if necessary. With a major accident, e.g. a suspected broken arm/fracture, we will make every effort to contact parents or nominated representatives. If, however, no contact can be made the Academy makes the appropriate decision (in loco parentis) advising the parent afterwards. Members of staff will not take a child to hospital. When a child becomes seriously unwell or is injured an ambulance will be called immediately, and parents or relatives informed. Whenever a child sustains an injury or a knock to the head, parents will be informed.

### **Medicines:**

In order to comply with regulations laid down by Health & Safety at Work Act, schools are being advised that any medication required during the school hours should be administered by parents / carers. We will, however, administer prescribed medicines e.g. inhaler or epi pen for chronic illnesses such as asthma, diabetes, epilepsy, etc. as instructed. A medical consent form must be completed with full details of the medical condition and this must be discussed with our office staff.

Please give antibiotics before and after school.

### **Medical Conditions:**

If your child has a medical condition or sustains an injury e.g. fracture, we would ask that you make an appointment to discuss it so that a Risk Assessment can be set up for your child.



## **ABSENCE**

Parents must let the school know if their child is going to be absent from school as soon as possible by telephone (01977 802325) or email ([ha-enquiries@ipmat.co.uk](mailto:ha-enquiries@ipmat.co.uk)) before 9:00am, a message can be left on our answerphone. Please telephone the school on each subsequent day of their absence. If we have not received contact from you by 9.00am, a member of the office staff will phone home as part of our First Response procedure.

If your child is late into school for any reason and requires a school lunch, please inform the school office as meals have to be ordered by 9:00am. Thank you.

### **Holidays:**

Requests for absences during term time will only be considered in exceptional circumstances. A family holiday does not constitute exceptional circumstances and will not be authorised by the Headteacher.

Parents are reminded that they should not take children out of school during term time. Unauthorised absences could lead to a penalty notice being issued.

A copy of the school's Attendance Policy is available on the school's website.

### **Impact of absence:**

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. For our children to take full advantage of the educational opportunities offered it is vital a child is at school, on time, every day the school is open, unless the reason for the absence is unavoidable. High attainment, confidence with peers and staff and future aspirations depend on good attendance.

### **Explanation of Annual Percentage (%) Attendance**

<b>Attendance</b>	<b>School Days Missed Over a Year</b>
100%	00 DAYS
95%	10 DAYS
90%	20 DAYS
85%	30 DAYS
80%	40 DAYS

If your child's attendance is under 95%, they are missing at least two weeks of learning time a year. If their attendance is at 90%, they are missing four weeks. This will significantly affect their work and reduce their grades.



## **PUPIL PREMIUM**

The school receives additional funding of £1320 per pupil for pupils in families who are in receipt of a number of benefits including: Job Seekers Allowance, Income Support, Child Tax Credit and a number of other benefits. We can use this funding in different ways to make sure each child has the best education we can provide. It may also pay for particular activities or resources that will benefit the children concerned. Children who are entitled to Pupil Premium are also entitled to Free School Meals.

If you think you meet the criteria and would like to make an application this can be done in the following ways:

- Online using the following link to the Wakefield Council website:

<https://www.wakefield.gov.uk/schools-and-children/free-school-meals>

- By contacting Wakefield Council Directly by emailing: [FSM@wakefield.gov.uk](mailto:FSM@wakefield.gov.uk)

During the application process you will be required to provide your:

- name,
- date of birth,
- National Insurance Number and
- information for each child you are applying for.

The school office will be more than happy to advise and help with any enquiries.

## **SAFEGUARDING**

As a school, we aim to create an atmosphere in which children feel secure and valued. We work in partnership with parents and carers to support children in every way possible. The Children's Act places a clear responsibility on schools to ensure that they work together with agencies to safeguard and promote the welfare of all children.

The named person responsible for Child Protection is the Headteacher,

Mrs R Taylor.

Other designated Safeguarding Officers include Miss Rowell (Deputy Headteacher), Miss Brown (SENDCo) and Mrs Render (Learning Mentor)

A copy of our Safeguarding policy can be found on our school website.





## **OPEN DOOR POLICY**

Besides parents' evenings, if you have any worries, concerns or questions, please do come and speak to your child's class teacher, who will be happy to assist you.

We do ask that unless urgent and absolutely necessary, you arrange an appointment with your child's class teacher at the end of the school day to enable lessons to start promptly.

At the beginning of each academic year and throughout the year, staff will share information and expectations with parents, including:

- Home Learning expectations
- Curriculum content
- Planned educational visits and enrichments
- Formal assessment information (Y2 and Y6)

Should you have any questions please contact us via the school office on:

**Telephone:** 01977 802325

**Email:** [ha-enquiries@ipmat.co.uk](mailto:ha-enquiries@ipmat.co.uk)



## **GOVERNING BODY**

The Governing Body of Half Acres Primary Academy is made up of people who are committed to promoting a high standard of educational achievements in our school.

The Governing Body is very active within the school and its members have a wide range of experience and knowledge. It is led by the Chair, who is a regular visitor to the school for a variety of events, meetings and occasions.

The Governing Body currently comprises:

Mr Clifford Robertson (Chair of Governors)

Mrs Bev Riley (Vice Chair of Governors)

Mr Nigel Stockton (Co-opted Governor)

Mrs Christine McDowell (Staff Governor)

Mrs Karen England Butterfield (Parent Governor)

### **Governing Body Responsibilities:**

The Chair of Governing Body is responsible for the smooth and efficient working of the Governing Body in overseeing school activities in accordance with statutory requirements, and for maintaining proper communications between the Governing Body and the Headteacher and other staff. The Chair of Governors can be contacted via the school office.

The Headteacher is responsible for the day-to-day management of the school in accordance with the requirements of the National Curriculum and the operational framework set out by the Governing Body.

The Clerk to the Governors is responsible for organising meetings and papers and providing information and guidance on procedures.

## **COMPLAINTS**

Parents are encouraged to communicate concerns and issues to the class teacher or member of staff responsible, so that the concern can be resolved as quickly as possible. Where parents are unable to do this or are not satisfied that the situation has been resolved, an appointment with the headteacher should be made. If the complaint persists, parents will be advised to follow the formal Complaints Procedure, available on the school website [www.halfacres.com](http://www.halfacres.com) or from the school office.



**HALF ACRES PRIMARY ACADEMY**  
***'Aspiring to Achieve – Enriching Lives'***

We look forward to welcoming your child to Half Acres Primary Academy and working in partnership with parents / carers.

For Further information about our Academy please visit the school's website: [www.halfacres.com](http://www.halfacres.com)