

Parent's Handbook

Contact Details

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Executive Principal: Mrs S J Vickerman

Head of School: Mrs A Mitchell

Deputy Head of School: Mrs P Clark

Chair of Governors: Mr S Tottles

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Mission Statement

Our mission is to provide a happy, stimulating, inclusive, supportive environment in which all partners are valued and respected and there are equal opportunities for all. The Academy will continue to develop its work in order to provide quality education, rich learning opportunities, high expectations and challenge.

In these ways we seek to enable each child to achieve his/her potential in all aspects of development, year on year.

Statement of Aims

In our Academy we aim to provide, for all partners:

- a happy, warm and welcoming environment where all can feel safe and secure and where learning is engaging and rewarding.
- an inclusive Academy which promotes a caring and sharing culture where everyone is valued.
- a stimulating, positive, productive learning environment through the mutual support and teamwork of children, staff, parents, the Governing Body and the wider community.

In our Academy we aim to promote feelings of self-esteem and self-respect in children, staff and parents, in order to develop positive, confident, responsible attitudes towards:

- each other
- learning
- good behaviour
- our Academy environment
- wider community

In our Academy we aim to promote our values in all that we do. We value:

- each other;
- quality in education and all aspects of Academy life;
- the feeling of pride and sense of belonging;
- successful partnerships with parents and the community;
- links with local and wider community;
- our resources and environment.

In our Academy we aim to educate the whole child catering for different learning styles thereby enabling each one to develop physically, intellectually, creatively, spiritually, emotionally, morally, culturally and socially to their full potential.

OFSTED

In December 2008 the school received our second outstanding OFSTED report, all areas of the school were given a grade 1. A copy of the full report can be obtained from the Academy or from the DfES website.

Governing Body

The Governors of our Academy are very involved in all aspects of Academy life. The Academy has thirteen Governors and five of these are elected by parents to serve as Parent Governors. Governors' meetings take place each half term in the Academy.

The Governors are committed to continual improvement and the development and maintenance of high standards and quality in all aspects of Academy life.

Useful Information

Session Times

Nursery (part-time)	8.45am to 11.45am 12.30pm to 3.30pm
Full day care is also offered	8.45am to 3.30pm
Reception Class to Year 6	8.45am to 12.15pm 1.15pm to 3.15pm

Supervision before the beginning of the school day is from 8.35am onwards. Children should aim to be at school for 8.40am before the whistle is blown at 8.45am. Before 8.35am there will be no-one to supervise the children and therefore the welfare of the children is the responsibility of their parent / carer.

Before and After Academy Care

A private provider, Trinity Childcare, provides before and after Academy care on the Academy premises 7.30am—8.45am and 3.15pm to 6.00pm.

Open Door Policy

Besides parent evenings, if you have any worries or concerns, please do come and see us because we can help and we are always pleased to see you. However, we do request that unless it is absolutely essential, teachers are seen at the end rather than the start of the Academy day.

Each class has a 'Meet the Teacher' meeting at the beginning of each academic year to outline:

- Homework expectations
- Class rules
- Curriculum content including Literacy and Maths
- Planned educational visits
- Information about up coming formal assessments

There is an opportunity for parents/ carers to express an interest in becoming a classroom helper at these meetings.

For full details on the curriculum please visit our curriculum website page:

Child Protection

The named person responsible for Child Protection is the Head of School. Other designated people are the Deputy Head of School the Learning Mentors and Mrs P Gill, the Early Years Leader.

A copy of our child protection policy can be found on our website:-

Useful Information Cont'd

Curriculum

Details of the curriculum can be found on our website:

Behaviour

A copy of our behaviour policy can be found on our website:

<http://gawthorpeacademy.co.uk/policies>

Complaints

Details of our complaints procedure can be found on our website:

<http://gawthorpeacademy.co.uk/policies>

Charges and Remissions

A copy of our charging and remissions policy can be found on our website:

<http://gawthorpeacademy.co.uk/policies>

INTERNET ACCESS

If you are unable to access the internet at home you are welcome to come into the Academy after school any day to use the computers.

If you would like a hard copy of any of our policies please ask at the Academy reception. Who will be happy to help.

Useful Contact Numbers

Academy Nursery

01924 679687

Trinity Childcare

07538 001006 (Before and after school care)

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.
- 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 or clear flavoured water from the children's own water bottles can be drunk straight after lunch. No drinks in lunch boxes.

Dinner Money

- The preferred method of payment is over the internet via the Academies cashless system <https://www.scopay.com/gawthorpeacademy>, please ask at the Academies office for your child's link code in order to set up this payment method. Payment can also be made by cash or cheque if parents/carers have no access to the internet, cheques made payable to 'Gawthorpe Community Academy Trust'.
- 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.
- As staffing of the dining room is subject to the number of children having Academy meals we ask that, once a decision to have Academy meals or sandwiches has been made, you stay with that decision for at least half a term.

Free Academy Meals

- If your child / children are entitled to free Academy meals please inform the Academy, in the strictest confidence whether or not you wish to take up the option. Application forms for assistance for Academy meals are available from the Academy office.
- 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 for these pupils, which helps with the Academies funding.

Healthy Eating

- The Academy promotes healthy eating. Children are not allowed to bring sweets, chocolate or drinks other than water, which can be flavoured still 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.

Academy Uniform

In our Academy we aim to provide, for all partners:

We believe that children should feel a sense of 'belonging' to our Academy and that they should wear their uniform with pride. We also think that children should feel equal, and an Academy uniform contributes to this. Having a uniform also clearly states what the governors, staff and parents feel to be appropriate clothing for the Academy. It also helps to clearly identify pupils when travelling to or from the Academy on Academy visits - a positive safety factor. It is an expectation that all children wear the official Academy logo jumper/ cardigan and a requirement when representing the Academy on official visits.

Our Academy uniform is detailed below:

Boys

Navy sweatshirt/jumper with logo
Pale blue shirt/polo shirt
Plain grey trousers
Black shoes

Summer

Optional grey shorts

P.E.

White round neck Tee shirt
Black football / cycling shorts
Black pumps or trainers
(Barefoot work is undertaken)

Outdoor

Plain Navy / black tracksuit (optional)
Black Trainers

Swimming (Year 5/6 children)

Swimming trunks (not shorts)
Swimming cap

Girls

Navy sweatshirt/jumper/cardigan with logo
Pale blue polo shirt/blouse
Grey skirt/pinafore/ trousers
Black shoes

Summer

Blue and white check dresses

P.E.

White round neck Tee shirt
Black football / cycling shorts
Black pumps or trainers
(Barefoot work is undertaken)

Outdoor

Plain Navy / black tracksuit (optional)
Black Trainers

One-piece swimming costume
Swimming cap

Please clearly name all items of your children's clothing. Very few items actually go missing and if clothes have a name we can quickly find the owner. Uniform items can be ordered from The Box, Seemore Shopping Parade, 13 Towngate, Ossett WF5 9BL.

The only items of jewellery children are allowed to wear are a watch and plain studded ear-rings.

Extremes of fashion clothing and footwear, e.g high heels, large platforms, mini skirts or trendy high street uniform items are not acceptable. Nail varnish must not be worn for hygiene reasons. Long hair must be tied up and only plain head bands and bobbles may be worn, extreme hair fashion is not acceptable e.g. radical colours, stripes, shapes etc. Logos / named items of clothing are not allowed.

Academy Health

The school nurse monitors children's hearing, vision, height and weight.

Hair and feet need to be inspected regularly by parents.

Illness/Injury In The Academy

When a child becomes unwell at the Academy parents will be informed 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. 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.

Teachers do not administer any form of medication. If a child is being treated by a family doctor and has to take prescribed medicine four times a day, this can be arranged subject to parents completing the necessary authorisation form.

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. 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 try our best 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, a form advising of the accident is forwarded to the parent for information.

A list of more common illnesses and recommended absence is shown on page 6.

Disease	Usual incubation period (days)	Usual period of communicability	Exclusion from The Academy
Chicken Pox	13 -17	2 days before rash appears to 5 days after the first crop	5 days from onset of rash
Conjunctivitis	Depends on cause	While eye is red and discharging – up to 2 weeks for viral causes	Until eyes have recovered and discharge has stopped
Dysentery	1 – 7	While diarrhoea persists	Until diarrhoea stops
Food poisoning (including salmonella)	0 – 2 (depends on cause)	While diarrhoea persists	Until diarrhoea stops
German Measles (Rubella)	14 – 21	From 7 days before to 7 days after rash appears	No need to exclude
Glandular Fever (infectious mono)	5 – 7 weeks	Until symptoms disappear	No need to exclude
Hand, Foot & Mouth Disease	3 – 7 days	3 days before rash appears to a few days after	No need to exclude
Impetigo	4 – 10	Until skin is dry	Only if skin is weepy and cannot be covered
Influenza	1 – 3	Day before illness to 7 days after	Until child has recovered
Measles	10 – 15	From a few days before to 7 days after rash	7 days from appearance of rash
Meningococcal Infection	2 – 5	Whilst organism is present in nose and throat	Until recovery
Mumps	12 – 21	From 7 days before symptoms till swelling subsides (often 14 days)	Until swelling subsides (minimum of 7 days)
Pediculosis (lice)	8 days to hatch 8 – 10 days to reach maturity	While lice or eggs remain alive on host	Until treatment has been received
Ringworm of scalp	10 – 14 days	While active lesions still present	No need to exclude
Ringworm of body	10 – 14	While active lesions still present	No need to exclude
Ringworm of feet (Athlete's Foot)	Unknown	While active lesions still present	No need to exclude
Scabies	2 – 6 weeks before itching starts; 1 – 4 days on re-infection	While mites remain alive on host	Until treatment has been received
Scarlet Fever and other Streptococcal Infections	2 – 5	While organism is present in nose, throat or skin lesion	Until recovery
Shingles	Reactivation	One week after rash appears	5 days from onset of rash
Threadworm	2 – 6 weeks for completion of lifecycle	While eggs still being produced. Eggs can survive 2 weeks in the environment	No need to exclude
Whooping Cough (Pertussis)	7 – 10	From start of catarrhal phase to 21 days after onset of paroxysmal cough. Treatment can reduce this to five days	21 days from start of paroxysmal cough. If treated with erythromycin can return after 5 days