



# Parent Handbook

## 2016 - 2017



**Welcome to Simpson's Lane Academy.**

**Here is some information about us which you may find useful.**

**Please feel free to contact us if you have any queries.**

**Aims of the Academy:**

- To provide a curriculum that meets the needs of all learners
- To achieve the highest standards of attainment
- Provide pupils with a safe, supportive, well-ordered and happy learning environment
- To provide a learning environment which is stimulating, exciting and challenging
- To ensure the school is caring and inclusive for all children
- Ensure that the school is led and managed effectively

**History & Environment of the Academy**

The school was built in the 1960s and opened as separate infant and junior schools. The school was amalgamated as a 'through' primary a number of years later. Simpson's Lane enlarged to accommodate Throstle Farm Junior & Infants School which closed in 2010.

The school building was remodelled in 2011/2012 which greatly improved the learning environment of the existing building and provided us with additional classrooms, a Food Technology room, a Foundation Unit and landscaped outdoor spaces.

The school joined The School Partnership Trust in August 2012 and converted to Academy status.

Our admission number is due to increase in September 2016 resulting in additional building work to create a new Nursery Unit, an additional hall, one KS1 classroom and four KS2 classrooms.

**The Academy Building**

There are currently fourteen classes, which includes two classes in the new Nursery Unit.

All areas of the academy site are strictly no smoking.

Dog are not allowed on the academy site, unless they are assistant dogs.

**Contact information:**

<b>Phone:</b>	01977 722515
<b>Email:</b>	info@simpsonslane.org.uk
<b>Website:</b>	www.simpsonslane.org.uk
<b>Twitter:</b>	@SimpsonsLane
<b>Postal address:</b>	Simpson's Lane Academy, Sycamore Avenue, Knottingley, WF11 0PJ

## **Staff Information**

**Executive Principal** – Mr D Waterson

**Head of Academy** – Miss C Mayers

**Vice Principal** – Mrs L Fairfield

**Associate Vice Principal** – Mr L Colley

**Curriculum Leads** – Mr L Colley, Mrs S Coopey, Mrs K Linstead & Miss A Murphy

**Inclusion Manager/SEN Lead** – Mrs P Harris

**Foundation Stage Lead** – Miss C Mayers

**Nursery teachers** – Miss S Hall & Miss E Hind

Nursery support staff – Mrs H Varley, Mrs J Pratt, Mrs Y Wood & Mrs T Wylie

**Reception teachers** – Miss R Fell & Miss C Wilson

Reception support staff – Miss A Armitage, Miss P Millan & Miss C Winn

**Key Stage 1 Lead** – Miss A Murphy

**Year 1 teachers** – Miss E Barker & Miss A Murphy

Year 1 support staff – Mrs S Belch, Mrs S Newton, Mrs G Burton & Miss S Kelly

**Year 2 teachers** – Mrs K Linstead & Mr S Whittaker

Year 2 support staff – Mrs K Walsh, Mrs N Wright & Mrs K Greaves

**Year 2 Intervention teacher** – Mrs J Dawson

**Key Stage 2 Lead** – Mr L Colley

**Year 3 teacher** – Miss J Lunar

**Year 3/4 teacher** – Miss S Ibbotson

**Year 4 teacher** – Miss C Moore

Lower Key Stage 2 support staff – Mr D Pegg, Mrs N Gill, Mrs M Wilkinson, Miss R Burton, Mrs K Tolson & Mrs L Thomas

**Year 5 teacher** – Mrs L Morgan

**Year 5/6 teacher** – Mrs S Coopey

**Year 6 teachers** – Mr L Colley

Upper Key Stage 2 support staff – Mr C Elliott, Miss L McKeown & Mrs S Olbison

**Year 6 Intervention teacher** – Mrs J Dawson

**Caretaker** – Mr A Yates

**Bursar & School Administrators** – Mrs S Murphy, Mrs E Coakley & Mrs K Storr

**Learning Mentor** – Mrs L Silburn

**Nurture Team** – Mrs N Gill & Mrs S Newton

**Play Therapist** – Mrs L Mulheir

## School Times

<b>Breakfast Club:</b>	8.00-8.30a.m.      Cost: 75p
<b>School starts:</b>	8.30a.m.
<b>Lunch time:</b>	<b>Reception:</b> 11.30-12.30p.m. <b>Year 1:</b> 11.40-12.30p.m. <b>Year 2:</b> 11.50-12.40p.m. <b>3L &amp; 3/4I</b> 12.00-12.50p.m. <b>4M &amp; 5M</b> 12.10-1.00p.m. <b>5/6C</b> 12.20-1.10p.m. <b>6C</b> 12.30-1.20p.m.
<b>End of the day:</b>	<b>Mon - Thurs</b> 3.15p.m. <b>Friday</b> 1.00p.m.
<b>Nursery times:</b>	<b>Morning session</b> 8.30-11.30a.m. <b>Afternoon session</b> 12.15-3.15p.m.

## Collection arrangements

We are unable to send a child home with another adult without prior permission from parents/carers and children will never be sent home with an unknown person. Please ensure that all adults you authorise have been registered with our school office or class teachers.

## Uniform

All children are expected to wear school uniform. Children will be issued with one free sweatshirt or cardigan with the Academy logo on at the start of the year, plus indoor plimsolls for children in Y1-Y6. Please see the office to buy or order additional sweatshirts, jumpers or plimsolls.

The uniform consists of:

<b>Jumper/Cardigan:</b>	Royal blue with/without academy logo
<b>Skirt/Pinafore: Trousers/Shorts:</b>	Grey or black
<b>Shirt/blouse/polo shirt:</b>	White or pale blue
<b>Summer dress:</b>	Blue and white gingham check
<b>Footwear:</b>	Black shoes - No heels - No backless shoes, e.g. flipflops

Please ensure all items of clothing are labelled with your child's full name, including footwear and coats.

## PE

All children from Y1 to Y6 are expected to wear PE kit, which consists of:

<b>T-shirt:</b>	White round neck or polo shirt
<b>Shorts:</b>	Black or navy blue
<b>Footwear:</b>	Trainers or pumps for outdoor PE - No footwear is worn in the Halls
<b>Outdoor PE:</b>	Black or navy jogging bottoms

PE kit should either be brought to school at the start of each week and kept in school or brought to school on the days your child has their PE lessons. Teachers will communicate when PE lessons are timetabled.

All items of PE kit, including footwear should be labelled.

Children will not be able to participate in some PE lessons if they do not have their kit and are not dressed appropriately, e.g. when using apparatus in gymnastics lessons or outdoor sports lessons.

### Personal Belongings

Please do not allow your child to bring anything valuable into school. Anything brought in is at the owner's risk; the academy cannot accept responsibility for personal property. If it is for a particular purpose, please ask the class teacher to lock items away for security.

### Standards of Behaviour

The school has 'A Policy for Behaviour'. This sets out the behaviours to be expected of all in the school. There is a clear structure for dealing with different stages of behaviour which are included in the Behaviour Policy. If you wish to see a copy of this please ask at the Main Office or alternatively, you can download the policy from our Academy website – <http://www.simpsonslane.org.uk/Policies>

### Lunchtime

Children may bring a packed lunch, have home dinners or have a school meal. A school dinner currently costs £2.00 per child per day; this must be paid for each Monday.

School meals are free for all children in Reception, Year 1 and Year 2.

Families may be eligible for Free School Meals; application forms are available from the school office. As successful Free School Meal applications attract additional funding to the school, we encourage all those who may be eligible to apply. This will enable the school to provide additional teachers and other resources to support learning.

Our school kitchen provides healthy and tasty meals which are widely enjoyed by children. Meals are chosen on a weekly or daily basis.

In packed lunches we encourage children to bring a main meal (sandwich, rice etc), fruit and a snack such as yoghurt; sweets and chocolates are not allowed.

Please do not include nuts as some children have severe allergies and can be affected by being close to nuts.

**Please note that children in the Nursery do not stay at school for lunch.**

## Medicines

It is essential that you inform the school of any medical condition your child suffers from so that we can make any necessary adjustments or provision.

Asthma inhalers must be clearly labelled and handed to the office so that they can be stored in the classroom – your child will have supervised access as needed.

Medicines prescribed by a doctor may be kept in school and these must also be handed in to the office; medicines must not be kept in a child's possession. A medical consent form must be completed by parents for any inhalers or medicines prescribed by a doctor which need to be kept and administered at school. We are not able to administer medication which has not been prescribed by a doctor or has been bought over the counter. Medicines are administered by a staff member in the school office who has been trained in First Aid.

Please ensure that you are aware of expiry dates of all medicines and ensure that the ones held in school are current.

## Communication

It is essential that the academy has up to date contact details for your child incase of illness or emergency. If you change your address or telephone number please inform someone in the Main Office.

If your child is poorly and cannot attend, please call as soon as possible on **01977 722515**, to give a reason for absence. The academy operates a 'first day response system' where parents will be contacted if their child is absent and a message has not been received.

Messages, Queries, Concerns	Person to Contact
If your child is absent from school...	Please notify the school office <b>each day of absence</b> either by telephone on 01977 722515 or in person. Please note that this notification does not guarantee that absences will be authorised.
If you have a quick message for your child's teacher about collection arrangements, health concerns, home learning...	Talk to your child's teacher at the classroom door. Urgent messages may be left at the school office if you do not get a chance to speak to the teacher.
If you would like to talk about your child's learning progress...	Make an appointment to meet with your child's teacher. If, following your discussion you would like more information, make an appointment to meet with the relevant Key Stage Lead.
If you are concerned about social behaviours or bullying...	Make an appointment to meet with your child's teacher. If, following your discussion you would like more information, make an appointment to meet with the relevant Key Stage Lead or Learning Mentor.
If you would like to discuss something related to your child's teacher...	Make an appointment to meet with the relevant Key Stage Lead, Vice Principal or Head of Academy.
If you would like to discuss your child's special educational needs....	Make an appointment to meet with your child's class teacher or the SENCO.
If you would like to find out about Breakfast, lunchtime and/or after school clubs or have a query...	Check the school website, ring the office 01977 722515 or ask at the school office.

If your question or concern is not resolved, please make an appointment with the school office to meet with the Head of Academy – Miss C Mayers.

## **Accidents and Illness**

From time to time accidents will happen in the nature of everyday life in a school. Happily, these are usually minor and easily treated. We will manage minor cuts and scrapes through our first aid provision at school; it is unlikely that we will make individual contact with you for small injuries. If however, your child has had a bump or other injury to his/her head, you will be given a written notification which may be in your child's book bag.

If your child is taken ill or has a more serious accident, we will endeavour to contact you by telephone. Please make sure we have details of contact numbers.

**Please also make sure that you inform the school when your contact details change.**

## **Sharing Learning and Achievements with Parents**

Each week we celebrate the achievements of a child from each class in our 'Sharing Assembly'. During these assemblies a child from each class from Reception to Year 6 will be chosen to share their work. The parents of children chosen to share their work are invited to attend these assemblies.

We also celebrate the 'Stars of the Week' from each class, find out which Colour Team has received the most points, and draw out one of the Golden Tickets for those children who have attended 100% during the week to see who will win the Attendance Prize, a £10 Morrisons voucher.

## **Readers of the Week**

To encourage children to read regularly at home there is an incentive for all children. If they read five times each week they are able to come to school in non-school uniform on the following Friday. Reading at home is monitored by teachers and support assistants in your child's class – please sign the reading record in your child's book bag at least three times each week to ensure the hard work of both you and your child is recognised.

## **School Events**

You are invited to join us to celebrate special events throughout the year. We hold a number of events such as assemblies, performances, curriculum activities and workshops, cultural celebrations, charitable events and sports' day. Information regarding these events will be sent out in weekly newsletters and advertised on the academy website and Twitter account.

## **After-School Clubs**

We recognise the need to develop pupils' interests and attitudes alongside the academic requirements of the National Curriculum. A range of extra-curricular activities are offered by teachers each term at lunchtime and after school hours for children in KS1 and 2. These will change regularly throughout the year to ensure we are able to offer a range of experiences to as many children as possible. Please refer to letters for information regarding clubs and return permission slips as soon as possible. Weekly newsletters will also include information about clubs.

## **Educational Visits**

Educational visits are an important aspect of children's learning. They help to put learning into a real-life context and provide them with experience of the concepts they are learning. We endeavour to make all trips as inexpensive as possible but to enable educational visits to occur we request contributions from parents.

## **Members of the Education Advisory Board (EAB) – previously called governors**

Our E.A.B. members are supportive and highly motivated. Their vision and passion for continued improvement steers and focuses their decision making process and they challenge and support the school leadership to good effect.

Below is a list of current EAB members:

Mrs P Smith - Chair

Mr G Vause - SPTA Community

Mrs S Olbison - Parent

Miss C Mayers - Head of Academy

Mr D Waterson - Executive Principal

Mr M Whittle - SPTA

Mrs S Thompson - Head of Academy at England Lane Academy

Mr C Bingham - SPTA

Mrs J Dunn – SPTA

Mrs L Fairfield – Staff

If you require any further information, please do not hesitate to contact your child's class teacher, the admin staff or a member of the Senior Leadership Trust.