

Welcome to



Kedington
Primary
Academy

June 2020



Dear Parents/Carers,

We would like to welcome you to Kedington Primary Academy and look forward to your children joining us. We hope this booklet will answer many of your questions, but please do not hesitate to contact us if we can help you in any other way.

In our latest Ofsted inspection (March 2019), inspectors concluded that 'all aspects of the school are at least good, and that the school is improving'. We were delighted that 'behaviour, welfare and personal development' were judged to be 'outstanding'.

We want to provide the very best for your children and know that as a parent or carer you will want this too. We seek to work with you to achieve this by providing a happy and secure learning environment in which your child can thrive and develop a lifelong love of learning and rich knowledge-base.

Throughout the year we open our doors to invite our families to productions, concerts, and much, much more. We hold a family assembly first thing most Fridays, where we take great pleasure and pride in celebrating the achievements of our young learners. We do hope you will be able to come along and join us.

Finally, we strive to communicate clearly and honestly with our families and try to address any concerns quickly. If you have any worries (no matter how small) please do not hesitate to come and speak to us, we really do value your opinion.

Mrs V Doherty
Headteacher



Our Aims and Values

Appreciating what we have... aspiring to greater things.

This slogan runs through everything we do at Kedington Primary Academy.

In all sorts of different ways, we want everyone to appreciate and value what they have and who they are. This could be noticing and appreciating the amazing world around them, the things they have worked hard at and are good at. We also think it is really important to show each other that we notice, care about and appreciate each other.

But we also want everyone to aspire to even greater things. This could mean being aware of the wider world and developing a thirst to travel or find out more about it, or could mean working to get even better at something. This permeates all areas of school life. For children, we use praise a lot to highlight what they do well, but also encourage them to keep pushing themselves to be as good as they can be. For staff, we appreciate all the amazing skills each individual has and how they contribute to the school, but support them to further their practice and be the best they can be.

Likewise, at a whole school level, we are very proud of our school, but keep striving to improve and be the best we can possibly be.

Our Curriculum

We believe our curriculum should have an impact on what children know, what kind of people they become and the skills they develop. A way that we find helpful to describe this is through a 'head, heart and hands' model.



Children in Reception follow the Early Years curriculum which follows the children's interests. There are short whole-class sessions and some adult-guided sessions, but most learning is through play. Each day, there are literacy and a maths focussed sessions and phonics teaching.

From Year 1 upwards, the curriculum is taught through discrete subjects.

Our Key Curriculum Drivers

Staff and governors have also identified three key drivers that run through our curriculum design. These are areas we want our children to have lots of experiences of so that they can excel in them and gain a rich, deep understanding. We make a point of maximising opportunities to promote these across our curriculum.



Our Values

A key part of our focus on the 'heart' are the six core values that we have identified. We concentrate on one of these each half term.



Building Learning Powers and Growth Mindset

We actively teach children about different 'learning powers' that they need to practice in order to become really effective learners. These include 'learning muscles' such as collaboration, noticing, questioning, managing distractions, making links, imitation, and imagining. We explain to children that like exercising our muscles, we need to work to build up our 'learning muscles'.

A growth mindset approach is also embedded across the school, emphasising that success comes through hard work, time and learning, rather than innate ability.

Unity Schools Partnership

Kedington Primary Academy is part of the Unity Schools Partnership multi-academy trust. Unity Schools Partnership is a partnership of schools located on the Suffolk, Essex, and Cambridgeshire borders. We share the same values, face similar issues and are geographically close enough to support and challenge each other, whilst maintaining our own distinctive school character.

More information about the trust is available on the trust's website unitysp.co.uk.

Staff and Governors

Teaching Staff:

Mrs V Doherty	Headteacher
Mrs H Ahlquist	Deputy Headteacher/SENCO
Mrs L Murray	
Miss E Poole	
Miss N Fenn	
Mrs R Dodman	
Miss E Jolland	
Miss T Page	
Ms S Kirby	
Mrs D Dearman	
Mrs L Jordan	

Support Staff:

Mrs S Bush - Teaching Assistant
Mrs N Carpenter – Teaching Assistant
Mrs S Norden – Teaching Assistant
Mrs S Bradnam – Teaching Assistant
Mrs L Brown - Teaching Assistant
Mrs D Cannon - Teaching Assistant
Mrs J Newstead - Teaching Assistant
Miss E Prince – Teaching Assistant
Mrs L Steel – Teaching Assistant

Mrs S Duers – Senior Administrator
Mr J Boxall - Administrative Assistant

Governors:

Mr M McGuire (Co-chair)
Mrs T Roach (Co-chair)
Mrs K Boxall
Mr R Yeo
Mr G Lukoda
Miss N Fenn
Mr A Hunter

Class Organisation

The Academy is organised in seven classes as follows:

Age	Year Group	Class
4-5	Reception	Kittens
5-6	Year 1	Tigers
6-7	Year 2	Panthers
7-8	Year 3	Lions
8-9	Year 4	Leopards
9-10	Year 5	Jaguars
10-11	Year 6	Cougars

Academy Sessions

The Academy week is Monday to Friday. Teachers will open the doors at **8.35am** and will be available to talk to parents as they drop off if needed. Children will need to be in their classrooms, ready for the register at **8.40am**. A member of staff, usually the Headteacher or Deputy Headteacher will be at the gate from 8.35am. If you don't want to take your child right to their classroom, they can walk straight round themselves and any messages can be left with the member of staff at the gate. Please do not drop your children off at the gate unless a member of staff is there or they are in Year 6 and an agreement is in place that they can walk to school themselves.

Children in Reception class go straight around to their classroom door. The end of the school day is at **3.15pm** where children are collected from the outside door of their classroom.

Attendance Policy

The school's attendance policy has been updated in line with the latest guidance. The morning register will be called promptly at 8.40am and will close at 8.55am. **Children who are not present when the register is taken, but arrive before the morning register closes at 8.55am, will be marked with an 'L' (late). If they arrive after 8.55am, their absence will be classified as unauthorised.** A copy of the Policy can be found on the Academy's website in the 'School' tab under the 'Policies - Kedington' heading.

In the summer term of Year 5 and throughout Year 6, children are allowed to come to school unaccompanied and to walk home independently with parental permission.

Academy Uniform (please see attached information)

School Lunches

Children can either have a school lunch or bring a packed lunch. School lunches are cooked on site and are nourishing and well-balanced. Our cooks work hard to make sure children enjoy their food. There is a choice of hot or cold meals each day. There is a rolling menu of main, cooked dishes or children can choose a cold 'pick and mix' option. A vegetarian option is available and children may also opt for a jacket potato. Children select their choice each morning when they go into class.

School meals are free for all children in Reception, Year 1 and Year 2. Children from low-income families in other year groups may be eligible for free school meals (see Pupil Premium below). The charge for paying children in Year 3 upwards is £2.30. This is paid through ParentPay (see below).

Water is provided for all children but your child may bring a drink (no fizzy drinks please) to have with their meal if you prefer this. We encourage children to bring healthy packed lunches and ask that you do not include sweets or glass containers. Kedington Primary Academy is a **nut free school**.

We ask children to bring in a named water bottle, particularly in the summer months. They have access to these in their classrooms.

Pupil Premium

As part of a government initiative, for each child registered as eligible for free school meals (even if the parent does not choose for them to have school lunches or they get universal infant free school meals), the school receives an annual Pupil Premium Payment of £1,300.

We offer a 'pupil premium package' to eligible children which includes free school uniform, instrument tuition and discounted school trips.

This money can make a significant difference to what we can offer. **It is therefore vital that parents who may be eligible claim for free school meals, even if their child will not be using the meal element of this.** If you think you might be eligible for free school meals, then please ask at the office or go to www.suffolk.gov.uk

Homework

Our approach to homework is based on research into what best supports children's learning which shows that the most effective type of homework is homework that practices and consolidates things have been learnt at school.

Reading is a really important part of homework. Research shows that there is a clear link between reading for pleasure and academic achievement. From the time they start school in Reception, children will be sent home with books to share. As they develop their phonics knowledge, they will be given simple books to read to an adult. They may be given other simple maths and English tasks to do, such as words to learn or a maths game to play.

We expect children to continue to read at home at least four times a week right through the school. Children from Year 1 upwards will have a homework book. The homework book will have a tick-sheet glued in each half term. This will list the regular homework tasks to be

completed each week. The book will also contain the knowledge organisers for the half term and weekly spellings will be stuck in. As children move through the school, they are expected to complete an increasing amount of homework.

Our homework policy is available on the school's website.

Communication

Weekly newsletters are emailed via ParentPay and ClassDojo to keep parents informed about all aspects of school.

We believe that parents should feel that school is a welcoming place and that the teachers are approachable. We share your interest in your child and are always prepared to listen to any concerns whether large or small.

Teachers use ClassDojo, which is like a secure Facebook for schools. They regularly post photos and updates about what the class have been doing in school and messages for parents. You will be given instructions to join this once your child starts.

The office can be contacted before or after school, or during the day for something urgent. Teachers are usually available to speak to parents at the beginning and end of each school day and are happy to respond to any queries or concerns by telephone or you are able to message them through ClassDojo if this is more convenient. However, parents should not expect teachers to be able to read messages while they are teaching and school leaders do not expect teachers to read and respond to emails before or after the working day.

Two formal parents' meetings are held each year, in the autumn and spring terms, when parents can discuss their child's progress with the teacher concerned. Parents and teachers find these meetings very helpful. All children receive a written report during each school year as well as a termly interim report. Parents of children with particular learning needs will be offered opportunities to discuss their child's needs and support plan more regularly.

Complaints Procedure

With a strong partnership between parents and staff we hope that any difficulties will quickly be resolved. If there is a problem our governors have a set procedure to deal with this. In the first instance particular problems should be referred to the class teacher and then to the Headteacher, who will try to sort it out informally. If, however, the issue cannot be resolved in this way, it may be referred first to the chair of governors, and, as a last resort, to the Trust for formal consideration. Further details of the school and Trust's procedures are available in the complaints policy on the website or be obtained from the Headteacher.

ParentPay

The school uses ParentPay for communicating with parents, and for payment of school dinners/trips etc. You will be issued a username and password and we encourage you to complete the registration process as soon as possible. If you have any queries regarding ParentPay, please do come and speak to the front office.

Behaviour Policy

We are proud of the excellent behaviour of our children which was judged to be 'outstanding' during our last Ofsted inspection. Inspectors commented on the excellent relationships between children and between staff and children and on how polite and well-mannered our children are, routinely holding doors open, stepping back to allow others to pass through doorways, and remembering to say 'thank you' when they are given something.

Rules are agreed in each class at the beginning of the school year. Staff have a positive approach to supporting children to keep the rules, praising positive behaviour. Our behaviour policy, which is available on our website, outlines what happens when children don't keep to the rules. We use a behaviour ladder with a sliding scale of sanctions depending on the seriousness of the behaviour. This includes time off break times, involvement of the senior leadership team and contact with parents.

Photography/Filming of Children

There may be times when children are photographed or recorded on video as part of their learning. These photographs or video films are normally kept at the Academy and used as a means of recording achievements. We also invite the local press to report on some activities and they may wish to photograph some children. You will be asked on enrolment if you wish to give permission.

Safeguarding

Our school takes the safeguarding and welfare of its pupils very seriously.

The school works in partnership with parents to support children in every way possible. If, therefore, concerns are raised within the school or a child or parent reports a situation involving possible abuse, we would not be able to guarantee confidentiality. It would have to be referred to social services in line with Suffolk policy. Each school has a Designated Safeguarding Lead and Deputy Designated Safeguarding Lead. At Kedington the DSL is currently Mrs Vicky Doherty (Headteacher)

Parents and carers need to be aware of the school's safeguarding arrangements and are asked to read the Safeguarding Policy on the school website. A hard copy is available from the office on request.

At Kedington Primary Academy, we understand the importance of early intervention, both from within the school and from other agencies, to support children and families. The school can signpost families to support. The best way to help families get the support they need is through the school completing a Common Assessment Framework (CAF) together with the family. Using a Signs of Safety approach, this helps to identify the strengths in the family as well

as areas of need. If help is needed, different agencies can then meet with the family and work with them to put any support in place.

If you have a child at the school and feel that your family would benefit from support, please speak to Vicky Doherty, Headteacher.

Medicines

Our Policy for Supporting Children with Medical Conditions is published on our school website. If a child needs to have any form of medication during the day, a member of staff will administer this. Medicines must be brought to the office in the morning and collected from the office at the end of the day. Parents must complete and sign a medication form giving full details of dosages and times etc. This form is also available on our website. Medication cannot be given unless parents have completed a medication form.

When children need long-term daily medication, including asthma inhalers, we will devise a healthcare plan with you that outlines how we can best support your child. Parents need to keep these updated with any changes. If you have indicated on the admissions form that this is the case, a member of the office staff we get in touch with you very soon. Please make sure and it is the responsibility of the parents to ensure that these are replaced as necessary.

For the safety of all the children, medicines may not be kept in the classroom or by the child. The only exception to this may be at the parents' request, when an older child is able to manage their own asthma and wishes to take responsibility for his/her inhaler.

Accident Procedure

In all cases of emergency, we will endeavour to contact the parents concerned immediately. However, should this not be possible, we will act on the advice of the medical officer consulted. Records of all accidents are maintained in the office. Should a serious injury occur, we are required to follow the national 'Incident Reporting' procedures.

Day to day first aid incidents, such as minor cuts and scrapes are dealt with by one of our first aiders. Although these are logged in school, parents are not usually informed. With more serious injuries that have required more treatment, we will notify the parents that their child has had an accident, even if not suggesting that they are taken home. As a precautionary measure, parents are notified of bumps to the head, usually with a note brought home at the end of the day.

It is very **important** that **any changes of contact telephone numbers** (i.e. home, work, mobile) are advised to the office immediately to avoid any delays in contacting parents.

Illness

Please contact the office if your child is too ill to attend school. We appreciate parents informing us at the outset of any contagious illness (e.g. impetigo) that their child has contracted. This is particularly important with cases of chickenpox, measles and German measles.

If a parent considers a child to be well enough to attend the Academy but wishes the child to remain indoors at playtime or to be excluded from Physical Education or swimming, it is necessary that the class teacher be given written notice of this.

Please do not send your child to the Academy if they are ill and are unable to concentrate on their work. If your child has diarrhoea or sickness, we expect that you will usually need to keep them at home for 48 hours after they have not suffered further diarrhoea or sickness.

Medical Assessment

A medical assessment takes place during the child's first year with us, which consists of height, weight, vision and hearing tests. Height and weight are checked again in Year 6. The School Nurse carries out this assessment. A parent may be present on this occasion.

Special Educational Needs

The school adopts a positive, pro-active approach to all individual learning needs, and this is particularly the case with children who may require additional support for their learning. At some point during your child's time at school, he/she may show signs of needing extra support in his/her work or behaviour. We will share our concerns with you and hope you will do likewise as early as possible so that we can work together to assess and meet the individual needs of each pupil.

For children who need support that is different from or additional to that provided in normal classroom provision, we will work with you to co-produce a support plan to meet their individual needs, seeking support from other agencies and advisors when needed. Information about the way in which the school implements the SEN Code of Practice and its 'local offer' is available on the school website.

Very High Attaining Children

Our teachers skilfully differentiate the curriculum and levels of support in order to provide the appropriate challenge for children of all abilities. This enables all children to achieve, including those who are showing a particular aptitude for certain areas of the curriculum. For high attaining children, we focus on providing activities that promote depth and breadth to learning.

Extra-Curricular Activities

We offer a large number of after school clubs and activities for children in Year 1 upwards. Sometimes specialist teachers or coaches visit the school to lead the activities. Other clubs are run by staff. A letter goes out each half term explaining which clubs are on offer.

The activities provided recently include archery, cookery, circuit training, tennis and rounders. There is a small charge for some clubs.

Head Lice

From time to time there is an outbreak of head lice. We would ask parents to inform the office if lice are found on their child's hair. This enables us to alert other parents to check their

child's hair and avoid continual re-infection. Your doctor or pharmacist should be consulted about appropriate treatment.

Physical Education

It is considered dangerous for children to have loose, long hair during PE (including swimming where they must wear a swimming hat). We suggest that bands are provided by parents so that hair can be tied back securely. We follow local authority guidance also, which states that 'during physical activities children should not wear earrings'. Children should also have appropriate footwear for indoor and outdoor PE with trainers being a good choice for outdoors and plimsolls indoors, though the children usually take part in bare feet in our hall.

Jewellery

Jewellery should not be worn during the day for safety reasons, although if a child has pierced ears, small studs may be worn when not involved in PE. Older children may wear watches if they are clearly named.

Hair

It is our policy that collar-length hair must be tied back at all times. Short hair should be free from patterned lines and shapes. Hair should not be coloured and be in a sensible style without too much gel.

Personal Belongings

Jewellery and hoop-type earrings for pierced ears are not allowed. Stud-type earrings are permitted, but children must be able to remove them themselves before PE and swimming. Ears should be pierced at the beginning of the summer break to allow them time to heal before returning to school. Children should not bring toys, trading cards etc. from home in as these can get lost or damaged. We welcome children bringing in items of interest to show their classmates when it is related to what is being learnt in the class

Once children are permitted to walk home independently in the summer term of year 5, they are allowed to bring a mobile phones. These are placed in a box in the classroom at the beginning of the school day and returned for home time. Other children should not bring phones to school.

Security

Our security measures are aimed at providing a high degree of protection for our children and staff and yet allow safe procedures in an emergency situation. The gate to the main playground is open from 8.30am and locked once the children are safely in school. Staff collect their children from the playground at 8.40am and take them to class. At all other times, access is only through the main entrance, where the door-bell should be rung for access. Parents should collect their children from the external classroom doors at the end of the day.

All adults entering teaching areas during normal sessions are required to sign the Visitors' Book and wear an identity badge. We expect all staff to challenge anyone on the premises who is not wearing an identity badge.

Academy Closure

Unfortunately there may be times when it is necessary to close The Academy at short notice, e.g. poor weather, no heating. If this occurs, we use ClassDojo to keep everyone informed. We also try to communicate the closure through the learning platform www.kedingtonprimary.co.uk. Closure information is also broadcast by local radio stations such as BBC Radio Suffolk.

Assemblies

We have a daily assembly for children in Year 1 upwards. These are on a range of topics from our school values to inspirational people and national events. They include time for reflection.

Parental involvement in the Academy

We welcome our parents to help in a classroom, supporting reading, or with swimming, art and craft activities, after-school clubs and concerts. You may have special skills you could share. The Family Assembly at 8.50am every Friday is open to visitors. Several times during each year you will receive invitations to events like concerts, coffee mornings and sports days and to share in the children's learning activities. If you would like to help on a regular basis, please let the class teacher know and speak to the staff in the office, who can then initiate our safer recruitment practices, including a DBS (Disclosure and Barring Service Check).

PTFA

The school is fortunate to have a hardworking Parent Teacher Friends Association and we value its contribution highly. Fund-raising events are held throughout the year and the money raised provides the children with a variety of equipment and enrichment opportunities that we would not otherwise be able to offer. The Association also organises much-loved activities for the children such as the annual Easter egg hunt and school discos. All staff and parents are automatically members. The Annual General Meeting is held in January, and we are always keen to have new committee members each year.

Finally...

We look forward to working in partnership with you over the coming years. We have an 'open door' policy that encourages regular communication with our families and look forward to welcoming you to Kedington Primary Academy.

For further information, please see our website www.kedingtonprimary.co.uk