

Welcome to
King's Meadow Academy
A Handbook for Parents
2021/2022



W A T E R T O N
ACADEMY TRUST®

Dear Parents/Carers

It is a great privilege to write this to you as the Head Teacher of King's Meadow Academy. I am delighted that you have chosen to send your child to our school. In this handbook you will find information about our school which I hope you find useful and that you feel assured that we, as a school learning community, are committed to getting it right for our pupils.

At King's Meadow Academy we want all children to be happy, healthy and achieving and we look forward to working with you to ensure your child reaches their full potential.

On behalf of everyone at King's Meadow Academy we look forward to working with your child/children and with you to give your child the very best opportunities and to celebrate their successes along the way.

Kindest regards

Robert Cochrane

Head Teacher

School Contact Details



King's Meadow Academy

Wakefield Road

Fitzwilliam

Pontefract

WF9 5BP

01977 617470

Email us at: wfreer@watertonacademytrust.org

Head Teacher: Mr Robert Cochrane



Our School Ethos and Values

King's Meadow Academy is a happy place where we all feel safe, valued, cared for and positive relationships thrive and develop.

We have the highest expectations for all, encouraging everybody to achieve and be the best that they can be.

We recognise the importance of developing resilience, a willingness to take risks and to be reflective in our learning.

We learn together in new and exciting ways and strive to improve each and every day.

We are a school which promotes pride, respect and understanding of ourselves and others; where independent thinkers and learners thrive, making choices about their own learning.

Our world is an ever-changing place and we evolve in order to prepare all learners for whatever the future may hold.

World Citizens



Ambitious



Knowledgeable



Respectful Communicators



Resilient



SCHOOL STAFF

SENIOR LEADERSHIP TEAM	TEACHERS	TEACHING ASSISTANT
<p>Head Teacher: Mr Robert Cochrane</p> <p>Deputy Head Teacher: Mrs Liz Armitage</p> <p>Assistant Head Teacher/Designated</p> <p>Safeguarding Lead (DSL): Miss Sonia Coggill</p> <p>SENDco: Mrs Jo Robinson</p> <p>Senior Admin: Wendy Freer</p> <p>Admin: Diane Hendy</p> <p>Caretaker: Trevor Heptinstall</p> <p>Chair of Governors: Gareth Mann-Tighe</p>	<p>EYFS Leader/Reception: Mrs Cherie Moore</p> <p>Reception: Miss Jessica Martyn</p> <p>Year 1: Miss Lauren Nunn</p> <p>Year 1/2: Mrs Sarah Odumala/ Liz Armitage</p> <p>Year 2: Miss Rebecca Peace</p> <p>Year 3: Mrs Chelsea Beresford</p> <p>Year 3 /4: Mr Ian Mattison</p> <p>Year 4: Mrs Caroline Gaimster</p> <p>Year 5/6: Miss Cathy Thomas</p> <p>Year 5 /6: Miss Jess Simss</p> <p>Year 6: Miss Sonia Coggill</p>	<p>Attendance: Mrs Alison Ager</p> <p>Behaviour Support: Miss Lauren Radford</p> <p>Claire Armitage</p> <p>Jan Logan</p> <p>Wendy Everritt</p> <p>Chloe Firth</p> <p>Emma Procter</p> <p>Kairen Tilley</p> <p>Jane Needham</p> <p>Sarah Bexon</p> <p>Amy Taberner</p> <p>Caroline Bolton</p> <p>Hayley Lockwood</p> <p>Tamara Mould</p>

Admission to school

Our school website has the Wakefield Admission Policy that details how to secure a place at our school.

Our School Dress Code

We have a school dress code which we encourage all our children to wear. We recognise the importance of dressing smartly in contributing to the high standards of our Academy. The uniform also helps to raise the profile of the Academy in our local community and beyond.

Our School uniform consists of-

Red cardigan or jumper with the Academy logo embroidered on the front (purchased from the school office, Tesco Online or Waterson Clothing in Hemsworth). Your first one is provided by the Academy.

- ❖ White polo shirt (ones with the Academy logo embroidered on the front can be purchased if you wish)
- ❖ Charcoal Grey trousers, skirt or pinafore
- ❖ Red gingham summer dress
- ❖ Black shoes

PE Kit

PE kit consists of black shorts and a white t-shirt.

ALL ITEMS OF CLOTHING AND SHOES MUST BE NAMED.

Jewellery

The wearing of jewellery is not allowed with the exception of small stud earrings and watches. We advise against children having their ears pierced during the school term. Earrings must be removed or covered with tape during PE lessons and must be removed for swimming



We understand school uniform can be costly, please contact Mrs Wendy Freer or Mrs Karen Womersley in confidence, if you are finding it difficult to buy school uniform.

Our School Day

Breakfast Club

Breakfast Club is open each morning from 7:30am.

Children can come from 7:30am onwards at a cost of £3 a session or from 8am onwards for £1 a session.

A range of cereals, toast, hot and cold drinks are available for the children to choose from.

If you have any Breakfast Club enquiries, please speak to Mrs Freer in the office.

School times

Upper Foundation Stage

8:45am - 3:00pm

Key Stage One and Two

8:50am - 3:10pm

School Lunches

Children can bring a packed lunch or order a school lunch. School lunches can be ordered in school in the morning. School lunches are free for all children in Reception and Key Stage 1 classes and for those entitled to free school meals. **School meals currently cost £2.20 per day for those not entitled to free school meals and are in Key Stage 2.**

Please let us know if your child suffers from any allergies and/or intolerances that are supported by your GP or health professional and we will liaise with Kingswood to ensure that their needs are met.

To view the school term calendar please see the school website.

Home Learning

Full details of our Homework Policy can be viewed on the school website

The Home Learning policy can be found on our school website, below are our expectations for Home Learning in each class:

Reception

Daily reading – Read, Write Inc book, free choice or library book

Key words/ Phonics, as deemed necessary by the teacher

Daily mental mathematics, Maths when appropriate

Year 1 & 2

Daily reading - Read, Write Inc Book

Daily mental mathematics

TT Rockstars (timetables)

Key words and phonic words

Year 3 & 4

Daily reading (20-30 mins) (Accelerated Reader)

Spelling: up to 10 words (tested weekly)

Daily mental mathematics (plus TT Rockstars)

Year 5

Daily reading – 30 mins daily (Accelerated Reader)

Daily mental mathematics (plus TT Rockstars)

Spelling: at least 10 words (tested weekly)

Year 6

Daily reading – 30 mins daily (Accelerated Reader)

Daily mental mathematics (plus TT Rockstars)

Spelling: at least 10 words (tested weekly)

SATs revision in the Spring/Summer term

Attendance and absence

Full details of our Attendance Policy can be viewed on the school website

Good attendance is extremely important for all children to ensure that they make good progress and achieve age related expectations. Everyone in our whole school community takes responsibility for attendance.

We have a range of rewards and incentives for good attendance; this includes children who are in school on time, every day are rewarded with a Golden Ticket which will be entered into our raffle. Every term, we draw from the raffle and one child will win a prize. Previous prizes have been scooters and bikes!

You can read more about these in our Attendance Policy which can be found in the Policy section of our website.

Punctuality:

To support your child to gain the greatest benefit from their education it is vital that they attend regularly and on time. The morning bell sounds at 8.50am and school begins promptly at 9.00am.

Reporting Absence:

If you know in advance that children are going to be absent from school please contact the school office on 01977 617470 by 9am on the first day of absence. Where a child has been absent from school and we have not heard from you, a courtesy call will be made. It is important that you advise the school regarding all absences to ensure that your child is appropriately safeguarded.

Absence Request:

Since September 2013 Government amendments to legislation no longer entitle parents to remove their child from school for a holiday during term time. Holidays during term time will not be authorised unless there are exceptional circumstances.

We work closely with our Educational Welfare Officer (EWO) who is available to offer support if you have some specific attendance issues; please contact our office.

The school will contact the EWS (Education Welfare Services) who will investigate further.

Sickness or Accidents at School

If your child becomes unwell at school, we will contact you and ask that you collect your child as soon as possible. In the event that we can't contact you, we will phone through the list of emergency contacts.

If your child has an accident in school, we have school staff who are first aid trained. You will receive a slip home with your child to inform you of what happened and the first aid your child received. If we are concerned about your child, or if it has been a bump to the head, we will contact you.

If your child requires urgent medical treatment we will phone for an ambulance and a member of staff will accompany your child.

IT IS IMPORTANT THAT YOUR CONTACT DETAILS ARE KEPT UP TO DATE WITH OUR SCHOOL SO WE CAN CONTACT YOU IF REQUIRED.

Medication in school

If your child requires medication in school or medical care, we have strict procedure to follow. This will involve filling in the correct form, engaging with medical staff, if appropriate and staff being trained in administering the medication.

Please note no medication can be given in school without the correct procedures and permissions given.

Please see the detailed procedures in the Medical Policy on the school website.

Behaviour Policy

Full details of our Behaviour Policy can be viewed on the school website

Our behaviour policy is based on mutual respect, respect for ourselves and respect for others. We expect that children will behave in such a way that they will always be excellent ambassadors for the school and their parents. A very strong emphasis is placed on personal manners. It should be noted that the standard of discipline at the school is extremely high, the children, staff and parents having a high regard for each other and each other's property. At King's Meadow Academy we build a high level of respect through building strong relationships. We expect parents to support the school behaviour policy and the teacher's professional judgement.

Full details of the school's Behaviour Policy can be viewed on the school website.

Safeguarding

Full details of our Safeguarding Policy can be viewed on the school website

At King's Meadow Academy staff and governors are committed to the development of good practice and sound procedures to ensure all safeguarding children concerns are handled in a professional and sensitive manner in accordance with the latest guidance and legislation. The safety of all of our children is a priority. We follow the recommended safeguarding procedures from Wakefield Safeguarding Children Partnership (WSCP)

If we have concerns about a child's safety we have strict protocols to follow. If you have any queries about Safeguarding, please contact our DSL in school: Sonia Coggill

To support us in keeping your child safe, please be aware of the following points:

- ❖ Should you need to collect or return your child to school during school hours, please note that the main entrance to the school will be locked at all times.
- ❖ Please use the entrance buzzer to gain access to the building and report to the school office in the school entrance foyer immediately upon entering the school.

Please inform the school office before collecting/removing your child from school.

Special Education Needs

Full details of our SEN Policy can be viewed on the school website

At King's Meadow Academy we are fully inclusive. We recognise that some children will have particular learning and assessment needs which may require additional support to enable them to reach their full potential. This includes children with special educational needs, disabilities, social and economic factors, English as an additional language, or children who are gifted and talented in a specific area of learning. For these individuals, or groups of children, our approach to teaching and learning includes making 'additional to' or making 'different from' provision. This will enable children to participate effectively at their own level in the curriculum and

assessment activities. If there is anything that you feel we should know, please speak with your child's class teacher as soon as possible. Alternatively, you may telephone or make an appointment to speak with Mrs Jo Robinson, our Special Education Needs Coordinator (SENCO) or email her at jrobinson@kingsmeadowacademy.org

School Trips

To enhance our curriculum, we take classes or groups on trips. To do this we need to have full permission from parents/carers and the EE2 form must be completed in full.

We also use our local community for learning, at the start of each school year you will be asked for permission to allow your child to go on local walks.

Photographic Consent

Before taking your child's photo or video we need your consent.

Photographs/videos can be used in school but we may also put photographs or videos into learning updates on our blog. You will be asked for your consent when you enrol your child. If you wish to change the level of permission you have given, please contact the school.

For this reason, we respectfully ask that no photographs or videos are taken at school events. We understand that this can be disappointing, however, we have to respect the wishes of all of our parents/carers.

Transitions

We have a transition programme in place for children coming into our nursery, moving from nursery to Reception and children moving from Reception to Year 1, as well as transitions between classes.

Our catchment secondary school is Outwood Academy Hemsworth and we work closely with them, as well as other relevant secondary schools to ensure a smooth transition from Year 6 to Year 7.

Parking

Please park with consideration for the safety of our whole school community and local homeowners. The street outside of our school can be very busy in the mornings and afterschool and we would encourage you to not park in this area, if at all possible. Our school car park is for staff only.

School Security

All school doors are locked once the children enter the building.

All visitors should report to the school office and sign in and out of the school.

Emergency Procedures

It is vital that you update any changes in your contact details with our school.

In the event of an emergency (i.e. severe weather) which results in a school closure you will be notified by Grouptext and you will be expected to collect your child.

Parent Involvement and Parent Council

We recognise how important it is for parents/carers to be involved in their child's learning.

We offer two parents' evenings (October and Feb/March) to meet with your child's class teacher and discuss their progress and you will receive one written report at the end of the school session.

However, we are always happy to meet with you to discuss any element of your child's wellbeing, learning or development. Just contact the school office or write a letter to your child's class teacher to arrange a meeting.

School staff may also contact you to either share success or discuss any concerns they may have throughout the school year.

Afterschool Clubs

We have various afterschool clubs running at different points throughout the year. Please look out for information on how your child can take part.

Pupil Senior Leadership

Waterton Academy Trust holds a parliament for a few members of children from each school in our Trust. They meet every half term to discuss ways of making their educational experience a better one.

King's Meadow Academy also have a School Council, which meets frequently to discuss how the children of King's Meadow can make it a better place to be. There is a representative voted by the children from each class