

Welcome to
King's Meadow Academy
A Handbook for Parents
2023/2024



On behalf of the children, staff and Governing body, I would like to offer you a very warm welcome to King's Meadow Academy.

As Headteacher, I am very proud of all that we do here at King's Meadow. Our values that everyone here holds dear are simple: we want children to be kind and motivated so they aspire to do their best and, ultimately, achieve! As well as being determined to showcase our ambitious and exciting curriculum, our priorities this year will be focussing on the following:

- Communication and Parent Partnership: Working together with you to support every child as a school community;
- Behaviour and Personal Development: Focusing on ensuring every child feels safe and supported to make the right choices;
- Inclusion: Embracing the diversity at our school to ensure we put the right things in place to provide meaningful learning opportunities and;
- Celebrating Success: Recognising every step of achievement and celebrating this to promote the well-being of every child.

These priorities above may seem obvious, particularly in the current climate but we truly believe in developing and nurturing each and every child by knowing them and their families personally and by showing them what's possible within education and the wider world.

We are extremely lucky to have a fantastic staff team within school who dedicate themselves each and every day to delivering a relevant, engaging and innovative curriculum, enabling children to uncover a world of possibilities - inspiring each and every child to reach true academic excellence. By continuing to embrace the role that our school plays within the wider community; fostering positive partnerships with parents both inside and beyond the walls of the school and out, even further, into the surrounding communities, we aim to foster an ethos that is truly centred around every individual that we are lucky enough to have on roll here.

Our curriculum vision is as ambitious and is it is simple. We know that learning requires a change to long-term memory. To this end, our school curriculum is designed to ensure that our children experience a wide breadth of study and have long-term memory of an ambitious body of knowledge. By the time a child leaves KMA to embark on the next stage of their education, they are equipped with the academic skills and knowledge and have developed the personal attributes needed to enable them to progress well in their educational journey.

Teamwork is a strong theme that runs throughout our school. Effective primary education is a partnership between children, staff and parents and we look forward to working with you to ensure your child is valued as an individual and has a safe, happy and successful time with us.

We hope that our website, Class Dojo stories and Twitter pages provide you with the information you require. You are always welcome to arrange a visit and the children would be delighted to show you what makes King's Meadow such an inclusive and rewarding school experience.

Mr Gough, Headteacher



School Contact Details

King's Meadow Academy

Wakefield Road

Fitzwilliam

Pontefract

WF9 5BP

01977 617470

Email us at: kingsmeadowoffice@watertonacademytrust.org

Head Teacher: Mr Gough



Our Vision

- We want to create a school community full of happy children who are confident, independent and thoughtful. Our school will be a beacon rooted in the community, providing a signpost for those who need it.



Our Rules and Values

- Every day, our children will practice our school rules and values with activities throughout the curriculum:

Our school rules: Ready, Respectful and Safe
Our school values: Kind, Motivate, Aspire, Achieve (KMA)



Our Pillars

- Our 8 KMA pillars help us to achieve our values. To be kind, motivated, aspiring and to achieve, we need to do the following every day:

Concentrate, Work Hard, Understand Others, Improve, Don't Give Up, Imagine, Push Yourself and Try New Things



Houses

- Our 4 houses teach us that we are part of a family who all pull together to achieve our goals. They mirror our school values:

House Kind, House Motivate, House Aspire, House Achieve





SCHOOL STAFF

SENIOR LEADERSHIP TEAM	TEACHERS	Support Staff
Head Teacher: Mr Gough Deputy Head Teacher: Mrs Armitage Assistant Head Teacher/: Mrs Robinson SENDco Designated Safeguarding Lead (DSL): Mr Gough Senior Admin: Mrs Robinson Admin: Miss Helliwell Caretaker: Mr Heptinstall Chair of Governors: Mr Mann-Tighe	Reception: Mrs Moore Year 1: Miss Martyn Year 2: Mrs Robinson/Mrs Armitage Year 2: Mrs Odumala Year 3 /4: Miss Peace Year 3/4: Mrs Beresford Year 5: Mrs Thomas Year 6: Mr Mattison Year 6: Mrs Gaimster	Attendance: Miss Ager Behaviour: Miss Radford Mrs Bexon Mrs Logan Mrs Whittaker Miss Webster Miss Lockett Mrs Heppinstall Mrs Watkins Miss Mould Miss Firth Miss Armitage Miss Hatfield Mrs McCarthy Mrs Mack Miss Hall Miss Proctor Miss Crookes Miss Sowden

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 so please contact Mrs Robinson, 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 £2 a session or from 8am onwards for £1.50 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 Miss Helliwell in the office.

School times

Foundation Stage (Reception)

8:40 – 3:10

Key Stage One and Two

8:50 - 3:10pm (doors open at 8:40 for Start of Day Activities)

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 £2.80 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 our catering providers to ensure that their needs are met.

To view the school term calendar please see our school website or ask your child's class teacher about signing up to our Class Dojo app.

Home Learning

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

Year 1 & 2

Daily reading - Read, Write Inc Book

Daily mental mathematics

TT Rockstars (timetables)

Knowledge Organiser tasks – posted on Class Dojo Class Story regularly to coincide with the introduction of new topics

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)

Knowledge Organiser tasks – posted on Class Dojo Class Story regularly to coincide with the introduction of new topics

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

Knowledge Organiser tasks – posted on Class Dojo Class Story regularly to coincide with the introduction of new topics

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:

- Children who are in school on time, every day are rewarded with Class Dojos
- Attendance weeks give families the opportunity to win a £30 supermarket voucher
- Class of the Week in assembly are awarded with 5 Dojos each

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 doors will close on a morning at 8.50am and school begins promptly after this time.

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 or attendance officer, Miss Ager who will support 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 message 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. All children at King's Meadow are expected to follow our 3 simple rules as set out above:

- 1) To be ready
- 2) To be respectful
- 3) To be safe

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 with 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 our behaviour policy and the teacher's professional judgement.

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 senior DSL in school, Mr Gough

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 (SENDCO) 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 website and/or on social media. 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 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 text and Class Dojo and you will be expected to collect your child.

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 and pupil ambassadors, who meet 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