



Parent Handbook

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| Phone: | 01977 722515 |
| Email: | info@simpsonslane.org.uk |
| Website: | www.simpsonslane.org.uk |
| Twitter: | @simpsonSlane |
| Postal address: | Simpson's Lane Academy Sycamore Avenue Knottingley WF11 0PJ |

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 Delta Academies Trust (previously School Partnership Trust Academies) in August 2012 and converted to Academy status.

In 2016 the most recent building work was completed creating a new Nursery Unit, an additional hall, one KS1 classroom and four KS2 classrooms, as well as improved access around school and extensive playground developments.

The Academy Building and Site Safety

There are currently fifteen classes, which includes one Nursery class in the EYFS Unit.

All areas of the Academy site are strictly no smoking, including the area immediately outside of the gates.

Dogs are not allowed on the Academy site, unless they are assistance dogs.

After entering through the gate, it is not permitted to ride a bike or scooter – please dismount immediately.

Please ensure that inappropriate language is not used when you are on the school site. We will not tolerate swearing and/or other offensive language. Failure to comply with this may result in being asked to leave or being banned from site.

Please ensure you follow the one-way system around the site at all times.

Staff Information

Head of Academy – Miss S Taylor

Vice Principal – Mr L Colley

Assistant Principal – Miss Coopey

Key Stage 1 Lead – Miss L Holmes

Key Stage 2 Lead – Miss S Coopey

Well-being Lead – Mrs L Silburn

Attendance Officer – Miss A Simpson

Curriculum Leads – Miss S Coopey, Mr Colley & Miss L Holmes

EYFS Lead – Mrs J Dobson

SENCo – Mrs A Lovell

EYFS & Key Stage 1

Nursery: Miss R Gardom

Reception: Mrs J Dobson & Mrs D Pycroft

Year 1: Mrs Ramskill & Mr D Morrison

Year 2: Miss L Holmes & Mrs K Watson

Key Stage 2

Year 3: Mrs Sale/Mrs Lovell & Miss Reynolds

Year 4: Mr McMullan & Mr G King

Year 5: Miss Braithwaite & Mr Braim

Year 6: Miss S Coopey & Miss Whiting

Support Staff: Miss A Armitage, Mrs J Barrass, Miss K Carter, Miss R Burton, Mrs N Gill, Miss N Gregg, Mrs K Greaves, Mr D Pegg, Mrs L Thomas, Mrs K Tolson, Mrs K Walsh, Mrs S Franks, Mrs M Wilkinson, Miss C Winn, Miss N Wright, Miss E Boyes, Mrs F Pinnington, Miss B Richie & Mrs T Wylie

Caretaker – Mr A Yates

Bursar & Administrators – Mrs K Storr & Miss Simpsons

Breakfast Club and Lunchtime Supervisors - Miss Kelsey Garbutt, Mrs Fiona Pinnington, Mrs Bev Thomson, Mrs Westerman, & Mrs Meesan

School Times

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| Breakfast Club: | 8.00-8.45a.m. Cost: 75p |
| School starts: | 8.40 – 8:55a.m drop off window |
| Lunch time: | Lunchtimes are now staggered to avoid bubbles mixing |
| End of the day: | Staggered. |
| Nursery times: | Morning session 8:30-11:30am Afternoon session 12:15-3:15pm |

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 with the Academy logo on at the start of the year. Please visit <https://www.sptuniforms.co.uk/> to order more uniform with the logo. Jumpers, cardigans or t-shirts without the logo from high street stores can also be worn.

The uniform for Nursery to Year 5 consists of:

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

We ask that jewellery is not worn. If earrings must be worn, they should be small studs only and will need to be removed or covered up for PE.

Hair should be naturally coloured and styled (no extreme hairstyles or patterns), with long hair tied back in a ponytail or plaits.

To support transition to high school Year 6 wear white shirts and a clip-on tie.

Please ensure all items of clothing are labelled with your child's full name, including footwear and coats. The Academy will not accept responsibility for lost items of uniform or other clothing.

PE

All children from Y1 to Y6 are provided with shorts, a t-Shirt and bag at the start of the academic year which remains in school at all times. The PE Kit is as follows:

| | |
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| T-shirt: | White round neck |
| Shorts: | Black |
| Footwear: | Trainers or pumps for outdoor PE - No footwear is worn in the halls |
| Outdoor PE: | Black or navy jogging bottoms and jumper |

Outdoor PE kit or trainers should either be brought to school on the days your child has their PE lessons. Teachers will communicate when PE lessons are timetabled.

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

Children will not be able to participate in outdoor PE lessons if they do not have appropriate footwear, e.g. trainers or a pair of pumps.

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 policy outlines the behaviours to be expected of all in the school. There is a clear structure for dealing with different stages of behaviour that 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.

Lunchtime

Children may bring a packed lunch, have home dinners or have a school meal. A school dinner currently costs £2.10 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 staff and other resources to support learning.

Our school kitchen provides healthy and tasty meals that 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 chocolate bars are not allowed.

Nuts are also **not allowed** as some children have severe allergies and can be affected by being close to nuts.

Breakfast

Breakfast Club runs from 8:15am until 8.45am and costs 75p. We offer toasted bagels, a range of cereals and fruit, as well as milk or water.

As part of the Magic Breakfast programme, we also are pleased to offer toasted bagels to all children every morning for free.

Medicines and Medication

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 by the parent/carer; 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 that has not been prescribed by a doctor or has been bought over the counter, except in exceptional circumstances. 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.

Medicines and medication can only be collected by the parent/carer of the child it has been prescribed to.

Communication

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

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 each day of absence 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 passed through the school office via phone or email if you do not get a chance to speak to the teacher. |
| If you would like to talk about your child's learning progress... | You can make an appointment for either a phone or zoom appointment with your child's teacher. If, following your discussion you would like more information, make an appointment with the relevant Key Stage Lead. |
| If you are concerned about social behaviours or bullying... | You can make an appointment for either a phone or zoom appointment with your child's teacher. If, following your discussion you would like more information, make an appointment with the relevant Key Stage Lead or Well-being Lead. |
| If you would like to discuss something related to your child's teacher... | You can make an appointment for either a phone or zoom appointment with the relevant Key Stage Lead, Assistant Principal or Vice Principal |
| If you would like to discuss your child's special educational needs.... | You can make an appointment for either a phone or zoom appointment 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 for either a phone or zoom appointment with the school office to meet with the Well-being Lead - Mrs Silburn, Vice Principal - Mr Colley or Head of Academy- Miss S Taylor.

Attendance and Punctuality

We expect all children to arrive in school on time every day and maintain the highest possible levels of attendance throughout the year - our whole school target is 96%.

Attendance below 90% is classed as persistent absence. Children whose attendance falls below this level will be subject to EWO involvement that may result in Penalty Notices being issued if attendance does not improve.

Children whose attendance falls between 90% and 95% will be monitored closely to ensure their attendance improves.

Term time holidays cannot be authorised and will be classed as an unauthorised absence in the register. Penalty Notices will be issued for holidays taken during term time.

Arriving late after registers have closed is also classed as an absence and will be recorded as unauthorised in the register.

Accidents and Illness

From time to time, accidents will happen in the nature of everyday life in a school. 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, however, your child will be given a first aid band to signal they have had some first aid provision.

If however, your child has had a bump or other injury to his/her head, the main office will contact you.

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. These can be emailed in or you can phone the office.

Sharing Learning and Achievements with Parents

These will all now be done via weekly newsletter, Twitter and the website.

School Events

We will keep parents informed of any events we might hold as the year progresses. These will be run in line with government guidance.

After-School Clubs

We recognise the need to develop pupils' interests and attitudes alongside the academic requirements of the National Curriculum. However, due to Covid 19 we will only be offering an after-school sports club to individual year groups to begin with. These will be as follows:

| | Monday – Forest School | Tuesday – Sports | Wednesday – Sports |
|---------------|------------------------|------------------|--------------------|
| Autumn Term 1 | Year 6 | Year 3 | Year 2 |
| Autumn Term 2 | Year 3 | Year 4 | Year 1 |
| Spring Term 1 | Year 4 | Year 3 | Year 2 |
| Spring Term 2 | Year 2 | Year 5 | Year 4 |
| Summer Term 1 | Year 1 | Year 1 | Year 5 |
| Summer Term 2 | Year 6 | Year 6 | Year 6 |

These will finish at 4:15 promptly. Collection will be from the school sports hall.

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.

Academy Advisory Board (AAB)

Our AAB 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 AAB members:

AAB Chair – Mick Whittle

AAB Vice Chair – Mrs Gemma Scothern

If you would like to contact the AAB, this can be done via email to: info@simpsionslane.org.uk

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 Team.

