

# Parent Handbook

## Langley Park Primary Academy



# Langley Park

## Primary Academy

This information pack is designed to help answer frequently asked questions regarding our academy. We hope you find this useful and please let us know if there is anything else you would like added.

## THE DAY AT LANGLEY PARK PRIMARY ACADEMY

08.35am	School doors will open to all children.
08.45am	School doors will close and all late children to come through the main office.
08.50am	Registration closes – Registration to be completed on SIMS/Pupil Asset using the correct codes. All dinner registers to be taken to the collection point (outside Y5 classroom)
08.50am	First Morning Lessons Start
10.30am	Pupil Break*
10.45am	Morning Lessons Resume
11.45am	EYFS Lunchtime
12.00pm	Lunchtime for Year 1 and Year 2 & Year 3 to go onto the playground and then called in for lunch.
12:30pm	KS2 lunchtime (from September 2018)
13.00pm	Afternoon lessons begin for EYFS & KS1
13:15pm	Afternoon lessons begin for KS2
14:45pm	Pupil Break*
15.00pm	Enrichment sessions begin for all children
15.45pm	End of Day for all children.

### Nursery:

In order to ensure all pupils attending the Nursery have their entitlement to a 3 hour session, the Nursery operates the following sessions:

Morning Session: 8:45 am to 11.45am

Afternoon Session: 12:30pm to 3.30pm

### Assembly:

Whole School Assemblies are held from 2.30pm to 2.45pm on a Monday and Wednesday (Singing or class based). Friday (Celebration Assembly) will be at 8:50am and parents will be invited/informed if their child is due to receive a certificate.

Visitors to be invited into assembly to speak to the children.

Classes make their own arrangements for a class assembly/circle time/reflection time on a Tuesday and Thursday. Additional Assemblies are arranged approximately once a term with the Family Trust

*Note: The Academy includes an Act of Collective Worship as required by Law. Should a parent/carer wish to withdraw their child from acts of collective worship on religious grounds they should inform the Principal in Writing*

## Staffing:

Mrs Debbie Biggenden	Executive Principal of the Maidstone Cluster
Mrs Libby Fidock Principal	
Mrs Rebecca Bye	EYFS Leader
Mrs Zoe Graham EYFS Teacher	
Mrs Rachel Butcher	EYFS Teacher
Mrs Laura Lerpiniere	EYFS Teacher
Ms Emily Conn	Year 2 Teacher
Ms Sian Holland-Austin	Year 1 Teacher
Mrs Laura West	Year 1 Teacher
Mrs Tonianne Wrightson	Inclusion Leader - Teacher in Charge PIPs Provision
Miss Sarah Griffiths	Nursery Nurse
Miss Christy Pollard	Nursery Nurse
Miss Magda Spratk	Nursery Nurse
Ms Catharine Rotherham	Office and HR Manager
Mrs Kelly Carter	Family Liaison Officer

For a full staff list please see the school website: [www.langleyparkprimaryacademy.org.uk](http://www.langleyparkprimaryacademy.org.uk)

## Governors

We have a Development Board which oversees the academy and then feeds information into the Maidstone Trust Board.

**Mr David Elliot is our Chair of the Development Board.**

### Governing Body Meetings and Academy Links:

The Governing Body meet in full 3 times per year. Dates wherever possible are set at the beginning of the school year and are found under the Governing Body section on the school website. They are also recorded on the academy calendar.

Each member of the Governing Body has been linked to an identified area of the academy. They will liaise with lead professionals to ensure that regular visits are undertaken in order to gain a comprehensive understanding of how the academy performs in relation to their relevant area as well as in general. It is their purpose to both support and challenge as a critical friend in order to continually raise standards and where appropriate ensure that the academy is fulfilling statutory requirements. Sub committees meet in addition to the full governing body schedule.

## Other useful information

### **Cars and Parking:**

Parking is available in the car park for academy staff. Please park using the marked bays and be aware of other car park users. If there are available spaces these may be used by parents.

### **School Security:**

Any visitors entering the school should sign in at the office and will be given a visitor badge. It is acceptable to challenge a visitor in school who is not wearing a visitor badge or some other form of identification.

### **School Opening Times**

The Academy is normally open between 7am and 6.00pm. The main school office will be open between 8:15am - 4:15pm.

### **School Closure:**

The Principal will be responsible for making the decision to close the academy and will notify the relevant authorities. The Principal will use the Kent School closures procedures to notify all stakeholders and text messages will be sent.

### **Uniform**

Children are expected to wear school uniform daily. For a uniform list please refer to the academy website. School shoes are to be worn - we ask that trainers are not worn to school.

## **Policies**

The academy statutory policies are published on the academy website. Additional policies may be added to the website if appropriate. Master copies of the policy files are available in the front office, the academy website (if appropriate) or in the staff room.

### **Safeguarding:**

The Designated Safeguarding Lead (DSL) is Mrs Libby Fidock who is supported by Mrs Kelly Carter, FLO. If you are worried about a child, please speak to either staff member.

### **Health and Safety:**

All issues relating to Health & Safety must be reported to the main office and these will be shared with the caretaker and recorded in his book.

### **First Aid:**

The First Aid resources are situated in the Main Office and Staff Room.

Asthma inhalers are kept in classrooms (well named and with the appropriate medical form) as they need to be accessible to pupils and medication forms need to be completed by parents/carers before their use.

If your child is required to take regular medication (other than asthma) you may be asked to complete a Healthcare plan so that staff understand the best way to manage the condition. If further support is needed, we may contact the school nursing team for further guidance.

### **Additional Needs:**

The Inclusion Leader (SENCo) is Mrs Tonianne Wrightson and is available to advise staff on programmes, interventions and suggestions of support for pupils who have been recognised as having special educational needs. The SEND policy is shared on the school website and sets out the support that your child can expect to receive.

### **Pupil Attendance: The Attendance Policy is published on the academy website**

Good attendance and punctuality are expected. The attendance and punctuality of pupils is monitored by the Family Liaison Officer and the Principal and concerns shared with the Education Welfare Service and parents.

The Governing Body have agreed a policy of not authorising holidays in school time. Letters requesting holidays should be given to the Principal. Parents who take their children on 'unauthorised' holidays in school time will be subject to a penalty fine.

If a pupil is unwell, parents are asked to contact the school office on the 1st morning of absence before 8:30am . We operate a policy of first day calling if a pupil is absent and the school has not received any notification.

### **Behaviour:**

The details of the behaviour strategies used can be found in the behaviour policy on the school website.

### **Parent and Volunteer Helpers:**

Parent and Volunteer Helpers are welcome into the academy as long as it has been approved by the Principal and the appropriate DBS checks have been completed by the office. A formal request to the Principal is required before any approval is agreed.

### **Communication:**

The academy will communicate with parents in a number of ways. Each class will send home a weekly newsletter via email to share key information about learning and any class news. An academy newsletter will be produced every fortnight and this will be shared via email and will be uploaded onto the academy website. There will be 2 opportunities each year for parents to attend an open afternoon/evening and a formal report will be sent out once a year. Regular attainment and progress reports will be shared via paper copies. The academy operates an open door policy at the end of each day. If a parent requires a more formal meeting or a longer discussion an appointment should be made via the main school office. We will endeavour to meet with parents on the same day, but this may not always be possible.

### **ICT:**

The children will have daily opportunities to access IT in their learning. We request that parents complete an internet consent form before children are allowed access to online education programmes, such as Purplemash.

### **School Trips:**

Staff are encouraged to take their classes out and use both the local and wider area to enhance the learning opportunities for the pupils.

All trips should be planned by the organiser (class teacher) with as much notice as possible as they need to be approved by the Principal (and in some cases the Governing Body). All risk assessments etc. need to be completed by the organiser (class teacher).

Parent will be asked to consent for all trips.

## **Data Protection:**

Under the terms of the Data Protection Act 1998, the Principal and Governing Body are required to notify the Data Protection Commissioner of the processing, storage and disclosure of data procedures undertaken by the Academy which are covered by the legislation. To this end, there are password protection procedures set up, systems are backed up regularly, virus protection is in place and is updated regularly and the school has a disaster recovery plan for the admin network. The County has a firewall in place which restricts access to some sites. If there is a site that staff want to use for a topic etc. and it is blocked, they should speak to the ICT technician or the Principal who will liaise with EIS as to the possibility of having the block removed.

## **Staff Briefings & Professional Development Meetings (PDM):**

Staff Briefings are held on Tuesday and Friday at 8.00am – 8:30am each week.

PDMs are held on Wednesdays from 4:00pm – 5.00pm each week.

There will be 5 INSET days each year and these will be published on the school website at the beginning of each year when possible.

This document is a summary of the different aspects of the organisation and designed to support parents/carers in providing useful information or signposting to documents containing additional information.

If there is information missing that you feel would be useful please let me know as this remains a working document and as such is open to regular review.

**Mrs Fidock**

**February 2018**