

LANDAU FORTE ACADEMY MOORHEAD GUIDE

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CURRICULUM STATEMENT

THE ACADEMY GOVERNORS

The Academy is administered by a Governing Body who meet at least twice each term, to discuss a variety of matters concerning the general management, organisation, resources, staffing and curricular activities of the Academy.

Margaret Bell - Chair
Stephen Whiteley
Adey Greaves
Amanda Bailey
Peter Ashworth
Sarah Monk
Liz Fothergill
Alison Williams
Steve Baker
Christine Tarpey

In attendance:
John Cox
Sally Greenbank

Mrs L Thompson - Clerk

ACADEMY MEALS

Mrs Manning and her staff cook excellent meals in our kitchen. These cost £1.80 per day, and we would appreciate payment each Monday morning either by cash or cheque made payable to “Landau Forte College”, which should be sent to the Academy in a sealed envelope with your child’s name and class clearly written on.

If you know your child is likely to arrive late at the Academy, please let us know by 9.30am, so that they can be included in the lunch numbers.

Children can choose and pay for a lunch on the day they wish to have one, or may bring sandwiches if they prefer.

Children may be entitled to free meals. Application forms and advice are available from the Academy. It would help the Academy to know of any entitlement (even if your child brings sandwiches) as some of our funding is based on free school meal entitlement.

A young child in a school uniform is smiling and holding a yellow bowl. The background is blurred, showing other children in a school setting.

All children whether eating an Academy meal or sandwiches are supervised by our Lunchtime Play Leader Supervisors. Their job is vital, and we expect all our children to be polite and behave in an acceptable manner. Between 12 noon and 1.15pm each day, they have responsibility for approximately 280 children. We rely heavily on parents to co-operate with us, and stress to children the status and authority of this group of people. Reprimands and requests from them to stop particular activities (because they are dangerous) carry the same weight as from a member of the teaching staff. We expect all children to offer them the same courtesy and respect they offer to any other adult.

The Principal and Governors will not accept poor standards of behaviour at lunchtimes, and may ask parents to take their children home for lunch if their behaviour is unacceptable. If any parent has a concern about a dinnertime incident, then please see the Principal, and not the Lunchtime Play Leader Supervisors.

BREAKFAST CLUB

Landau Forte Academy Moorhead operates a very successful Breakfast Club. It opens from 8.00am until the start of the Academy day, and is based in the hall. It is run by our Play Leaders. There is a choice of cereal, toast and fruit with a choice of juice or milk to drink. The cost will be £1.50 per day for regular pre-booked sessions, or £2.00 per day for occasional use. The cost for pupils entitled to free school meals will be 50p. Booking will be required and places will be limited.

MORNING SNACKS

Children are allowed to bring water or a non-fizzy drink, and either dried or fresh fruit, or no more than 2 plain biscuits for morning playtime. Drinks must be brought in named flasks or plastic containers or cartons. Fruit is available for Key Stage 2 children daily at a cost of 10p. Sweets, crisps, cakes and chocolate may not be brought into the Academy for this purpose.

Children are encouraged to bring a small water bottle daily, which can be filled from the tap to drink while working. Water bottles are available for purchase from the office at a cost of £1.

DRESS CODE

The Academy has a dress code and pupils are asked to wear:

- Navy sweatshirts.
- White polo-shirts or blouses.
- Grey or black trousers, shorts, skirts or pinafore dresses.
- Blue gingham or striped dresses (optional) in summer.
- White/grey plain socks.
- Sensible, low-heeled shoes. Trainers must not be worn to the Academy.

Blue sweatshirts and polo shirts may be ordered from the Academy.

ALL CLOTHES SHOULD BE CLEARLY LABELLED WITH THE CHILD'S NAME, AS LOST PROPERTY IS A CONTINUAL PROBLEM.

All pupils must have a change of clothing for PE consisting of:

- T shirt (team colour).
- Shorts.
- Pumps.
- Trainers for outdoor work.

Tracksuits may be worn in very cold weather.

Please send this kit to the Academy in a clearly named drawstring bag.

Earrings must be removed for PE activities. **PLEASE DO NOT HAVE YOUR CHILD'S EARS PIERCED IN ACADEMY TIME. PLEASE WAIT UNTIL THE BEGINNING OF THE SUMMER HOLIDAYS TO ALLOW TIME FOR THEM TO HEAL SO EARRINGS MAY BE REMOVED ONCE BACK AT THE ACADEMY.** Apart from plain stud type earrings and watches, jewellery must not be worn in the Academy.

Governors and staff will not accept responsibility for jewellery that is lost, stolen or causes personal injury.

No extreme hairstyles, or colouring of hair in psychedelic or prime colours is permitted.

CHARGES FOR ACADEMY ACTIVITIES

From time to time parents may be asked to contribute to the finance of various activities which take place in the Academy. These may vary from contributions towards sewing materials, cooking ingredients or transport costs for an Academy journey. All requests made by the Academy for extra financial support are therefore entirely voluntary, and there is no obligation to contribute.

It should be stressed however, that a number of planned activities would have to be cancelled if parents were reluctant to give this financial support.

LOST OR DAMAGED EQUIPMENT

It is the policy of this Academy to ask parents to pay for Academy or staff property, which their children have lost or damaged.

HEALTHY SCHOOLS

We have been awarded the Healthy School status. There is a Whole Academy Food Policy which encourages children to make healthier food choices.

Foundation Stage & Key Stage 1 children are provided with a piece of fruit each day. Fruit for Key Stage 2 children is available at a cost of 10p.

MANAGEMENT OF THE ACADEMY DAY

During a normal week, Foundation Stage and Key Stage 1 pupils are taught for 21.75 hours and Key Stage 2 pupils are taught for 23.75 hours. This time includes Religious Education, but excludes collective worship, registration, playtimes and lunch breaks.

RELATIONSHIPS & SEX EDUCATION - PSHE

Relationship & Sex Education is an integral part of the Personal, Social and Health Education in the Academy. Personal, Social and Health Education is incorporated with our topics. The scheme of work begins in Foundation Stage and goes up to Year 6. The teaching and activities in the lessons encourage children to learn at an age appropriate level.

RELIGIOUS EDUCATION

The Academy has no religious affiliation, although we do work closely with the local clergy and visit places of worship. Although our emphasis is on Christianity, we do study other world religions. We stress the similarities between religions, and teach children to understand and respect each others' differences. At the request of parents/guardians, children may be withdrawn from assemblies and religious based activities. We are sensitive to the fact that certain religious beliefs have dress codes, and do not eat certain foods. If this is the case please see Mrs Tatem or Mrs Moseley in the Academy office.

ROAD SAFETY

As part of the Academy curriculum, children are taught to have a positive attitude to road safety. Parents and visitors are asked to consider their own behaviour in relation to road safety, and set a good example to pupils. Parents are encouraged to accompany young children to and from the Academy and once at the Academy, to help us ensure that their child does not leave the Academy grounds unless accompanied by an authorised adult. Movement of vehicles within the Academy grounds is discouraged between 8.30am and 3.30pm, and parents are asked not to drive into the car park or park on the zigzag lines outside the Academy. Year 5 & 6 pupils have the opportunity to undertake cycle training and Year 5 & 6 pupils, with parents' permission, can cycle to the Academy.

COMPLAINTS PROCEDURE

Our procedures for dealing with complaints are set out below:

- The class tutor should deal with minor complaints, with more serious complaints being referred to the Principal.
- The Principal is always willing to meet parents in order to resolve difficulties.
- If parents feel the matter has not been resolved satisfactorily, they may wish to contact the Chair of Governors, Mrs Margaret Bell.
- A complaint can also be made directly to Landau Forte Charitable Trust by contacting Mr Stephen Whiteley, Chief Executive.

HEALTH & WELFARE

Our Academy Nurse, Lesley Newton-Griffiths, visits the Academy regularly. If you have any concerns, please feel free to contact the Academy to arrange to meet with her.

We ask you to keep us informed of any medical condition or change in circumstances, particularly any which develop or are diagnosed after a child has started at the Academy. Any changes in vision or hearing are important as they may affect a child's academic progress.

Cuts, bruises and minor illnesses are dealt with by the Academy staff. If a more serious illness or injury occurs, parents are contacted and asked to collect their child.

FOR THIS REASON IT IS VITAL THAT THE ACADEMY HAS YOUR UP TO DATE TELEPHONE NUMBER.

CHILD PROTECTION

Parents should be aware that the Academy will take any reasonable action to ensure the safety of its children. In cases where the Academy has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the Child Protection Procedures and inform Social Care of their concern. The designated person for Child Protection is Mrs Sally Greenbank, the Principal.

PROTOCOL FOR DEALING WITH CHILDREN NOT COLLECTED FROM ACADEMY AT THE END OF THE ACADEMY DAY, OR ACADEMY ACTIVITY

Landau Forte Academy Moorhead recognises that it has a statutory duty to safeguard and promote the welfare of its pupils. The Academy agrees to care for pupils who have not been collected until such times as they are collected by a parent/carer. However, in the event that a child is not collected, then the Principal/Child Protection Co-ordinator will make every effort to contact the parent/carer or a named contact. The Children & Young People's Social Care Duty Team will also be informed. If after 4.30pm the child has still not been collected despite ongoing efforts by the Academy staff, then the Principal/Child Protection Co-ordinator will again inform the Social Care Duty Team. The Social Care Duty Team will then agree what action will be taken, and the responsibility will then be transferred to the Social Care Duty Team. A record will be kept of incidents where parents/carers do not collect a child from the Academy, are late in doing so for no good reason, or where this is a repeat occurrence.

DATA PROTECTION

The Academy is registered under the Data Protection Act. Basic information about pupils is held on computer to assist with the efficient organisation of the Academy, and the individual's educational needs.

SECURITY

The Governors regularly review arrangements for the safety of pupils and staff and the security of the premises. High fencing surrounds the Academy to channel all our visitors through one main entrance, and to help deter intruders. CCTV has been installed, and all people visiting the Academy are asked to sign the visitor's book.

MEDICINES

If a child needs to take any medication during the day, some form of written consent signed by the parent/carer must be presented with the medicine to the office. Medicine Consent Forms are available from the Academy office. By law we are not obliged to administer medicine, but as an Academy we are prepared to do so only if written permission is given.

WITHOUT A SIGNED CONSENT FORM WE WILL NOT BE ABLE TO ADMINISTER MEDICATION IN THE ACADEMY.

NUT ALLERGY

From time to time we have children in the Academy who have a reaction to nuts and nut derivatives, and would ask your co-operation in this matter. You can help by not sending your child with peanut butter sandwiches, coconut topped cakes/biscuits, Snicker bars, etc. We cannot stress enough that this condition is fatal.

ABSENCES

We do need to know the reasons for the absences, so please telephone on the first day if your child is absent. On returning to the Academy please send a letter detailing the reason for your child's absence – please note that 'sickness' or 'illness' is not acceptable.

We would prefer you to arrange dental and other appointments outside Academy hours.

Authorisation of holidays in term time: We ask that you do not book holidays during term time as this disrupts children's learning, and there are plenty of Academy holidays throughout the year.

Derby Local Authority has introduced a calculation chart for authorisation of holidays in term time. There will be a points system scored against a series of questions. Each individual request will be evaluated, and any request for a family holiday which does not have exceptional circumstances will not be authorised. The consequences for parents taking children on holiday in term time, which are not authorised by the Academy, may result in a penalty notice being issued by the Local Authority.

The Principal takes the decision on whether absence will be authorised or unauthorised.

PARENTS & THE WIDER COMMUNITY

At Landau Forte Academy Moorhead the partnership between pupils, parents and staff is considered to be of prime importance, and parents are encouraged to take an active part in Academy life. All parents are asked to sign our Home Academy Agreement.

Parents are kept informed of Academy activities through regular Newsletters, Diary Dates, Invitations to Assemblies, Open Evenings, Open Afternoons, Curriculum Workshops, and notices on the parents' board in the main entrance.

We also need your support to help your children to achieve their potential. As parents, the biggest help you can give to your children is to show that you are interested in what they are doing at the Academy, and to support them in their learning. Such support has a real effect on your children's academic performance.

In addition, individuals and groups from varying denominations lead Assemblies. We also welcome visits from specialists in many varying spheres such as writers, illustrators, artists and sports people.

We are keen to promote links with the local community, and to develop business sponsorship.

LANDAU FORTE ACADEMY MOORHEAD PARENT, TEACHER & FRIENDS' ASSOCIATION

We are fortunate to be supported by an active Parent, Teacher and Friends' Association whose aims are:

- a) To provide an opportunity for parents of the pupils at the Academy, friends and the staff to meet informally out of Academy hours.
- b) To discuss general educational issues of mutual interest.
- c) To work for the good of all children in the Academy by the provision of additional resources.

Current committee:

Chair - Mrs T Jennens Secretary - Ms Zoe Dutton
Treasurer - Mrs K Young

New members are always welcome and should contact Mrs Jennens at the Academy.

We are delighted that your family has joined Landau Forte Academy Moorhead.
We trust your child will enjoy and achieve during their time with us.

CURRICULUM STATEMENT

At Landau Forte Academy Moorhead we aim to provide a broad and balanced curriculum which enables all children to develop a lifelong love of learning; promotes the willingness to question and explore, and allows all children to achieve the highest possible outcomes. Our curriculum uses the Revised National Curriculum as the starting point for a wide and varied learning experience, which is enriched through creative contexts and our values based learning community. We are committed to developing the whole child.

Aims

Landau Forte Academy Moorhead Curriculum enables all children to become:

- successful learners who enjoy learning, make progress and achieve
- confident individuals who are able to live safe, healthy and fulfilling lives
- responsible citizens who make a positive contribution to society

Values

Landau Forte Academy Moorhead Curriculum is developed around a values based learning community which:

- promotes personal development
- supports equality of opportunity
- develops spiritual, moral, social, intellectual and physical growth
- celebrates the contributions of a diverse range of people, cultures and heritages
- develops an understanding of the environment as the basis of life and a source of wonder and inspiration that needs to be protected

Purposes

The curriculum at Landau Forte Academy Moorhead will:

- promote high standards, particularly in English, maths and ICT
- provide continued entitlement from early years to a coherent, broad and balanced curriculum
- instil in children a positive disposition to learning and a commitment to learn
- promote and pass on essential knowledge, skills and understanding valued by society to the next generation
- be relevant to children and prepare them for the here and now, for the next phase of their education, and for their future
- widen horizons and raise aspirations about the world of work and further and higher education
- make children more aware of, and engaged with, their local, national and international communities
- help children recognise that personal development is essential to wellbeing and success