



**CHARLETON**  
CHURCH OF ENGLAND ACADEMY

# CHARLETON CHURCH OF ENGLAND ACADEMY RECEPTION PARENT HANDBOOK 2021 - 2022

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**TOGETHER WE EMPOWER EXCELLENCE**

## Welcome from Miss Coombe, Head of Academy

Dear Parents

I'm delighted to welcome you to Charleton Church of England Academy and to the Learning Academy Partnership. I believe that the choice of your child's first school is the most important of all, and the team and I are privileged that you have chosen to become part of our academy family.



Our school is very much a village school with a reputation for being a friendly and caring community. All of our staff are dedicated to the development of your child in the fullest sense possible. We pride ourselves on putting children first in every aspect of academy life.

We share your aspirations for your child - and believe we can work with you to ensure that all of our children are given the opportunity to aim for excellence. This of course includes our crucial partnership with you as parents and carers. We recognise that education is a joint effort between home and academy, and communication between the two is a key strength, resulting in the strong, warm relationships we enjoy across the academy family and the trust family.

If you ever have any queries or concerns please do not hesitate to approach your child's class teacher as your first point of contact.

I am excited to welcome you and your child to our academy family.

Yours sincerely

Miss Coombe

Head of Charleton Church of England Academy

## Welcome to Charleton Church of England Academy Proud to be part of The Learning Academy Partnership

Together we are committed to achieving '**Excellence for All**' and we firmly believe that by working together, supporting and challenging each other, sharing outstanding practice, and resources, all children can excel and will receive the best that our education system has to offer.

- We aim to provide a caring, disciplined and stimulating learning environment, in which our children can feel secure, happy and proud. We foster and encourage an ethos respecting the spiritual and moral values of others.
- We respect every child and are committed to nurturing every aspect of his or her development - intellectual, creative, emotional, physical and spiritual. We will ensure the safety of every child and will promote opportunities to adopt a healthy and active lifestyle.
- Our drive to develop each child's potential, accessed through the provision of a broad and balanced curriculum, is underpinned by our commitment to continually improve achievement in the basic skills.
- We offer an inclusive curriculum to ensure that each child's learning experience offers maximum opportunities for excellence, enjoyment, personal development, respect for self and others. Our aim is for children to become successful learners, confident individuals and responsible citizens to enable them to make a positive and economic contribution to society.
- We value our partnership with parents and the community. We will constantly strive for opportunities of working together to offer our children the best possible opportunities to equip them for lifelong learning.

# Vision, Values and Principles

## Our Vision

To transform children's lives.

## Core Purpose

To develop a 'values led' family of exceptional schools where learners excel and communities are enriched so that the life chances of more and more children are improved.

**Our core values are our moral compass and drive the way our schools do things together.**

**Excellence:** We champion excellence and equality for all and in all that we do.

**Empowering:** We invest in each other and our communities.

**Collectively:** We are all one team and we agree to work as one family.

## Our 6 Principles of Excellence is our shared commitment and promise

- 1. Priority, Children First:** In every action we take and decision that we make.
- 2. Aspirational Expectations:** A culture where every child will succeed.
- 3. Excellence in Teaching and Learning:** Excellent, passionate staff transform children's lives.
- 4. Professional Development- Investing in People:** A commitment to world-class, bespoke, continuing professional development.
- 5. Distinctiveness:** We embrace, encourage and celebrate the uniqueness of each of our academies.
- 6. Leadership with Vision and Efficiency:** Working together, we deliver and achieve much more than we could ever do individually.

## Church Statement

The Trust Board aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. This will be explicit in Church academies. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experiences it offers to all its pupils.

**Our mission statement** and through our academy's core values of **Friendship, Honesty, Love and Respect**, is to:

- Live and experience our values at the heart of all we do
- Encourage an understanding of the meaning and significance of being part of a faith community through the experiences we offer
- Achieve 'Excellence for All': Wanting the best for everyone
- Work in partnership with each other, with home, church and the wider community

## Starting School – The Early Years Foundation Stage

School is due to start for all children on **Tuesday 7th September 2021** at **8.50am** and finishing at **3.15pm**.

We recognise that this will be different for each child starting in Reception, so please let us know what you feel would be best for your child. You are fully within your rights to ask for your child to start full time from day one.

### Starting School: Learning in Reception

Your child will be entering Start Point, our Reception class and the first one in their primary education, following on from their pre-school and nursery education. As with all Reception classes, we follow the Early Years Foundation Stage curriculum (EYFS) which supports the children to achieve Early Learning Goals by the end of their Reception year. Children spend one year in Reception before moving into Year 1 and entering the National Curriculum.

All areas of the Early Years Foundation Stage (EYFS) curriculum are provided daily in both independent and adult supported learning experiences. These areas are:

- Personal Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive art and Design

This booklet will give you some guidance on how to help your child before they join Start Point in their Reception year and how you can continue to support your child as they begin their learning journey through the year.

### Starting School: Supporting your child to be ready

Starting school is an exciting new adventure for all children. We try to make it as easy as possible; however given the current COVID-19 pandemic, how we support induction into our school may look a little different to what we've done in previous years. Please rest assured that we are here for you and we will do all we can to ensure that your little one is ready, confident and excited about starting school in September.

There are many important things that you can do before your child starts school to prepare them.

- Encourage your child to dress themselves so that they feel confident to put their coats on and get changed for PE.
- Make sure they can find their names in their clothes and please make sure that all garments are labelled.
- Ensure that if your child is going to have a cooked lunch, they are able to use a knife and fork independently.
- If they are having packed lunch, it is important to ensure your child knows how to open their lunch box and is aware of what is inside and how to open the wrappings. It is a good idea to pack the lunch alongside your child and not put too much food in.
- Make sure that they can use the toilet independently and understand how important it is to wash their hands after using it.
- It is really important that your child arrives at the academy on time and is collected promptly to avoid any distress. Please ring the academy if you are going to be unavoidably delayed.



## Strong Parent Partnership - the key to your child's success

There will continue to be many ways that you can support your child in their learning once they have started school.

We are keen to build a strong partnership between yourselves as parents and all the staff involved in the care of your child. We value the support that parents and families provide from home. It enriches your child's learning and helps them achieve the best that they can.

Your child will have an online, fully interactive learning journal provided by Tapestry which can be used as a means of sharing your child's successes both at home and school. We will add observations of the children which will give you an insight into what they are learning at school and highlights your child's learning and development throughout their Reception year. We love to hear how you are getting on with your learning at home and encourage parents to add comments and photos to the journal.



## Weekly Class Newsletter

The weekly class newsletter gives you information about what the children have been learning each week as well as future events and outlines their home learning. In Start Point, we send home weekly Maths games for the children to play and share with their family; we will also send a selection of books home, including non-fiction and library books, as well as reading books when they are ready. We also link activities to what the children are learning about in class and make them meaningful and relevant to the children.

## What can I do to help my child with their language, oracy and early reading skills?

- Share books together regularly. Help your child to choose exciting, attractive picture books. Make this time very special in a cosy atmosphere.
- Point out words all around you - look at signs in supermarkets, shops, on posters etc.
- Say/sing nursery rhymes together.
- Help your child to recognise their name.
- Let your child see you enjoying various types of reading.
- Write things with your child and encourage them to read it back to you e.g. the writing of your shopping list etc.
- Share tape/CD stories and books.
- When looking at letters, focus on the sound they make rather than its letter name.



## How can I share a book with my child?

- Show your child how to hold a book properly.
- Before reading the story, get a "feel" for the story by talking about the cover.
- Look at the illustrations and talk about them. This will help your child to understand what the story is all about.
- Let your child hold the book and turn the pages.
- Don't worry about reading a story many times if you both enjoy it. This will help your child to remember the story and recognise some of the words.
- Allow your child to "read" the book to you by talking about the pictures.
- Read books with catchy rhymes.



- Reading exciting stories will encourage your child to find out what happens next.

## How can I support my child's mark making and early writing?

- Help your child by giving lots of opportunities to draw, colour and experiment using all kinds of stationery and materials as this will aid your child's enjoyment in the activity.
- Writing need not be sitting at a desk with pen and paper at such a young age but instead engaging with physical involvement of activities such as drawing on an outdoor floor with chalk or water.
- Offering a purpose for writing can also be a good motivator, for example, writing a letter to relatives or friends can be very exciting especially if your child receives a reply!
- Allow your child to experience writing unaided. This "writing" will normally only be mark making (lines and squiggles!) but your child will know what they have "written" and this should be valued.
- Encourage your child to tell you about their writing and be active in demonstrating the writing process. Mark making is the beginning of the writing process and can be made fun in a wide variety of ways using a bit of imagination!
- It is important that good writing habits are established at an early stage. If your child wants to write their name then this is an excellent skill to promote in the lead up to starting school, however remember that the only capital letter should be the first letter.
- You can try and promote good, clear handwriting by teaching your child where each letter should start and finish.



## How can I support my child's mathematical understanding?

Mathematics is all around us and there are many things that you do during the day that can encourage your child to count, recognise numbers, measure and look at colours, shapes and patterns:

- Counting rhymes are great fun and contribute to other areas of learning.
- Spot numbers as you walk along e.g., door numbers and number plates.
- Who can count to the biggest number? Count the number of steps to the car, home, end of the road.
- Count apples when you buy them in the shop
- When out shopping ask children to think about which costs more and which costs less.
- Can you share the Lego bricks equally between your soft toys? Can you make sure teddy has more and doggy has less – tell me how you will do this?
- How many forks will we need to set the table? Will we need more, less or the same number of knives?
- Look for shapes all around the house and notice the patterns in material, wrapping paper etc.
- You could even practise writing numbers!



## Healthy Eating



We are very proud that our academy promotes healthy eating. Children will be supplied with a piece of fresh fruit on a daily basis and milk and water is available to drink.

Children are encouraged to try the different fruit and vegetables and we find that even the fussiest eaters enjoy eating fruit and vegetables along with their friends and they know it will make them fit, strong and healthy!

All children in Reception are entitled to a hot school lunch without any charge. The children enjoy a choice of delicious lunches which they can select from daily. It is a perfect opportunity to introduce your child to a variety of foods.

## Uniform

The Charleton family places great emphasis on helping all of our children to stride forward and flourish. Our drive to realising these standards encompasses all aspects of academy life, ranging from teaching and learning, our relationships and how we interact with our community. We believe that wearing the correct uniform is a big part of this. We highly value the support of families in this. It is very important that all clothing is **clearly** labelled.

### Boys Uniform

- Navy blue, black or grey trousers or shorts
- White polo shirt with academy logo
- Navy sweatshirt with academy logo
- Navy, grey or black socks
- Sensible black outdoor shoes - TRAINERS ARE NOT PERMITTED

### Girls Uniform

- Navy blue, black or grey skirt, trousers or pinafore
- Navy and white checked dress (summer)
- White shirt or polo shirt with academy logo
- Navy sweatshirt or cardigan with academy logo
- White or blue socks
- Sensible black outdoor shoes - TRAINERS ARE NOT PERMITTED

### PE Kit for Boys & Girls

- Plain blue shorts
- White T-Shirt (with academy logo optional)
- Black slip on plimsolls or trainers
- Plain tracksuit (optional for winter PE sessions)
- PE bag

Please note that navy sweatshirts/ cardigans **must** be official academy uniform, showing the academy badge. Alternative blue woollen cardigans and other types of blue pullovers are **not** acceptable academy uniform.

### Other essentials:

Book bag: it is essential your child has a navy blue Charleton book bag with them every day. Reading books and important information including newsletters will be transported daily in this bag between home and school. If your child does not have a book bag you may miss out on some vital information and in some cases we will not be able to send books home without one.

You may purchase uniform online from Price & Buckland. Their website is:

<https://www.pbuniform-online.co.uk/charleton>

### Footwear

Footwear should consist of black, flat sensible shoes that support growing feet. Fashion shoes, boots and trainers are not considered to be appropriate footwear in school.

## Academic Dates

### Autumn Term 2021

Start: 7th September  
Half Term: 25 - 29 October  
Ends: 17 December  
Non Pupil Days: 6 September

### Spring Term 2022

Start: 5 January  
Half Term: 21 - 25 February  
Ends: 8 April  
Non Pupil Day: 4 January

### Summer Term 2022

Start: 25 April  
Bank Holidays: 2 May & 6 June  
Half Term: 30 May - 3 June  
Ends: 22 July

## The Academy Day

The academy day begins at **8.50am** prompt (gate opens at **8.30 am**).

Lunchtime is: 12.15pm - 1.15 pm

The academy day ends at 3.15pm for Reception children, the gates open at 3.15pm for parents and carers to wait inside the school grounds to collect their children.

The gates open at 8.30am so there is no need to arrive very early, arriving five minutes before school begins is early enough, especially in wet weather. Once the gates are open, the teachers and/or Learning Support staff will greet the children and take them into class.

Children who miss all or part of the registration period can feel very unsettled and unsure about what is happening the rest of the day, so please make sure your child arrives at the academy on time.

## Playtimes

Playtimes are an opportunity for the children to go out into the playground and enjoy our play zones, where they can play with the playground toys, run around, interact with friends and sit in the quiet areas.

We take children out to play and for fresh air in most weathers, as this supports their readiness for the next stage of learning so they always need a coat.



## Collection at the end of the day

The gates open at 3.15pm. At the end of the day children need to stay with their class teacher or member of our Learning Support staff even if they are going with a friend from another class. They are not allowed to leave unless accompanied by a known adult.

If there is a change in the collection arrangements please inform the academy office or your child's class teacher.

## Toys

Please do not let your child bring in toys from home to the academy. There will be special occasions when children can bring in a toy and parents/carers will be notified of this.

## Children's Individual Achievements

The achievements that children make within our academy are celebrated in a variety of ways, some more formal than others.

These include stickers, Star of the Week, P.E. Awards, Attendance, Home Learning and Lunchtime awards.

Friday is Praise Assembly where awards are presented.

These are all in addition to any class arrangements.



## Collective Worship

As an academy, we come together each day to worship together. This is a special time where we learn from the teachings of Jesus and words of wisdom within the Bible. There are also special services at Christmas, Easter and Harvest that parents are invited to attend. Dates for these special Acts of Worship are sent out in the regular newsletters and published on the website and Twitter.



## Extra-curricular Activities

Charleton runs a variety of extra-curricular clubs on a termly basis. For more information please contact the academy office.

## Class Organisation

Charleton is a Church of England Academy with a Planned Admission Number (PAN) of 12. This means that each year our new Reception intake can consist of 12 pupils.

Pupils are mainly taught in mixed age classes (depending on numbers). However, there are opportunities for them to work with children across the academy in sessions such as Read Write Inc (phonics and early reading programme), Family Groups sessions and P.E.

## Communication

We believe that parents, children and teachers should all work together in partnership. Two-way communication is very important. There are various ways by which information is sent from academy to home, the main one being via My Ed which is a free app which gives you access to information all about the school, trips, key dates, news, weekly and monthly newsletters, attendance and your child in one place. It can be downloaded for free at [www://myedschoolapp.com](http://www://myedschoolapp.com) via your child's book bag. If you download the app we are able to send emails and text messages for free!

You can also visit our website <https://charleton-lap.co.uk> which contains much of this information as well as the weekly class newsletters and monthly newsletters and more or view our parent notice boards.

Your class teacher should always be your first point of contact.



## Sending money into the Academy

We encourage parents to pay via Edu Spot, <https://eduspot.co.uk> our online payment system. You can log in to make payments for trips, residentials, dinners, after school and breakfast clubs and you will automatically receive your receipts via email. If you do not have access to make payments online we can provide you with a PayPoint barcode. Alternatively, if you still need to send money into school you need to ensure it is sealed in an envelope which is clearly labelled with your child's name, class, the amount enclosed and exactly what it is for.

Please make sure your child knows if there is something important to be handed in. Also please make sure someone at home checks the book bag as children cannot always be relied upon to remember that there may be important information in there.

## Correspondence File

A correspondence file is held in the academy office which includes copies of all correspondence sent out to parents for you to view.

In addition the academy makes the following documents available; minutes of Trustees meetings, information about policies that relate to pupils and the academy curriculum. Single copies of this information are provided free. If a request means we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request as there may be a charge. Some of this information will also be available to download from our website.

## Inclusion

We pride ourselves on being an inclusive academy and the inclusion principles in our policy are embedded in the daily life and management of the academy. Parents and carers are very important to the academy and we

value their contribution in many ways. Your views and ideas for improvement are welcomed at Charleton PTA meetings, as well as through questionnaires and surveys. Parents are encouraged to be involved in all academy activities irrespective of class, religion, disability, gender or race.

## Family Support Team

We value our relationships with parents and understand that sometimes parents, as well as children, need support. We have access to a Family Support Team available to help and signpost parents when they join the academy family.

## Parental Consultations

There are four separate parents meetings during the academic year.

### Autumn Term

#### Meet the Teacher

This initial parents' meeting is an opportunity for parents to meet with their child's class teacher and talk about the academic year ahead, the curriculum and to give you an insight into the working routines of each class. You can come and find out about what your child will be learning and how you can support them. We hope to see as many parents as possible and we will be providing a crèche to enable you to take part.

#### Individual Parents' Consultations

These will take place during October/November for all year groups. This will be an opportunity to discuss your child's progress and targets. Separate letters will be sent out nearer to the date to arrange individual appointments. It is essential that all parents attend.

#### Open Afternoons

We have open afternoons periodically and all parents are invited.

### Spring Term

Spring Term Individual Parents' Consultations will take place just after the half term.

### Summer Term

Full end of year written reports will be sent to parents.

Individual Parents' Consultations will take place during July - all parents are expected to attend.

We are always happy to meet with parents at other times during the academic year should you have a query. Please contact the office for an appointment.

## Parking and Road Safety

Charleton is situated on the main A379 between Kingsbridge and Dartmouth. Some parking is available opposite the school - please do not park on the yellow zig zag lines or block the school entrance. There is also parking available in Lyte Lane, the housing estate opposite school and there is a set of steps which come out on the main road. When crossing the road please always use the designated crossing point by the school gates.

**Please always park considerately and safely.**

Our Community Police Officers regularly patrol and you may well get a parking ticket if you park illegally - you will certainly endanger children.

## General Safety

**Site Safety:** The proper use of the playground and play equipment is important. We would ask parents not to allow their children to use the playground equipment before and after school.

**Gates:** To keep our children safe when they are in the playground, please remember to close the playground gate carefully at all times during the school day. Please do not bring dogs into the playground, or tie them up near the gate where parents and children are coming in and out.

**Jewellery:** In the interests of safety please could you make sure that items of jewellery are not worn for school. Children are physically very active and nasty accidents can result from earrings, rings and necklaces becoming caught or pulled. Watches can be easily lost or damaged.

**Long Hair:** In the interests of health and safety please could you make sure that if your child's hair is long it is tied back during the academy day.

**Sun Safety:** The prime message for children and staff is **stay out of the sun as much as possible. Cover up with clothing and hats. Use a high factor sun block.**

Children and staff should use a high factor sunscreen on any exposed skin, particularly the ears, neck and face even if hats are worn.

Sunscreen should be applied by parents at the beginning of the day. Staff cannot be responsible for applying sunscreen unless there is a medical condition.

## Behaviour

Our academy is a community where we believe that behaviour is based on mutual respect, courtesy and consideration for others. We expect all children to appreciate their own and others roles and responsibilities.

We have an agreed Positive Behaviour Policy, which is available online  
<https://charleton-lap.co.uk/governance/policies/>

## Safeguarding and Child Protection

The academy has a duty to ensure that all parents understand our responsibility to safeguard the wellbeing of all pupils, and that this responsibility requires us to have a child protection policy and procedures. Through this handbook all parents will be made aware that if there are concerns about a child, the academy may make a direct referral to the statutory child welfare agencies and/or Social Services.

## Health Issues

**Emergencies:** It is essential that the academy is kept informed of any changes of address or telephone number. Please ensure that the administrator has a number where a parent or nominated person can be contacted during the day. It is very distressing for your child if we are unable to contact anyone in cases of sickness or injury.

If a child is hurt during the day they will receive basic first aid treatment and a telephone call will be made if it is a head injury. Ice packs may be applied and cleansing wipes. Please let the office know if your child has any allergies i.e. plasters etc.

**Medicines:** If your child has a chronic condition, such as asthma, please let us know and advise us about the medication and complete an 'Administration of Asthma Inhalers in Schools' form from the academy office. If a doctor has specifically requested that medicine for any other condition should be administered during the day, please see the administrator. You will be asked to complete a consent form. Do not send medication into the academy in your child's book bag. Throat lozenges, cough sweets, etc. should not be sent into school.

Please remember to let the office know if there is any change to your child's medication.

**Illness and Absence:** We know that children very often want to come to school even if they are not really well enough to cope with the demands of the day. Please let them stay at home for 24 hours after any attacks of vomiting or diarrhoea. If your child has been prescribed antibiotics, it means they have an infection and may need time at home for the medication to take effect.

Please phone the academy for each day your child does not come into school. If your child is absent for three days or more a doctor's note or medical evidence will be required.

**Spare Clothes:** We have a small supply of spare clothes for children for those little accidents which sometimes occur. We would ask you to wash and return any borrowed items as soon as possible.

**Head Lice:** Information is available regarding identifying and eradicating the little beasts. If your child is unlucky enough to pick up head lice (and it happens to us all at some time or other) please treat them straight away. If head lice are detected during the school day, you will be asked to collect your child, treat the head lice and then your child can return to the academy.

## Food and Drink

**Water:** Following research showing the beneficial effects of water on health and brain activity, we actively encourage the children to keep up their water intake. Children are encouraged to bring in a named water bottle every day. These are kept in the classroom for easy and frequent access. Bottles are taken home at the end of the day to be washed, refilled and returned. There are water fountains on the academy premises.

**Fruit:** As part of the 'Fruit for Schools' scheme the children are offered a piece of fruit each day. The fruits on offer can include bananas, satsumas, apples, pears, strawberries, tomatoes and carrots.

**Milk:** This is available to every child and is free to children under the age of five. The supply and administration is dealt with by Cool Milk at School Ltd and is sourced from our local dairy, Bruckners & Son of Dartmouth.

## School Meals

### Reception children

From September 2014, **all** children in Reception, Year 1 and Year 2 in state-funded schools in England will be eligible for free school meals. Some of these children would also be eligible under the current free school meals scheme and it is very important that we still identify these pupils. This is because each child registered under the original scheme attracts valuable funding for their school. £1,320 for each eligible primary-aged pupil will be allocated in the next school year in additional funding.

We therefore ask that you apply through the Devon County [Citizen Portal](#). This is the quickest and easiest way to apply and will result in you getting an instant decision. Alternatively, call the Education Helpline on 0345 155 1019. Further details can be found in the registration handbook.

Remember that every child in Reception, Year 1 and Year 2 is entitled to receive a free school meal regardless of the outcomes from this registration form, but completion of the form may bring valuable funds into your child's school so it is essential that a form is returned for every child. Every claim is dealt with the utmost confidentiality.

Lunches will be provided by our wonderful in-house catering team and can be pre-ordered online. Children can choose from a variety each day, including a vegetarian option. Menus are available from the office or on the website <https://charleton-lap.co.uk/parents/healthy-eating-lunch/>. The office should be notified of any special dietary requirement.

### Packed Lunch

Children are welcome to bring packed lunches. During the warmer months children often eat their packed lunches in the playground. Please **do not** include sweets or chocolates.

### Treats

As we sometimes have children in school with food allergies please do not send in sweets / cakes / chocolates for birthdays or treats.

The academy understands that some children have special medical needs and/or dietary requirements which fall outside our normal policy and the Head of Academy will discuss the needs of these children with parents on an individual basis.

## Charleton PTA

The PTA has an invaluable role in the life of the academy. All parents are automatically members of the PTA whilst their children attend Charleton Church of England Academy and are welcome to attend any meetings.

The PTA meets on a regular basis and gives parents the opportunity to become involved with the academy and meet other parents. These meetings, which are friendly and informal, give parents the opportunity to find out more about what is going on in school, share ideas and issues.

A wide range of social and fundraising events are organised by the PTA. Activities include non-uniform days, film nights and the main fundraising events of the year, the annual pub quiz and the Summer and Christmas events. The money raised by the PTA provides additional resources for the academy.

Volunteers are needed at all stages of events which is great fun for everyone. Please contact the academy office for the contact details of the current PTA Committee.

## Helping in the Academy

Parental help in the academy is always appreciated. You can help with a variety of activities including, hearing children read, helping in a classroom, gardening, helping with the academy library or help with PE and trips. The academy actively encourages parents to become involved in the school's activities.

If you would like to volunteer your time, please collect a volunteer application form from the office.

## Educational Visits

The curriculum is supported and enriched by a planned schedule of events and outings and we encourage the children to learn from first-hand experience. We therefore on occasions, will organise an offsite activity for the children, related closely to the work they are doing in the classroom. Often, the visit will entail a short walk around the local area, and we ask parents to complete the parental permission slip for offsite activities when they are admitted to Charleton C of E Academy. On occasions, the trip may be further afield. We will always notify parents of such trips, and a permission slip will be sent home seeking parent's permission (SOE3).



Residential trips are offered annually, normally to children in Years 4, 5 and 6.

## Charging for Activities

We aim to provide activities that build on the subjects of the Early Years Foundation Stage and the National Curriculum and are important to pupils' experiences. The academy does not receive extra funding for these activities and may ask parents for a voluntary contribution for activities such as educational visits, visiting speakers and entertainers. No child will be excluded from such activities if a contribution is not received, but the visit may be cancelled if insufficient voluntary contributions are received. If there is a specific reason you are unable to make a contribution and you would like to discuss this with the Head of Academy, please feel free to make an appointment to do so.

If there is a small profit of less than £2 per child, this will be used to subsidise future activities. If a profit greater than £2 is made, we will inform you and you can decide whether you would like a refund.

## Data Protection

The Learning Academy Partnership is committed to a policy of protecting the rights and privacy of individuals, including pupils, staff and others, in accordance with the Data Protection Agency.

The Learning Academy Partnership needs to process certain information about its staff, pupils and other individuals with whom it has a relationship for various purposes such as, but not limited to:

- the recruitment and payment of staff
- the administration of programmes of study
- the recording of a student's progress
- agreeing awards
- collecting fees
- complying with legal obligations to funding bodies and government

## Attendance

The academy must, by law, follow laid down procedures with regard to punctuality and attendance, authorised and unauthorised absences. Where the decision has been made not to authorise a request for leave of absence, and there are 10 or more unauthorised absences (each morning and afternoon is one session. Therefore each day comprises two sessions) a Penalty Notice referral may be sent to the Local Authority, who will then make the final decision about whether a Penalty Notice should be issued.

The Attendance Policy is available online <https://charleton-lap.co.uk/governance/policies/> or from the academy office.

Please phone the academy immediately if your child is unable to attend school. In addition, on the day your child returns, please send in a note explaining the reason for absence and all the absence dates. This is necessary for statutory records. The academy strongly discourages any absence during the academic year and the Trustees endorse this.

If it is necessary to collect your child during the academy day you must sign your child out at the academy office.

Good attendance is noted and rewarded with Certificates. Registers are regularly checked by the Attendance Officer who follows up on any high number of absences/or lateness of children.

All requests for absence including medical appointments must be made by completing a 'Leave of Absence' form available from the academy office, as well in advance as possible, of the date of absence.

## Penalty Notices

Parents/carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at the school at which the child is registered, unless the absence has been authorised by the school.

All leave of absences from school can only be agreed by the school in advance, so it is therefore very important that you apply to the school in writing as far in advance of any absence as is reasonably possible. Please be aware that a school can only grant leave in 'exceptional circumstances'.

Parent/s and/or carers who take their child or children out of school without authorisation, be that by failing to apply at all, applying retrospectively or having their request refused, may be issued with a Penalty Notice per child per parent/carer who has 10 or more unauthorised absences within any six month period.

The Notice carries a penalty of £60 if paid in full within 21 days or £120 if paid in full after this time but within 28 days. We are unable to accept part or late payment and there is no legal right to appeal the Penalty Notice once it has been issued.

Failure to comply with a Penalty Notice may result in prosecution proceedings being initiated against you for an offence of failing to ensure your child's regular school attendance which is contrary to section 444 of the Education Act 1996. If convicted, you may face a fine of up to £1,000.

You are reminded to read both your child's School Attendance Policy (normally on the school website) regarding taking holidays in term time and the Local Authority's Penalty Notice Code of Conduct which can be accessed at

[www.new.devon.gov.uk/educationandfamilies/school-information/school-attendance/absence-from-school-penalty-notices](http://www.new.devon.gov.uk/educationandfamilies/school-information/school-attendance/absence-from-school-penalty-notices)

For further information or to discuss this, please speak to the Head of Academy or Attendance Officer at your child's school.

Please sign the form in the Registration Handbook to confirm you have read and understood this guidance.

## **Tell us what you think – Comments, Compliments and Complaints**

If you require clarification on any issue or if you have a particular concern, please contact the academy. Very often a simple explanation can unravel the most difficult issues and we know that despite our best intentions and hard work from time to time things can go wrong. Usually you will wish to see the class teacher, but you may wish to see a Senior Leader or Head of Academy. In any event you should contact the academy office in the first instance and the necessary arrangements can then be made.

We welcome your comments on how we can improve our academy and your compliments let us know when we are getting things right. It's good to be able to tell staff that they are doing well and for them to know that their hard work is appreciated.