



INGOLDMELLS ACADEMY



Principal : Miss J Howden

Assistant Principal : Mrs R Worthington

Simpson Court, Ingoldmells, Skegness,

Lincolnshire, PE25 1QE

Telephone: 01754 872989

email: admin@ingoldmellsacademy.org

Dear Parent/Carer,

We warmly welcome you to Ingoldmells Academy and look forward to working together to help your child to reach their full potential.

Ingoldmells Academy and Nursery is a small school with a family feel to it. We provide a quality education for children aged 3 to 11 years which is facilitated through our team of dedicated, enthusiastic staff.

At Ingoldmells Academy we aim to maximise children's achievement by removing barriers to learning through a varied, inclusive curriculum delivered in a safe, stimulating environment. The success of this approach can be seen in the confidence and enthusiasm for learning that our children display.

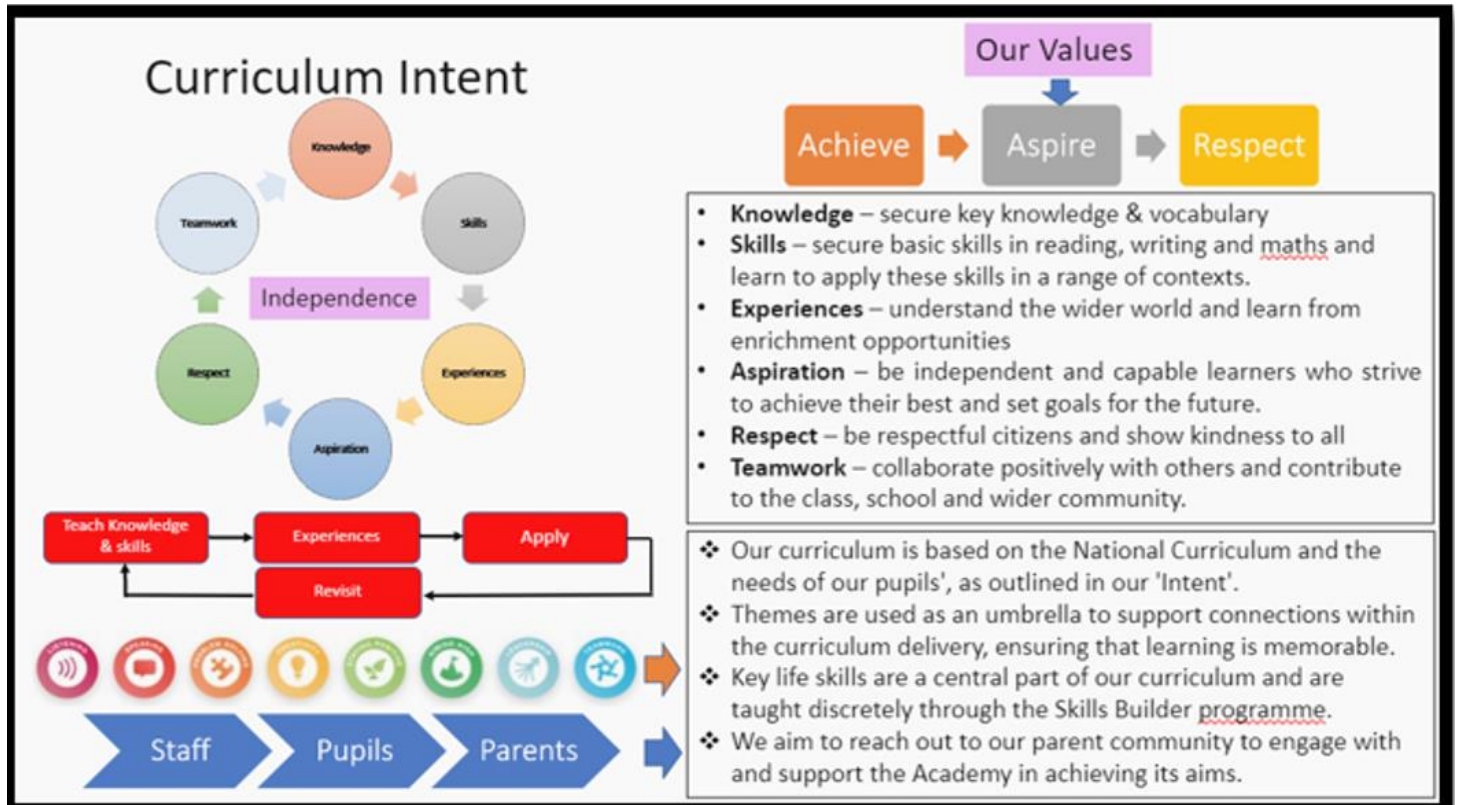
As a primary academy we believe we have a key role to play in our children's lives by giving them the **knowledge, skills, experiences, respect, team work** and **aspiration** to set them up for a successful life out in the world. We love being part of the Ingoldmells community and teach our children to help others whether through supporting charities or thinking of those who are less fortunate.

We hope the information contained in this brochure will help you understand more about starting at Ingoldmells Academy. If you would like to know more, you are welcome to visit us; simply contact the academy office on the telephone number above to make an appointment. I look forward to meeting you and your child here at Ingoldmells Academy.

Kind Regards,

J Howden
R Worthington

Miss J Howden – Principal
Mrs R Worthington – Assistant Principal



Our curriculum intent is based around meeting the needs of the children in our local community. We work on developing the children's **Knowledge, Skills, Experiences, Aspiration, Respect and Teamwork** to help them grow to the best citizens they can be!



Admissions

Applications to Reception

Places in our reception classes are allocated by Lincolnshire Local Authority. To apply for a Reception place online either go to: Our academy website at www.ingoldmellsacademy.org and follow the link on the admissions page, alternatively go to...

www.lincolnshire.gov.uk/parents/schools/school-admissions.

You can also apply by telephoning Lincolnshire County Council school admissions team on 01522 782030. Alternatively, you can request a paper application using the same number.

For further help or advice please contact our academy office on 01754 872989. Parents are notified of the outcome of applications in April ready for the start date in September.

We plan a series of transition afternoons for June, once the Reception Class has been confirmed. These events are opportunities for you and your children to meet with us, ask any questions and to begin to familiarise yourselves with our Academy environment and staff.

Applications at Other Times

Applications for a place in years 1 to 6, or applications to Reception during the academic year, are made directly to Lincolnshire Admissions through Lincolnshire County Council Admissions. You will be asked to complete a form and will be informed if our school has a place. You will then be invited to the school to discuss your application. If you wish to transfer your child from another local primary school, out of courtesy you are asked to inform the other school of your intention.

The Academy Organisation

Ingoldmells Academy is currently organised into six classes:

1. Nursery and Reception - Seahorses
2. Year 1 & 2—Sea Lions
3. Year 3 & 4—Dolphins
4. Year 5—Tiger Sharks
5. Year 6—Blue Whales

This organisation may change depending on pupil numbers

on roll at the beginning of each academic year



The Academy Day

The school day begins at 8.50am, with gates opening at 8.40am, and ends at 3.10pm. Lunch across the school is midday to 12.45pm. There is a 15-minute break during the morning and a 10 minute break in the middle of the afternoon for foundation stage and KS1.



Breakfast Club

The children can register for breakfast club which starts from 8am—8:30am daily. They receive a nutritional breakfast and can take part in a variety of activities before the start of the day. The breakfast club costs £1.50 per child per day. Payments are to be made via our cashless payment system, ParentPay.

After-School Clubs

After-school clubs change termly. We offer a wide variety of activities such as cookery, football, Lego and gardening, but make sure that the children have a voice in what is provided. Children receive certificates for regular attendance at these clubs.

Lunchtime

We have a range of school meals available at lunchtime which is to be ordered via ParentPay. Children can also choose to bring a packed lunch from home.

All children within reception and Key Stage 1 are entitled to a free hot meal as part of the Universal Infant Free Meal Grant.

Uniform

The Academy will have strict guidelines on dress and all pupils will be expected to wear the full Academy uniform. The wearing of our distinctive uniform gives pupils a sense of 'belonging', helps foster a pride in the Academy and stops pupils coming to the Academy in unsuitable clothes.

The Academy now has a new uniform supplier, Nationwide School Uniforms.

If you have any uniform from our previous supplier, this is fine to use until no longer needed.

Pupils in Nursery, Reception and Years 1 to 4

- Academy polo shirt with logo or plain white polo shirt
- Grey/black trousers or skirt or grey pinafore dress (jeans and cords are not allowed)
- Academy pullover or cardigan, in purple, with the Academy logo
- Grey/black socks with trousers, grey or white socks or grey tights with skirts

Year 5 and 6

- Plain white school shirt (not polo shirts)
- Academy tie
- Suitable grey/black trousers or skirt or grey pinafore dress (jeans and cords are not allowed)
- Academy pullover or cardigan, in purple, with the Academy logo
- Grey socks with trousers, white or grey socks or grey tights with skirts.

Summer uniform – all Year groups

- For girls, a lightweight summer dress in the Academy colours. For boys, grey shorts may be worn. All other uniform items, especially sensible black shoes or trainers, remain the same.

PE Kit:

- Black shorts with the Academy logo (optional)
- Purple sports polo shirt with Academy logo
- Suitable trainers or other PE footwear
- Black PE jogging bottoms and PE hoodie with Academy logo (optional)

Parents are asked to provide

- Sensible black shoes (not boots or trainers)
- Suitable footwear for PE
- A warm coat (not denim) for travelling to and from the Academy.
- Hair accessories to be Academy colours and for girls, hair clips and bobbles to be no bigger than a 50p

School rucksack available or our PE bag and 1 backpack.



Our Curriculum

Our Academy curriculum is carefully planned to meet the needs of our children, in line with our Intent to develop their **Knowledge, Skills, Experiences, Team Work, Respect and Aspirations!**

The children take part in a wide range of activities to deepen their learning, with support from our skilled and experienced staff members. We believe first-hand experiences support children's learning and we try our best to make learning memorable for the children.

Our starting point is the National Curriculum and the children's knowledge develops and builds year-on-year so that when children leave us, they are ready to apply their learning in Key Stage 3 and then go on to succeed in the wider world.

Our curriculum includes the following subjects:

English (reading and writing, incorporating phonics)

Maths

Science

Art

Design Technology

Geography

History

Computing

PE

RE

PSHE

Modern Foreign Languages (Key Stage 2)

Educational Visits

We believe that children learn better through first-hand experience. Where possible we will incorporate visits to local sites of interest or use the services of visitors who can share their wealth of knowledge and experience with the children!



Early Years

We accept children from the age of 3 years and upwards. Our Seahorses class (Nursery) takes children from the first term after their second birthday up to the age of 4.

Seahorses class (Reception) enrolls children from the September after their 4th birthday.

The Foundation Stage within Ingoldmells Academy follows the Early years Foundation Stage Curriculum which focusses on the three prime areas and the four specific areas of development.

The prime areas are:

1. Personal, Social and Emotional Development
2. Communication and Language
3. Physical Development

The specific areas are:

4. Literacy
5. Mathematics
6. Understanding the World
7. Expressive arts and design

Our children's learning environment is particularly important in the Early Years; we set out engaging and meaningful learning activities for pupils to access in different areas of the classroom to support their development.

We use Tapestry to log and share children's learning in the Early Years. Parents have their own login so can be kept up to date with their child's learning and progress.

Communication with Parents

We communicate with parents and carers in various ways, for example through Arbor, parent In-App messenger, Text Message and Email.

We hold formal parent appointments twice year and children receive their annual reports at the end of the year, but we pride ourselves on the quality of communication between school and home! Adults are always available on the school gate in the morning to greet children and their parents and carers, and at collection time at the end of the day. If there are any issues you, as parents, wish to discuss, we are always happy to chat. Only by working together can we help the children to do their very best.

Parents are also invited in to join us for Celebration Assembly every Friday afternoon and for parent join-in sessions in the classrooms on a termly basis, as well as for special events such as picnics, sports days and children's performances.

The school has a Home School Agreement to support the partnership between home and school, and foster shared dialogue. The school's website also houses a wealth of information.



Student leadership

We have an elected school council which serves as our children's voice in school. The council share any changes or ideas that the children would like to enact, and we try to get it done.

The council also supports with charity and fundraising events in school and can often be seen 'meeting and greeting' visitors to special occasions.

Rewards and Achievements

The Academy's behaviour protocol promotes positive behaviour in our school. We know that the children can only learn well in a calm, orderly, caring environment where all of the children's pastoral needs are taken care of. We then have a series of different rewards and incentives for good learning and effort. These include:

1. Being selected as 'Class Captain' on a weekly basis
2. Stickers and in-class award systems
3. Positive praise
4. Certificates presented for reading and achievements in sports
5. Attendance awards and prizes for good attendance
6. Sharing children's achievements from out-of-school

Our skilled and experienced teaching staff have a range of strategies to support student behaviour and liaise closely with parents of any children who are finding school behaviour difficult. We know that staff to student relationships are very important in helping children to behave in a positive way. Please ask at the school office if you would like a copy of our behaviour protocol!

Safeguarding

Designated Safeguarding Lead: Miss J Howden—Principal
Deputy DSL: Mrs R. Worthington—Assistant Principal

Parents and carers must be aware that the academy has a duty of care to take reasonable action to ensure the welfare and safety of all its pupils. In cases where staff have cause to be concerned that a pupil may be subject to ill-treatment, neglect or other form of abuse, we will follow the Academy safeguarding procedures and inform Children's Services where appropriate.

All agencies, including Ingoldmells Academy work together as a team to protect all children.

Changes in Circumstances

Parents are requested to keep the Academy informed of any changes in circumstances, e.g. change of address/workplace /telephone numbers/medical/ emergency contacts, in order that contact during Academy hours can be made quickly should the necessity arise

Collection of Children

The safety and well-being of the pupils at our academy are a priority and this includes procedures to ensure this at the end of the day. We ask all parents to inform the Academy of any changes in people collecting your child and that you ensure the person knows the security password. We will NOT release a child without it. A password will be agreed on admission. Year 6 pupils are allowed to walk home with parental consent.

Please be aware that it is against the Academy policy to release your child into the care of siblings under the age of 14 years old, (parental permission is required for those over 14 years of age).

Children with Special Educational Needs

We recognise that certain children may have special educational needs or disability (SEND) at some point during their educational journey; they may need more help with some aspect of their learning.

We always contact parents/ carers directly if we have a concern regarding a child's educational development in order to discuss and agree the most suitable support in order to best help your child.

Regular reviews will take place with yourselves and any third party agency who is involved.

If you have any concerns please contact Mrs Clark, SENCo to discuss this further.

Medicines

There is no legal duty which requires academy staff to administer medication, either prescribed or non-prescribed; this is a voluntary role. Parents are responsible for their child's medication.

Staff will only administer medication that is prescribed by a doctor with doses of 4 times per day, unless there are exceptional circumstances. This is at the academy's discretion.

If your child was to require medication whilst at school the relevant permission form needs to be completed before any medication can be given and this must highlight:

1. The written agreement from parents or guardians for any medication to be administered.
2. Time of last dose if given by parent/carer before attending the academy.
3. Dose given
4. When the next dose is due
5. Frequency of further doses

All medicines will be stored in a locked first aid box stationed in the main office.

Illness

In order to contact you if your child is ill or has an accident it is essential that the school has your day-time telephone number, or an emergency contact number (this might be a relative or friend).

If your child is absent from school you are required to inform us of the reason **in writing or by telephone on the first day of absence**. We do not encourage holiday absence during term time.

Ingoldmells Academy

Simpson Court

Ingoldmells

Skegness

PE25 1QE

Updated September 2025