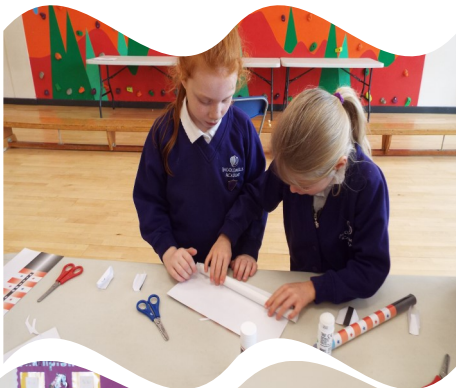




INGOLDMELLS ACADEMY



Principal : Mr N Mitchell

Assistant Principal : Miss R Kirby

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 2 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 our children display.

As a primary academy we believe we have a key role to play in society in combatting discrimination and promoting fairness, justice and equality through our teaching and in the role models we offer. We believe our children's successes affirm this work and we are passionate about ensuring that the children own these values too.

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

N Mitchell

R Kirby

Mr N Mitchell - Principal

Miss R Kirby - Assistant Principal

Our Vision

Children will journey through this academy building memories that impact positively on their lives both today and in the future. They will enjoy the acquisition of knowledge and skills, through a fun, engaging learning experience, inspiring them to become independent, life long learners.



Our Mission

The Academy aims:

- To enable every child to reach their full potential and achieve personal success
- To have high expectations and ensure all children make excellent progress
- To encourage all within the academy to develop a lively enquiring mind and to become independent life long learners
- To create a learning environment that is stimulating, happy, secure and healthy
- To have a high quality, broad and balanced curriculum
- To encourage and foster self motivation and self discipline
- To be an inclusive academy that recognises positive contributions from all children and promotes respect
- To encourage a positive partnership between children, parents , staff, Academy Council members and the community and to have a shared pride in our academy.

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, or alternatively go to...

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

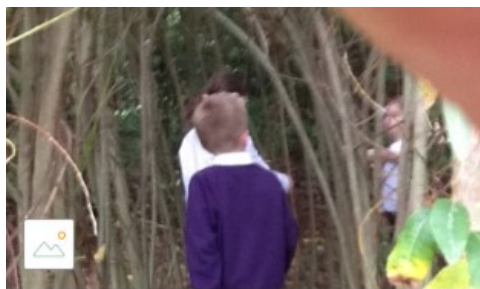
You can also apply by telephoning Lincolnshire Customer Service Centre on 01522 782030.

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 welcome events once the Reception Class has been decided. 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.



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 seven classes:

- ◇ Nursery—Minnows
- ◇ Reception—Seahorses
- ◇ Year 1 / Year 2—Penguins
- ◇ Year 3—Seals
- ◇ Year 4—Dolphins
- ◇ Year 5—Tiger Sharks
- ◇ 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 1.30pm. 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 are subsidised by the Academy.

After School Clubs

After school clubs change termly. We offer a variety of activities such as cookery, football, Lego, gardening etc. All clubs continue to support children's development.

Lunchtime

Most of the children stay on site during lunchtime and are supervised by Midday Supervisory Assistants, under the direction of a Senior MDSA.

Children can bring a packed lunch from home or order and pay for a hot meal from the academy.

Those children within reception and key stage one are entitled to a free hot meal as part of the Universal Infant Free Meal Grant.

The Academy Uniform



We expect all children to wear the full Academy uniform, which includes:

- Academy V-necked jumper or cardigan with the Academy logo
- Black/Grey trousers worn with black or grey socks
- Black/Grey skirt or pinafore worn with grey or white socks or mid-grey tights
- Sensible black shoes with a heel of no more than 2 cm
- A sensible warm coat will be needed—not denim

- For years 5 -6 a plain white shirt with button up collar and Academy tie



- For Nursery to year 4 Academy polo shirt with logo or a plain white polo shirt



- For summer a lightweight dress in academy colours may be worn by girls and grey shorts by boys
- For PE, black shorts and purple and black PE top with the Academy logo.

- We do not allow tattoos, make up, jewellery, nail varnish, dyed hair or hair extensions.
- Excessive hairstyles are strongly discouraged and a decision upon their suitability is with the Principal whose decision is final. 'Cuts' of any shape or design are not allowed, nor are multiple hair colours.
- Long hair must be tied back at all times with a plain simple band, preferably of academy colours.
- One pair of plain earring studs may be worn, however they must be removed for PE.

For outdoor PE in KS2 children will need:

- Plain black jogging bottoms
- Plain black sweatshirt top
- Black or white trainers

Please ensure the above do not have bright or large colourful logos or emblems on them.



The Curriculum

The Academy curriculum comprises all learning and other experiences that we plan in order to meet the needs and interests of our pupils. The central aims of our curriculum are to work in collaboration with families and the local community to provide opportunities for all pupils to learn and to achieve; to promote pupils' spiritual, moral, social and cultural development and prepare all pupils for the opportunities, responsibilities and experiences of life. The curriculum of the school is organised so that children are stimulated, encouraged and challenged to develop their individual potential and personality to the full. The curriculum is constantly evolving to develop the skills needed for children to become successful learners, help prepare them for life in modern Britain and empower them to achieve success in the future.



Educational Visits

We believe that children learn better through first hand experience. Where possible we will incorporate visits to local sites of interest. Staff carry out risk assessments prior to the visits and appropriate ratios of adults to children are maintained.



Our aim, to provide a dynamic and innovative curriculum that challenges, excites and inspires children to become successful and confident learners, and achieve their best, is the main driving force behind how we design and deliver our curriculum. The school's curriculum promotes and sustains a thirst for knowledge and understanding, and a love of learning. It covers a wide range of subjects and provides opportunities for academic, technical, creative and sporting excellence. It has a very positive impact on all pupils' behaviour and safety, and contributes very well to pupils' academic achievement, their physical and emotional wellbeing, and their spiritual, moral, social and cultural development. Our curriculum is planned in themes, with topics chosen to capture the interests and imaginations of our children. Skills based learning is developed by linking subjects such as history, geography, art, design technology and music to the topic being studied. This allows children to make purposeful links in their learning.

The Foundation Stage

Children may join us from 2 years of age.
Our nursery enrolls children 2 years—4 years.
Reception class enrolls children from 4 years.

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:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

The specific areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

The question that parents most often ask is about the place of "play" in the life of a reception child. Very young children, who cannot yet read or write, express their feelings through play activities. It is a way of developing new skills and building up relationships with other children, either individually or in groups. Play activities are very often used to introduce important mathematical ideas such as sorting, counting, adding and taking away.

A reception child's day is made up of many elements, such as talking and listening, reading and writing activities, stories and poetry, art and craft, mathematical skills, religious education, P.E. and music. These are often organised around a particular cross curricular theme which is used to stimulate enthusiasm and learning.



Key Stage One & Two

Our Academy follows the National Curriculum where different subject areas are linked to create opportunities for children to not only be taught new skills but also to apply those skills.

The Academy uses a balance of whole class, group and individual teaching to ensure that children are taught in appropriate groups in order to facilitate progress and attainment.

Assessment is carried out regularly across the curriculum in order to monitor and track the progress of each individual child and aid future progress. Formal and informal assessments take place on a daily basis through observation, classroom interaction and guided activities.

Homework

Homework is an important part of supporting your child at the Academy. Homework helps to support your child's progress and includes daily reading tasks, spellings, or short tasks relating to an area of the curriculum. Not all homework is a written task, it could be practical too.

By enabling your child to complete their homework each time, you are helping your child to be the best they can be. If at any time there is any confusion over homework please speak to the class teacher who will be only too happy to help.

Communication with Parents

We communicate with parents and carers in various ways, for example through Xpressions (electronic newsletter) questionnaires, workshops and informal meetings. Parents are regularly invited to assemblies, and to Parents' Evenings each term. Every year parents and others are invited to attend our Annual Open Day and Sports Day as well as children's performances.

Staff are always happy to meet with parents and carers to talk through any concerns.

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.



Rewards and Achievements

The Academy's behaviour policy recognises the achievements and positive behaviour of our children and ensures that they are shared and celebrated in the following ways:

- ♦ 'Captain of the Week' awards for their good work or behaviour
- ♦ Stickers and in class award systems
- ♦ Positive praise
- ♦ Certificates presented
- ♦ Attendance awards and prizes for good attendance



Children come to the academy to learn to enjoy and to take part in a range of experiences. Unacceptable behaviour prevents all children in the Academy from doing this. We will involve parents in resolving any serious behaviour issues. We also encourage parents to inform us about any issues they or their child may have.

Student Council

The Pupil Council meet regularly to discuss issues important to our children. They are elected by their peers in the class and there is one representative for each year group. The council also have the opportunity to meet with those from other local Academies and schools. The Student Council is involved in the decision making process within the Academy.



Safeguarding

Named Person: Mr. N Mitchell—Principal

Deputy DSL: Miss R Kirby—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.

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).



More Able and Talented Children

If a child is identified as 'more able', provision to extend and cater for their needs will be met via the class teacher, highlighting and planning for this in their weekly plans. A register of more able and talented children is kept within the academy.



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.

Medicines

There is no legal duty which requires academy staff to administer medication, either pre-prescribed or non-prescribed; this is a voluntary role. Parents are responsible for their child's medication. The head of school is normally responsible for deciding whether the academy can assist a pupil who needs medication; there is **no** requirement for staff to **only** administer medication prescribed by a doctor. Such decisions should, as far as practicable, encourage regular attendance and full participation in academy life.

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:

The written agreement from parents or guardians for any medication to be administered.

- o Time of last dose if given by parent/carer before attending the academy.
- o Dose given
- o When the next dose is due
- o Frequency of further doses

All medicines will be stored safely.

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).

Absence

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 2022