

School Prospectus 2020/21



'Reach for the Stars'

Edlington Victoria Academy
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Doncaster
South Yorkshire
DN12 1BN

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Executive Principal: Mrs B Nixon

Principal: Mrs E Clark

Chair of Governors: Mr G Tinkler

www.edlingtonvictoria.co.uk



Reach for the Stars

Designated Safeguarding Officer: Mrs R Bewick

Deputy Safeguarding Officer: Mrs E Clark

Edlington Victoria Academy is part of Exceed Learning Partnership which is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (Company Number 10660150), whose registered office is at Hill Top Academy, Edlington Lane, Edlington, Doncaster, DN12 1PL

MESSAGE FROM THE PRINCIPAL

Thank you for choosing Edlington Victoria Academy for your child. We are delighted to welcome you into our academy community and look forward to working closely with you and getting to know you and your family. It is through partnership with you that we can support pupils in achieving the best outcomes possible. We will keep you informed of your child's progress throughout each school year. If you have anything you would like to discuss further, please let us know.

Mrs E Clark
Principal



Academy Information:

Edlington Victoria Academy is part of Exceed Learning Partnership, which is an exempt charity regulated by the Secretary of State for Education, with no religious affiliations.

The school days are:

Foundation 1 (Nursery) Morning 8.40am - 11.40am

Foundation 2 (Reception) 8.50am - 3.10pm

Years 1 & 2 8.55am - 3.10pm (Doors open at 8:50am)

Dinner time - 60 minutes. There are 15 minute playtimes in the morning and afternoon. Excluding time spent on registration, playtimes and assemblies, 22 hours and 5 minutes are for direct teaching time.

Years 3, 4, 5 & 6 8.55am - 3.15pm (Doors open at 8:50am)

Dinner time - 60 minutes. There is one 20 minute morning playtime. Excluding time spent on registration, playtime and assemblies, 23 hours and 45 minutes a week are direct teaching time.

Discussions about your Child

Parents of pupils are invited to make appointments to see the teacher, Phase Leader or Principal to discuss their child, to become involved in their work or to talk about any worries they have concerning their child. There are three open evenings per year when you can discuss your child's attendance, work and their targets along with any other things you may wish to discuss. However, we are happy to speak to parents/carers at any point in the year. Please make an appointment at the academy office if you wish to do so.

Parental Involvement

We strongly encourage parents to maintain an active interest and involvement in the education of your child. If you feel you have a skill or knowledge of something that would enhance our curriculum, please let us know because we love to have guest speakers from our community.

Curriculum newsletters are sent out half-termly and are posted on the academy website so that you can see what your child will be learning and how you can help. We have also altered our homework for Y1-Y6 so that it is more engaging and can be done with support from family.

School Uniform

All - Red cardigan, jumper or sweatshirt (available from www.myclothing.com with the academy emblem on)

White polo shirt/shirt

Black sensible flat heeled shoes.

Boys - Trousers in grey or black

Girls - Skirt, pinafore dress or trousers in grey or black



It is important that every item of school clothing should have the name of your child marked clearly on the label.

The academy reserves the right to judge any item of clothing, makeup or hairstyle unsuitable for school, and will expect the pupil and parent/carers to accept that judgement.

Physical Education

Black shorts, red plain t-shirt and black pumps

Outdoor tracksuit and trainers

Shoes: pupils will require pumps or training shoes for outdoor work. Trainers for PE must be different to any shoes worn in the academy during the day.



For further information regarding the expectations for the academy uniform, please see the Uniform Policy on the academy website or a copy can be requested from the main office.

Swimming Y5

Girls - One piece swimming costume & towel

Boys - Trunks or close fitting shorts & towel (Baggy shorts are not permitted)



Hairstyles

Hairstyles should be neat and tidy so that they do not serve as a distraction to other pupils. Patterns shaved into the hair and bright hair dye are not permitted. Where possible, long hair should be tied up for health and safety reasons.

Jewellery and Earrings

It is preferable that pupils do not wear jewellery at school. Pupils are allowed to wear a plain watch, one pair of stud type earrings but **earrings must not be worn on the days when your child has PE or games**. Tummy button jewellery cannot be worn. If you are allowing your child to have their ears pierced, please make sure this happens at the beginning of the summer holidays so that they are able to remove them when needed at school.

We cannot be held responsible for loss or damage of any personal items of jewellery.

Emergency Address and Information

On the day your child joins the academy we ask all parents to give us the name, address and telephone number of a family friend or relative with whom the child could be left with if he/she is ill and parents cannot be contacted.

- If your child is absent from school parent/carers must notify the school by telephone or a letter by 9.30 am.
- If a call is not received by 9.30 am, the academy will contact the parent. If unsuccessful the Education Welfare Officer will be informed where necessary.
- If, for any reason, it is necessary for your child to leave the academy premises during the day, it is vital that a note be given to give parental authority. On such occasions parents/carers must collect their child.
- Any routine medical appointments should be made outside of the academy day. Where this is not possible, evidence of the appointment will need to be handed in to the main office.

Foundation Stage 1 (Nursery)

Pupils can start nursery the term following their third birthday, if there are early starter places available.

Home visits are made, by appointment, by the nursery staff prior to starting nursery. This gives your child the opportunity to become familiar with the staff and for you to discuss any relevant details with them.

The activities in the foundation unit are strategically planned throughout the year to ensure that each child gains the most enjoyment, knowledge and understanding from their time in the foundation stage, whilst ensuring they progress along the EYFS assessment.



Before starting in Foundation Stage you will be invited to an induction event and given a handbook with all relevant information that you will need. You will also be invited to attend a full induction programme.

In all our aims, parents are considered central to their child's development, and are encouraged to support their pupils both at home and in the Foundation Unit.

Foundation Stage 2 (Reception)

Prior to pupils starting Foundation 2 in September, parents are invited to meet staff. At this meeting academy issues such as dinners, academy dress and homework are discussed. Ideas for how you can help your child before starting at the academy are given e.g. it is helpful if pupils are able to dress/undress themselves for P.E.



Other agencies such as school nursing, Education Welfare, Children's Centre and schools catering are invited to attend the meeting where they explain their roles to parents.

The Curriculum

'At Edlington Victoria Academy we offer a stimulating and inclusive curriculum that provides our pupils with the knowledge and skills to equip them with an enquiring mind and nurtures them to become life-long learners.'

We aim to support pupils to leave us in Y6 with the following skills and attributes:



Pupils with S.E.N.D (Special Educational Need and Disability)

With the support of the SEND Co-ordinator, teachers adjust and adapt the work of individual pupils who have additional educational needs. Targeted intervention programmes are put in place where needed. Likewise, all other pupils; no matter what ability they may be are provided with work that challenges them so that they can make optimum progress during their time with us.

Home/School Agreement

On entry to the academy every child is asked to complete the home/school agreement with their parent and class teacher. After fully understanding their role, the child, parent and teacher then signs the agreement.

Photographs/Local Visits

On entry to the academy, parents are asked to sign a consent form for their child to go on local visits and also for photographs & videos to be taken. We may use images of pupils on our newsletters and academy website where consent has been given.



Sex and Relationships Education

This is approached in a natural, sensitive way, with pupils' questions being answered honestly, but at a level appropriate to the age and maturity of the individual concerned. Close co-operation is maintained with the school nurse. Any significant changes to the sex education curriculum are discussed with parents and governors before changes are made. We follow the Jigsaw scheme of work in the academy which is a progressive scheme for all year groups. If you would like to know more about how we teach SRE, please contact the academy.

Religious Education



The academy follows closely the content of the local agreed syllabus in Doncaster. The three religions taught in depth throughout school are Christianity, Judaism and Islam. Other religions and cultures are introduced as and when appropriate.

Assemblies are of a mainly Christian nature but emphasise the connections between religions. Parents who wish to withdraw their pupils from religious education or worship must request a meeting with the Principal to discuss their wishes.

Music

All pupils have music lessons which follow the National Curriculum guidelines, and include singing, playing percussion instruments and rhythm. Pupils are invited to play an instrument once they are in KS2. Currently the academy funds the cost of the music lessons and provides whole class teaching of guitars in years 3 & 4.



Sporting Aims and Provision for Sport

Sports Played

Football, tag-rugby, basketball, netball, indoor hockey, cricket, athletics and rounders as well as many different sports such as curling. All sports are mapped out in our long term curriculum map across all year groups.



Time Allocation

Formal curriculum - two hours. Additional allocation is made through out of school sports clubs where possible. Games equipment is provided for pupils at playtime and dinnertime. Our PE coach and pupil team leaders actively encourage pupils to play sport at dinnertime and playtime.

Facilities

We have two halls available for use. We also have a well-resourced PE equipment store, large playing field and a purpose built flood-lit multi games area with an all-weather pitch.

Extra Curriculum Information

The academy provides a range of free and chargeable extra-curricular activities for pupils. Some clubs are run by members of staff and others by outside providers. Further information can be requested via the academy office.

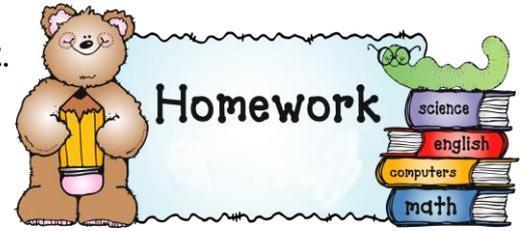


Homework

Pupils are expected to read at least three times a week. Spellings and other homework may be sent in addition to the half termly homework menu.

Half termly letters are sent home informing parents of how they can support their child to gather information for on-going classroom work.

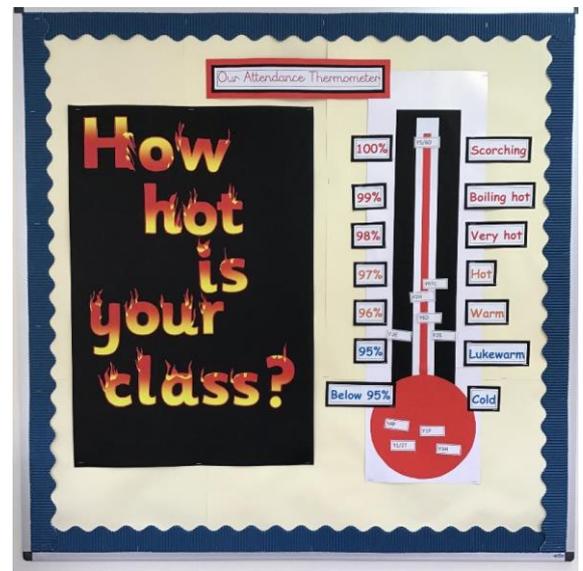
Please encourage your child to complete homework on time and return it on the correct day. A good homework record improves pupils' attainment.



Attendance

Good attendance above 97% is actively encouraged in the academy. We know that the more pupils come to school, the better chance they have of achieving their full potential. The Education Welfare Officer comes into the academy once a fortnight to discuss pupils that are falling below 97% or have regular patterns of absence. If your child falls below 97%, you will be asked to attend an action planning meeting to help raise attendance.

More information regarding attendance and holidays can be found in our Attendance Policy.



Pastoral Work

Parents are welcome to see the Principal or Pastoral and Intervention Manager in order to discuss any pastoral needs you think your child might have. We liaise closely with the Educational Welfare Officer, Educational Psychologists, School Nursing Team, Social workers and the Children's centre. We are implementing Thrive as a whole school approach to support positive mental health.



Safeguarding

Through their day-to-day contact with pupils and direct work with families, staff at the academy have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Childrens and Young People's Services (C&YPS).



The academy adheres to Doncaster LA Safeguarding policy and training. The Executive Principal, Principal and Pastoral Manager are Designated Safeguarding officers and are level 3 trained. All other staff in school are at least level 1 trained. Our designated Safeguarding Officer is Miss L Hobbs.

E-safety Guidance for Parents

KS1

When you are working on computers with your child these simple rules will keep them safe:

- We only use the internet when an adult is with us.
- We can click on the buttons or links when we know what they do.
- We can search the internet with an adult.
- We always ask if we get lost on the internet.
- We can send and open e-mails together.
- We can write polite and friendly e-mails to people that we know.
- We never give out our address, name or phone number.
- We never use social network sites and we know not to arrange to meet people we don't know.

Internet Safety



KS2

- We ask permission before using the internet.
- We only use websites our teacher has chosen.
- We immediately close any webpage we don't like.
- We only e-mail people our teacher has approved.
- We send e-mails that are polite and friendly.
- We never give out a home address or phone number.
- We never arrange to meet anyone we don't know.
- We never open e-mails sent by anyone we don't know.
- We never use internet chat rooms.
- We tell the teacher if we see anything we are unhappy with.

Academy Discipline

Each class in the academy agrees a 'Code for Learning' at the start of every school year where pupils contribute their ideas. This is displayed in every classroom to remind pupils how they agreed that they would behave. It is always phrased in a positive manner.

Pupils also follow the six academy rules which are common across the academy:

1. We are gentle.
2. We are kind and helpful.
3. We listen.
4. We are honest.
5. We work hard.
6. We look after property.

Please Note: It is inappropriate to direct at any member of staff or pupil any indecent or grossly offensive message, threat or information via social media sites such as Facebook and Twitter.

STRATEGIES

The class teacher will always try to praise pupils doing the right thing to allow pupils showing incorrect behaviours opportunity to change it.

1. Name on board
2. X -time out in their own class
Reception - 2 mins Y1, Y2, Y3 - 5 mins
Y5, Y6 - 10 mins
3. XX - KS1 -close teacher supervision at break away from peers
KS2 - detention at playtime with work for 15 mins
4. XXX - child sent to another classroom 15 mins with work
Y4 - Reception
Y3 - Y6
Y2 - Y5
Y6 - Y4
5. XXXX - child sent to the Principal or Vice Principal the next dinner time.

First occasion

Dinnertime session - 30 minutes with member of staff. KS1 & 2 write about what they have done wrong and why they should not have done it.

Second occasion

Dinnertime session - 30 minutes with member of staff.

Pupils are warned that next time parents will be invited into the academy to discuss their behaviour.

Third occasion

Dinnertime session - 30 minutes with member of staff.

Parents invited into the academy to discuss their behaviour and subsequent strategies, exclusion from school 1 day, 2 day, 3 day, 5 day and then total exclusion. (Initial behaviour referral will be made after 2 days exclusion.) At all times action will be taken to work with the child and family to ensure that this type of behaviour does not continue.

Rewards

Positive praise is to be a regular aspect of every teaching situation in the classroom.

Pupils are given individual rewards in each class for making the right choices. Every class has an individual reward chart so that pupils can visually track their progress towards a prize or reward.

Each week a Star of the Week is chosen for each class to show their work in a celebration assembly and receive a certificate. Parents/carers will receive a letter on Friday to invite them to attend the celebration assembly.

FIGHTING OR SWEARING IN THE ACADEMY

The teacher will always find out background information to form the basis of the Principal's discussion with pupil/s and subsequent letter to child's parents if required. Consequences will be age appropriate and dependant on the severity of the incident.

Instances of unkindness, rudeness or bullying will be dealt with as appropriate following the behaviour policy.

Exclusion of Pupils from the Academy

Fixed term exclusions:

These are at the discretion of the Executive Principal, the Principal and when absent, the Vice Principal, in consultation with members of staff and other professionals. The Leadership team have a duty of care to ensure that all pupils and staff are safe at the academy.

Permanent exclusions:

General principles underlying exclusions

1. A need to avoid any risk or damage to the pupils and staff of the academy.
2. Incidents which break the law.
3. Persistent breaches of the academy rules where other internal disciplinary sanctions have been tried and failed.
4. Full and accurate recording of incidents and actions taken.

Considerations before exclusion:

1. Pupil's previous record at the academy.
2. Personal academy circumstances which may be connected with the behaviour.
3. Severity, frequency and the likelihood of its recurring.
4. Does the behaviour impair the normal functioning of the pupil or other pupils in the academy.
5. The degree to which behaviour was a violation of one or more rules contained in this policy.
6. Whether the incident was perpetrated individually or in a group.
7. Has the support of others - e.g. Educational Welfare Officer, Psychologist.
8. Is there a special need emerging as a sign of an emotional and behavioural difficulty.

Reasons for Permanent Exclusion:

1. Persistent bullying, both physically and verbally.
2. Persistent use of abusive language.
3. Persistent and consistent breaking of academy rules/non-compliance.
4. Physical or verbal abuse of staff and pupils.

Dinner time Detentions

Fighting or swearing at lunchtime will not be tolerated. Pupils have these rules explained to them regularly. If they choose to disobey them, consequences will be given according to the severity.

Charging for Educational Visits

Learning outside the classroom is widely recognised as a valuable and effective means of extending pupil knowledge, enriching pupil understanding, and promoting personal and social development. Ofsted also acknowledge the importance of quality learning experiences outside the classroom for raising pupil attainment. We promote and encourage the organisation of educational visits for all of our pupils, and it is hoped that parents will also recognise the value and importance of these visits, and give their full support. All of our educational visits are subsidised by the academy and whilst we ask for the contribution to be voluntary, if we don't receive enough payments for such visits then unfortunately it puts the visit in jeopardy.

Free Meals

Parents wishing to apply for free school meals must do so online at: www.doncaster.gov.uk/doitonline/free-school-meals. Pupils from FS2 to Year 2 are entitled to the government funded Universal Free School Meal.

Paid school meals

Paid school meals are currently charged at £2.10 per day, which must be paid using the online system ParentPay on the first day of the school week as no credit will be given. You will be given log in details or a barcode to use at Pay Point, as no cash is accepted in the academy office.

Milk

Pupils are eligible to receive a free 1/3 pint of milk per academy day until their 5th Birthday.

A charge is made to parents who wish their child to continue to receive milk from the age of five until the end of year 2. Children who are registered for Free School Meals are also entitled to receive free milk until the end of year 2.

Milk is provided by "Coolmilk", please register your child at www.coolmilk.com or pick up a freepost form from the academy office. Payments are made directly to Coolmilk, not via the academy.

Where a charge is made, the milk is provided at a reduced price as a result of European Community subsidy.

Fruit

Pupils from Nursery to Year 2 are entitled to a free piece of fruit everyday as part of Doncaster's Healthy Eating project.



Mobile Telephones

Pupils are not permitted to bring mobile telephones to the academy unless needed for walking home and this should be agreed beforehand with a Senior Leader. All mobiles should be handed in at the academy office at registration for safe keeping and collected at the end of the day.

Complaints Information

Details of the complaints procedure concerning the curriculum and related matters is available from the academy.