



VILLAGE PRIMARY ACADEMY & NURSERY 2019-2020



School Contact Details

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Village Primary Academy
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Dear Parents and Carers

Welcome to Village Primary Academy.

We are very proud of our school.

It was purpose built and opened in 2008 with many 'eco' features such as harvested rainwater to flush toilets; a sedum roof to absorb carbon dioxide and light reflectors for security lighting.

The school is set in attractive grounds and our children use the latest I.T. technology.

We are very proud of our staff who are committed, caring, well qualified professionals who work together to ensure that we are a school with high expectations and aspirations where all children thrive in a

caring respectful environment and leave us having identified talents, skills and intelligences through which they become whatever they want to be.

Children at Village Primary Academy are supported and challenged to achieve the best test results that they can in their KS2 SATS. We expect progress rates that are at least in line with national setting and set even higher targets to aim to surpass this. Details of our school performance can be seen at:

www.education.gov.uk/schools/performance

We are very proud of our pupils' fantastic behaviour, which is frequently commended by visitors to the school and members of the public on school visits. Ofsted (Nov 2017)

commented "...the conduct of pupils is impeccable".

We were delighted when in November 2017 Ofsted visited the school and recognised the many positive features of our provision. The school was graded 'good' in all areas and our 'getting to outstanding' plan is focusing our development work to ensure we work towards achieving an overall 'outstanding' grade at our next inspection.

A copy of the latest Ofsted report can be found at: www.ofsted.gov.uk

To keep you informed about what's happening in School we publish a newsletter on our website: www.village.theharmonytrust.org

We are all looking forward to working with you.

Debbie Beeston
Principal

In May 2018 Village Primary joined Harmony Multi Academy Trust. School leaders work alongside the CEO, senior trust leaders, the strategic board and trustees to continue to provide the very best education for your children.

Further information about Harmony Multi Academy Trust can be found at

www.theharmonytrust.org

School Aims

For the children in our school -

1. To enjoy coming to school every day and to achieve all their learning targets.
2. To have a healthy lifestyle now and in the future.
3. To be safe and well cared for at school and at home.
4. To be good citizens and friends and to care for our environment.
5. To keep on learning forever and have a fulfilling and responsible lifestyle.



Helping your child before they start Nursery and School

Please encourage your child to:

- Speak clearly and ask for what they need, using 'please' and 'thank you'
- Go to the toilet alone, flush the toilet and wash their hands
- Know their full name and where they live
- Clear up toys and equipment after use
- Share toys and equipment and take turns
- Use a knife, fork and drinking straw
- Be away from parents in the care of others for a few hours
- Answer questions with words rather than shrugs and nods
- Do up and undo any fastenings on clothes
- Sit and listen to a story
- Handle and enjoy books
- Hold a pencil and crayons

Foundation Stage

Admission Arrangements

Children are admitted in to **Foundation Stage One**, for 15 hours per week. We offer either

- a) Monday 08:45 - 3:00
- Tuesday 08:45 - 3:00
- Wednesday 08:45 - 11:45

Or

- b) Wednesday 12:30 - 3:30
- Thursday 08:45 - 3:00
- Friday 08:45 - 3:00

If you need to collect your child early please arrange this with a member of staff.

When they start, children usually visit for one hour with their parent/carer on day one. On day two they stay alone for one hour and on day three for the full session. If your child needs more time to settle in, this can be arranged.

2 Year Olds

We have a small number of free places in our Foundation Stage 1 for two year olds. Please speak to a member of staff for details.

Foundation Stage 1 Lunch and Snacks

Two year olds: We ask for a voluntary contribution of £10 per term for snack. All two year olds are entitled to a free school meal.

Three year olds: We ask for a voluntary contribution of £10 per term for snack.

Children who are entitled to the Pupil Premium Grant receive a free school meal. All other children pay £1 per day for lunch.

Foundation Stage Two Admission Arrangements

Children are usually admitted into **Foundation Stage Two** in the school year that they are five years old. The hours are 8.45am to 3.05pm. If you need to collect your child early please arrange this with a member of staff.

Snacks and Drinks

Children are given milk and fruit every day. Sometimes we have other food items for snack. We ask for a £10 donation to cover

the cost of this, and for cookery session ingredients for the whole year.

All children in Foundation Stage 2 are entitled to a free school meal.

Learning in the Early Years Foundation Stage (EYFS)

Children will learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outdoors.

We plan an exciting and challenging curriculum based on our observation of children's needs, interests, and stages of development across the seven areas of learning to enable the children to achieve and exceed the early learning goals.

Children should mostly develop the three **prime** areas first. These are:

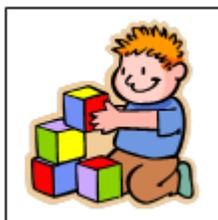
- Communication and Language
- Physical Development
- Personal, social & emotional development

As your child develops they are also supported through the four **specific** areas.

These are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

These seven areas are used to plan your child's learning and the teachers will make sure that the activities are suited to your child's individual needs.



Clothes

Please send your child in washable, comfortable clothes so that they can have fun and be independent when going to the toilet. Children are usually able to use the toilet independently when they start nursery. Please speak to a member of staff if your child has any toileting problems.

Your child will spend some time outside during each session, so please send warm clothes whenever needed and make sure they have sensible footwear.

Keeping Parents and Carers Involved in Foundation Stage 1 and 2

We want you to feel involved and valued as we work in partnership to give your child the best possible educational start in life. To help us work together foundation stage unit staff are always available to answer any questions and will be keen to hear any information you have for us. You will be offered a consultation appointment in the autumn and spring terms and a written report with the option of a consultation in the summer term. We will also send regular letters home to keep you informed about the things happening in school and you will be invited to events in school.



Key stage One and Two

School Curriculum

At Village Primary Academy we provide a curriculum which is exciting, stimulating and challenging. We work with you to identify and develop your child's skills, talents and interests to ensure they achieve their potential.

The vision of Harmony Trust is to provide an excellent primary education that gives our children the very best chance of succeeding in life. Parents are very important to achieving this vision and we aim to work in partnership with them to ensure that all our children Believe, Achieve, Succeed (our Trust's motto).



At Village Primary School we foster British values which are embedded in our school motto.

We promote -

Tolerance and harmony by learning to appreciate the cultures and beliefs of others.

Equality and respect by learning to treat everyone as an equal.

Achievement by always working hard so that we achieve our potential.

Motivation by always aiming high and wanting to do better.

Together **E**veryone **A**chieves **M**ore

We want children to:

Develop their
talents
& skills in all
areas

Value themselves
and relate well
to others

Choose a healthy
lifestyle & stay
safe

Be independent
lifelong learners



Have essential
skills in English,
Maths &
Computing

Be creative,
inquisitive and
resilient

Respect
themselves
& each other

Care for their
local
& global
environment

Subjects Taught

In Key Stage One, children are taught English, Maths, Science, Computing, Religious Education, Personal, Social, Health & Citizenship Education, Physical Education, History, Geography, Music, Design Technology and Art and Design.

In Key Stage Two, these same subjects are also taught and so is French:

Educational Visits

We regularly take the children on educational visits and parents are asked to make a voluntary contribution towards the cost of these visits. We will write and let you

know what times your child is out of school and where they are visiting.

We hold regular parents' evenings to tell you how your child is getting on and we provide you with a written annual report. You can make an appointment at any time to speak to your child's teacher.

If you wish your child to be withdrawn from Religious Education lessons and/or Assembly please speak to the Principal.

Session Times

The classroom doors open at 8:45am and close at 8:50am when learning begins. Key stage one and key stage two children attend from 8.50am-3.15pm.

The children have one hour for lunch.

Unaccompanied children must not be on school premises before 8.40am, unless attending our Breakfast Club which starts at 7.30am.

Illness & Emergencies/Medicines in School

Your parent/carer contact details are kept in school and we will contact you if your child becomes ill. If you are unavailable we will contact the emergency contact person you have nominated. If your child is unwell at home, please do not send them to school. Children cannot return to school within 24 hours of having had sickness and/or diarrhoea. Please ring school on 766492 to inform us if your child is not attending by 9.30 a.m.

No medicine must be brought into school by a child. No medicine will be given to a child unless a consent form has been signed by a parent/guardian. All medicines must be in the original packaging, clearly labelled with child's name, and handed in at the Office where a consent form must be completed.

Breakfast Club

We hold a breakfast club every school day and food is served from 7:30am to 8.30am followed by activities until 8.45am in the school hall.

The cost is £1.50 each day. Payment should be made via ParentPay.

The children will get a choice of breakfast from the following:

Hot chocolate, tea, milk or water

Cereal

Fruit - fresh or dried

Toast/Crumpets, Honey, Jam, Cheese spread

Yoghurt

The breakfast club is open to all children who attend Village Primary Academy. Any child can come to breakfast club on any school day. No advance notice is needed.

Dinner Money

A school meal costs £2.20 per day or £11 per week. Village Primary Academy is a cashless school and all payments should be made via our secure online e-payment system called ParentPay. If you wish, your child can bring a packed lunch. No fizzy drinks should be included.

Attendance and Punctuality

Good attendance and punctuality are essential if your child is going to make good progress. We regularly check the rate of attendance and punctuality for all our pupils. Children with unsatisfactory rates of attendance and punctuality are referred to the Education Welfare Officer. If your child is too ill to come to school please ring

the office on 01332 766492 before 9.30am to inform us.

Special Leave

Pupil leave for family holidays during term time will not be authorised. If any child is absent from school because he or she is on holiday, they may be removed from the school roll and each parent may be subject to a £60 fine for each child absent.

The child's place in school may be allocated to another child on our waiting list.

Withdrawal from Religious Education

At Village Primary Academy we teach a predominantly Christian Religious Education, as required by the governors and the Department of Education.

We also teach about, and celebrate, the other main world faiths. Children visit a range of places of worship during their time with us. All parents have the right to withdraw their child from the religious education curriculum. This would mean the child takes no part in religious activities for their whole school year. Please put any request to withdraw your child from religious education in writing to the Principal.

School Uniform

Our school uniform is compulsory and consists of:

- Blue or White shirt (polo shirt accepted)
- Black or grey trousers/shorts/skirts
- School or matching blue sweatshirt/jumper/cardigan
- Blue/black/dark flat shoes or trainers
- Blue checked summer dresses
- White or grey socks/tights
- Religious headscarves must be dark blue or black, and plain.

Please be aware that children are not allowed to wear nail varnish or temporary tattoos in school.

Some items with our school logo are for sale via our ParentPay shop for the following prices:

Sweatshirts	£7.50
Cardigans	£7.50
Polo shirts	£4.50
Fleeces	£8.50
Reversible Fleeces	£11.50
Bookbags	£4.50
PE Bags	£3.50
Baseball Caps	£4.50

Once payment has been made these items can be collected from the school office.

To buy our school uniform please either follow the link from the school website

www.village.theharmonytrust.org

or visit the website below:

<https://www.parentpay.com/ParentPayShop/Uniform/Default.aspx?shopid=794>



PE Kit

Children are required to change their clothes for P.E. and need to bring a T Shirt, pair of shorts or leggings, and tracksuit bottoms for outside PE. They need a pair of pumps [plimsolls] for indoor PE and trainers for outdoor PE. Please supply a bag so that your child can keep these items on their coat peg. Watches and stud earrings (which are the only jewellery allowed in school) must be removed for PE by the child. We are not allowed to tape over childrens' earrings.

The school does not accept any responsibility for any items of clothing, shoes, glasses etc, that are lost by children whilst on the school ground. All such items are the responsibility of the parent/carer. All property found in school is taken to the lost property bins by the office and put outside once a week to encourage collection. School wear should be clearly labelled with your child's name.

Working with Parents

We value your support as partners in your child's education. We will provide regular opportunities for you to come into school and share in your child's learning experiences. We expect you to support your child in ensuring they complete any homework that they are given including learning their spellings, number bonds, times tables and hearing them read, where appropriate.

We are always looking for willing and committed volunteers. Please speak to the office staff if you are interested.



School Policies

All our school policies have been agreed by school governors and are reviewed regularly. A copy of any policy can be obtained from the school office and many policies are on the school website:

www.village.theharmonytrust.org

Pupils with Disabilities and Special Educational Needs

The school has a policy for Special Educational Needs and a school information report that are implemented and reviewed annually. The policy explains how we work to support children with special needs and disabilities and their families so that we ensure that these children have the same opportunities as all children. If you would like to see these documents at any time, please ask at the school office or visit our school website where they are available to read.

Village Primary Academy is fully accessible to pupils and parents with disabilities. The school adheres to Derby City Council admission policy for all pupils. No pupils will be refused admission to school on the basis

of his/her special educational needs or disability.



CAR PARK - Please note that only disabled parents may use the car park and must register with the school office to do this.

School Organisation

All children have to apply via the local authority admissions procedures for a place in Foundation Stage 2 (Reception) whichever nursery they attend. All children in our nursery will be given an application form in the Autumn term in the year before they are due to start Foundation Stage 2.

All classes in our school have a class teacher (or two if it is a job share) and we have highly skilled teaching assistants to support pupils in classes.



We also have staff who are designated to work with children in a variety of areas. These may include special educational needs, developing English as an additional language, children with social and emotional difficulties and nurturing specific gifts and talents.

Children not collected at the end of the school day

If a child who is usually collected by a parent/carer has not been collected by 3.45p.m school will contact the parent/carer and other emergency contacts. Similarly if a child who usually walks home alone finds no-one in on their arrival and they return to school we will ring the parent/carer and emergency contacts. If this is unsuccessful the Local Authority Social Care Team within the Children and Young People's Department will be contacted.

If by 4.30pm the child has still not been collected, or parents/carers contacted, the Social Care Team will be contacted again and begin to take the appropriate action.

Clearly we hope this action will not be necessary and to help ensure we can always contact you if the need arises, we would ask you to provide us with your current home and mobile telephone numbers and to keep us updated of any changes. It would also be wise to carry school's telephone number with you so that you can let us know if you are ever held up at the end of the day.

The school telephone number is
01332 766492

Extended Schools

We are more than just a school as we provide:



- Breakfast Club every morning from 7.30am
- After school clubs such as multi sports, board games, netball, football and youth club.

- Regular contact with school nurses and doctors
- Close links with The Children's Centre and ACE Nursery including drop-off and pick up services
- Staff are also available to offer support and advice to any parent and carer

Personal Data about pupils

On the 25th May 2018 the law changed and the new General Data Protection Register (GDPR) became law. As an organisation that gathers and uses data (information) we are required to review our data handling and related procedures. In principle, with regards to data collection, we are now required to carefully consider :

- what data we need from you
- why we need it
- what we will do with it
- where it will be stored
- who we may share it with, and why
- how will we dispose (get rid of) the data
- how long we will keep it

As well as telling you all these things, we are also required to tell you how you can view the data,

request changes or deletions and what we will do in the case of a data breach.

Your Rights ...

The new law states that you have 9 rights in relation to the data we hold.

These are ...

- the right to see any data we keep on record
- the right to request changes where errors exist
- the right to request that something is removed from the records / data-
- the right to request that information is not used in any way other than originally intended
- the right to have your data used by somebody else
- the right to object to data being used for marketing or other commercial purposes

- the right for your children's data to be used for their education only- the right to complain about how the data has been gathered and used in this school
- the right to compensation if damages have occurred as a result of our data handling

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Your Child's Data ...

As a school we require some essential data from you as parents. This 'data' can be as simple and as routine as your address, a contact phone number or any medical conditions your child may have. Such information is not only legally required by the school, but also ensures that children and their families are well served by the school for routine matters. In most cases, this data will be provided by you in written form but will then be 'processed' and entered onto the

school's information management system (computer system). Be assured that our systems are :

- password protected
- restricted to those with a 'need to know'
- regularly backed up externally
- managed in accordance with the law and local guidance

However, as a school we handle and use a much wider variety of data which may include our CCTV recordings, test data, referrals to social care and much more. We will now let you know how we manage this kind of data. You can find full details of this in our 'Annual Data Statement' which is available on our website.

Sharing Your Data ...

We will always endeavour to tell you what we are doing with your data. However, on occasion we may be required to pass on data to other people / agencies. The circumstances in which we would likely do so, would include :

- at the request of a court of law
- where we believe your child is at risk of harm
- we are legally required to do so
- at the request of police services in relation to a crime

We will always **TRY** to notify you that we have passed on data to somebody else. However, it is likely that on occasion time-scales may limit our ability to do this.

Data Protection Officer ...

We are required to appoint a Data Protection Officer (DPO) to monitor our policies and procedures in relation to data. You can find out who our DPO is by looking on our school website or asking at the office. If you have any concerns or questions, you should direct them to the DPO in the first instance. They will help you with any requests you may have and advise you of your rights. In addition to their advice, the school website will also have a number of documents for guidance as well.

The School's Duties ...

The school must operate within the law (the GDPR). This means that the school must : -

- have a Data Protection Officer

- have policies for the management of data
(including complaints)

- respond to complaints or requests within one
calendar month

- keep parents informed of what we 'do' with any
data

- inform you of any breach in our data that
affects you

The school will not usually charge for any
requests by parents.

Child Protection and Safeguarding

Schools have an important part to play in the detection and prevention of child abuse. Parents/carers should be aware, therefore, if information is disclosed to a member of the academy staff, that a child may have been abused, the academy is required to report the matter to the social care immediately.

In some cases it is possible that a social worker/police will contact the parents/carers not the academy. This requirement forms part of the local Authority's procedures for dealing with child abuse and is not a matter for the discretion of the Principal or academy staff.

The school has a confidential safeguarding e-mail address which is accessed by the Designated Safeguarding Lead (DSL) in school - Mrs Beeston and the deputy DSL's. If you have any concerns re a child in the school, then please do not hesitate to speak to a member of the

safeguarding team or send an e-mail to this address - safeguarding@village.derby.sch.uk

**Created and updated by:
Village Primary Academy
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Latest update: 19 March 2019