

LincolnCarlton
·ACADEMY·

Lincoln Carlton Academy

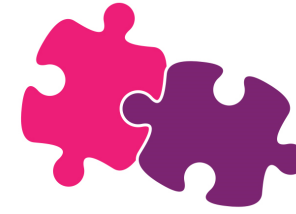
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Reception

Parent Handbook



Monkeys.



Giraffes.

Introduction

The suggestion for this Parent Handbook came from a group of parents! The idea behind it is that we produce a parent-friendly guide to school which has everything that you will need to know about life for your child at Lincoln Carlton Academy. Here you will find general day-to-day information, for example key school day timings, information about the curriculum, after-school clubs etc. As well as this guide, there is a vast amount of information available on the website too, which is kept up-to-date with important dates so please make use of this as well.

Meanwhile we hope this brief guide is helpful and if you can think of other things we can include in the future then please let us know.



Mrs R Malam
Head Teacher

Moving Up

As your child enters their final term in Reception, a letter will be sent out to you telling you which class they will be moving up into and who will be the teacher for that class.

Towards the end of term a day will be allocated as a 'Changeover Day'. On this day your child will spend the day in their new classroom with their new teacher. This is also an opportunity for the new children starting in September to spend some time in school.

The classes in Year 1 are:



Brazil.



Japan.

After School Clubs

We offer a varied range of after school activities to all the children in the school. We have had Twinkle Toes, Football, Judo, Lego Club, and Street dance, amongst other fun and energetic clubs. We celebrate the children's achievements in these clubs through special assemblies. Sometimes places are limited and so a prompt response to Thursday letters along with payment (if required) is advised.

CAFS

CAFS (Carlton Academy Friends and Staff) organises a variety of social, educational and fund raising events for the school. All parents are welcome at CAFS meetings and events; help is always welcome, as are new ideas for improving the quality and range of the group's activities. Please come along to a meeting, you will be most welcome. You can keep up to date with CAFS news via Facebook;

Our School Day

The gates will open for school at 8:45am and school starts promptly at 8:55am. After this, all the children go outside and have a physical activity to start their day followed by a full morning of learning. During this time they will have free access to the outdoor area which is open in all weathers so children need to come dressed for this. Lunch is at 12.10pm and we offer a free dinner to all our children in years Reception to Year 2. After registration, each afternoon starts with story time on the carpet followed by more learning, both inside and out. We end the day with a whole-school assembly, reflection time in classrooms or our Special assembly on a Friday where celebrate the achievements of the children. Home time is at 3.20pm and children are dismissed from their classroom doors.

Before and After School Care

Your child's day might begin with the breakfast club run by Greetwell Hollow which serves food and provides a stimulating and safe childcare setting before school. Children can attend breakfast club from 7.30am and this club is situated in the school with their own access near the front entrance. At 8:45am the children are taken by the staff to their classrooms ready to start their day. If your child is booked in to the kids club after school, they will be collected from their classrooms at the end of school and can stay up to 6.00pm. For more details, please contact Greetwell Hollow directly.

SHARE

Share creates an opportunity for Parents to come in and see what the morning is like in the classroom, to hear the children sing a song or see their work or even get involved with a game. This happens once every four weeks on a Friday morning at 8:55am and Coffee/Tea is served for the Parents afterwards.

Term Dates 2016/17

Term 1	Tuesday To Friday	5 th September 2017 20 th October 2017
Term 2	Monday To Tuesday	30 th October 2017 19 th December 2017
<i>Bank Holidays:- Monday 25th & Tuesday 26th December 2017 Monday 1st January 2018 School Closed Friday 8th December for staff INSET training day</i>		
Term 3	Wednesday To Friday	3 rd January 2018 9 th February 2018
Term 4	Monday To Wednesday	19 th February 2018 28 th March 2018
<i>Bank Holidays:- Friday 30th March 2018 & Monday 2nd April 2018</i>		
Term 5	Monday To Friday	16 th April 2018 25 th May 2018
<i>Bank Holidays:- Monday 7th May & Monday 28th May 2018</i>		
Term 6	Monday To Friday	4 th June 2018 20 th July 2018

Attendance

The school expects good attendance and this is defined as 95% or above. If your child is ill or not well enough to come to school, parents/carers are asked to inform us by telephone before the start of the school day. A coding system is used in the registers and any unexplained absence is noted and followed up. Every month, the family support worker and our education welfare officer monitor the attendance of every child in school. If a child's attendance falls below 95% an initial letter is sent to warn you of this.

If the child's attendance does not improve, the parents/carers will be invited into school to discuss the matter at an action plan meeting. As each successive period of monitoring causes concern, the intervention becomes more severe and can result in being issued fixed penalty notices and finally legal prosecution. The Early Years of a child's attendance is a critical time to establish good school attendance.

The first 10 minutes in school is a valuable time for your child to settle into the school day. If your child arrives after the register is taken at 9.10am they will be marked as late and letters may be sent out for persistent lateness.

Food in School

All children up to the end of Year 2 are given a free nutritious and healthy dinner as part of the Universal Infant Free School Meals scheme. All our children eat together in the school hall and fresh water is provided.

Since November 2014, all our meals are cooked onsite each day by our very own kitchen team. We have 4 week Spring/Summer and Autumn/Winter menu cycles and your child is automatically ordered a standard dinner unless you let us know otherwise.

If your child has any food allergies, please ensure you notify us as soon as possible so that we can make arrangements for their food provision.

We also like all children to bring a named water bottle to school filled with fresh water each morning to encourage them to drink throughout the day.

All Reception children receive free milk daily until they are 5 years old and all children up to the end of Year 2 receive a piece of fruit. Year 1, 2 & 3 children are given the option to purchase milk at a small termly charge.

Uniform

Uniform is strongly encouraged, though not compulsory. As a guide we suggest the following:

- Lincoln Carlton Academy/Navy sweatshirt
- Lincoln Carlton Academy/Navy/White polo shirt
- Navy, black or grey skirt/trousers
- Black shoes (not sandals or boots please).

Children will also require clothing for P.E:

- Lincoln Carlton Academy/purple or white round neck t-shirts
- Navy shorts
- Plimsolls

PE Bag with name clearly on the outside of the bag and hung on your child's peg.

ALL ITEMS TO BE LABELLED WITH CHILD'S NAME PLEASE.

To support CAFS, **Stikins** will donate money to our school if you buy name labels from them. Enter the code 35505 at

If the choices they make are not so good, they may be moved down to the white cloud or the black cloud. These can change through the course of the day and at home time, if they are on the gold star they get a gold star sticker on their own chart in the classroom.

When a child reaches 6 gold star stickers, they bring a 'golden ticket' to the school office which they can exchange for a Golden Treat.

The Golden Treats they can choose from currently are Afternoon Tea with the Head of School, Hot Chocolate with cream and marshmallows, Ice Cream with toppings or Face/Nail painting and this is done once a term.

To celebrate the children who have earned their Golden Treat, their golden star photograph is to the 'Golden Treats' board in the school hall.

We also have a Lunchtime Legends award where every lunch time the best behaved class is chosen. At the end of the week, the class who has been the best behaved over the week is awarded the Lunchtime Legends Trophy.

School Trips

Throughout the year, if a trip will complement our termly topic, we will arrange a visit to somewhere which is accessible either by walking or on coaches. Letters are sent out detailing the cost, uniform and lunch requirements as well as timings and further details. Wherever possible, we try to keep the school office cashless, therefore payment can be made for trips and workshops via your ParentPay account.

Golden Treats

You may hear your child come home and speak of gold stars, black clouds and Golden Treats and wonder what they are talking about!

This relates to the reward system used at Lincoln Carlton Academy. Each day every child starts on the sun and as they go through the day and make their individual choices, they can move upwards onto the silver and even the gold star for following our 6 Golden

Please ensure your child brings a named coat every day as we actively encourage them to play outside as often as possible.

We would love it if you could work with your children on doing up their own coat independently before coming to school as this will help them at play times.

We would also like every child to bring a labelled pair of wellies for use at school.

In winter every child will need a hat, scarf and gloves (also named).

In the summer your child will need a sunhat and spare, easy to apply suncream, all clearly named.

Each child will need a book bag which can also be bought from our uniform suppliers.

Our current suppliers are:

www.lca.impacttrading.co.uk

www.tesco.com/ues

www.uniform-direct.com/acatalogue/Lincoln-Carlton-Academy.html

Uniform Direct Shop, High Street, Lincoln

Keeping in Touch

We have a variety of ways to communicate with you about what is happening in school and special events. Check out our website

www.lincolncarltonacademy.com

for up to date news/events/courses and information. We also have a handy 'who's who' section for you to meet all of our lovely members of staff!

Our newsletter goes out every other week on a Thursday by email so please look out for it. This usually has a message from Mrs Malam, news from the classes, CAFS updates and key dates for your diary. If there are any notices then these will also be added each week.

All letters regarding school trips, events or after-school clubs will be sent out by email with the fortnightly Thursday newsletter. On rare occasions communication may be sent home in your child's book bag so please check this every night.

The Golden Rules and Values

We expect a high standard of behaviour at all times and encourage this by praising and rewarding positive behaviour through a variety of means, including the Friday "Special Assembly" to which parents are invited in rotation.

Golden Rule

Corresponding Value

We are **Honest**

Integrity

We are **Responsible & Respectful**

Gratitude

We are **Helpful**

Support

We **Try Our Best**

Resilience

We **Listen**

Understanding

We are **Kind & Caring**

Oneness

We also have the **Carlton 3 C's**

- **Calm, Co-operative and Caring Community**
- **Courteous Corridors**
- **Considerate Classrooms**

Our Creative Curriculum

We have worked hard to develop a wonderful and inspiring curriculum, which we know will engage your child in enjoying their learning and achieving their potential. We teach the children through themes and our themes this year will be as follows:

Term 1	Magical Me
Term 2	People Who Help Us Let's Celebrate
Term 3	Once Upon a Time
Term 4	Step into a Story
Term 5	Animal Magic
Term 6	Are we nearly there yet?

Each child also has their own Learning journey in Early Years Foundation Stage (EYFS) known as Tapestry. You can follow your child's progress through their first year in school, receive photos on how their day is going and what they are up to. Login details will be sent home within the first half term.

You can also keep in touch via Facebook
www.facebook.com/lincolncarltonacademy.

If you change your email address, telephone numbers or move house, please inform the school office as soon as possible so we can ensure your information is up to date if we need to contact you.

If you would like to contact us, please call 01522 522633, speak to any member of staff in school or email enquiries@lincolncarltonacademy.lincs.sch.uk.

In our aim to be a paperless school, we accept any responses to letters and newsletters by email while payments are taken using the ParentPay online system. We will send you ParentPay login details once your child has started with us in September.

Family Support

We have a Family Support worker who works across Lincoln Carlton Academy and Mount Street Academy with parents and family members to help with any advice, information or support they require. Ruth (our family support worker) is available to see on a 1:1 basis by appointment.

As part of our family support we also offer courses and parent support groups such as our Special Education Needs (SEN) parents support sessions and drop in sessions.

Courses will be run at either Lincoln Carlton Academy or Mount Street Academy unless otherwise stated.

The courses that are running are advertised in the weekly newsletters. There are limited spaces available on the courses and we can often offer a crèche.

To book your place on any of the courses or for more information about Family Support please contact Ruth-Stephenson (Family Support Worker) on 01522 527339.

Parents Evenings

We hold Parents Evenings twice a year in the autumn and spring terms and there is an informal parent drop in at the end of the summer term. At Parents Evening we welcome the whole family to join us drinks and cakes, we also provide a crèche for the little ones too! You will be informed when the Parents Evenings are coming up and will have the opportunity to book in to see the class teachers to discuss your child's progress.

Special Assembly

Our Special Assembly takes place once a month on a Friday afternoon at 2:50pm. You will receive dates through the weekly newsletter and your class teacher will let you know if your child has been selected for an award.