

# Lincoln Carlton Academy

## Key Stage 1 Handbook



### Introduction

As most of our pupils move up through the school we have tried to make this guide more specific to what your child will experience differently in the coming year.

As you will see, there are significant changes to how their time in school is spent as the children move upwards and grow ever more independent.

We hope this booklet is useful to you and if you can think of anything we can include in the future, please let us know.



Mrs R Malam  
Head Teacher

### Life in Key Stage 1

In Key Stage 1, children have the opportunity to build on the skills and experiences they have learned in Reception. They will continue on their journey of becoming independent learners and an expectation that they complete tasks without an adult will be introduced. Lots of active, practical learning will continue as this is the best way that young children learn new skills and knowledge, although more recorded work will be expected as the year progresses. Children will be able to develop their learning further through accessing a wide range of independent and adult supported activities in our outside area during the week.

## Before and After School

### Care

If you would like your child to attend Kids Club before or after school, please contact Greetwell Hollow directly on 01522 548456 or

[carltonacademykidsclub@gmail.com](mailto:carltonacademykidsclub@gmail.com)

## After School Clubs

We will continue to offer after school activities on a half-termly basis. In order to secure a place in one of the groups, please respond as soon as possible to the letter sent out, following the directions given to book.

From Year 1 onwards, an option of learning a musical instrument is offered by Front Row Music. A letter will be sent out regarding music lessons at the beginning of term

## Special and Class

### Assemblies

As previous years, your year groups dates will be published in the newsletter and your class teacher will let you know if your child has been selected for an award.

## 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 a term, usually on a Friday morning at 8:50am.

## CAFS

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 the CAFS section on the newsletter and on Facebook; Lincoln Carlton Academy Friends & Staff - CAFS.

## Keeping the School

### Informed

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](mailto:enquiries@lincolncarltonacademy.lincs.sch.uk)

We accept any responses to letters and newsletters by email while payments are taken using the ParentPay online system.

Where possible we are cashless office.

We will send you ParentPay login details once your child has started with us in September.

By making payment on Parent Pay, this automatically gives us your consent so your child can participate in trips and events.

In our aim to be a paperless school, we send all letters and communication through a **FREE** app you can download to your phone or device:

Parent Hub. Please follow the handle **@LCA**



It's a great way to keep informed as notifications pop up instantly and you can keep up to date with all the relevant information related to your child's class. Class teacher will also be able to communicate directly any messages relating to the class.

- Download from android or apple stores
- Register account
- Follow handle @ LCA
- Once your child is on roll with us, your account will automatically be updated to follow your child's class
- Until then just follow our main page.

Our newsletter goes out every other week on a Friday, 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 via Parent Hub, with the fortnightly Friday newsletter and added to our website.

## Phonics Check

Year 1s have a national phonics screening check in June. The check consists of 20 real words and 20 made up "alien" words (pseudo-words) which are designed to assess if children can recognise the sounds (phonemes) different letter combinations (graphemes) make. Children segment and blend words for reading and the screening helps us ensure children are using adequate phonic decoding strategies. Children have begun learning phonics in Reception and will continue in Year 1. We will give you more information on phonics and the phonic screening during the year.

## SATS

During Year 2, teacher assessment is carried out in the core subjects of [English](#), [Mathematics](#) and [Science](#). Teachers are required to record scores in Reading and Mathematics. To assist teachers in arriving at an assessed grade, tests and tasks are completed in reading, writing and mathematics.

More information about SATS in our school will be given out through the course of the year.

## Reading

We want to continue to encourage children to read regularly. Please ensure your child still reads at least 3 times a week.

## Uniform

Uniform can be purchased at the following suppliers:

**[www.tesco.com/ues](http://www.tesco.com/ues)**

**[www.uniform-direct.com/acatalogue/Lincoln-Carlton-Academy.html](http://www.uniform-direct.com/acatalogue/Lincoln-Carlton-Academy.html)**

**Uniform Direct, High Street, Lincoln**

As in previous years, your children will need items from the uniform section of the website.

We ask that PE Kits are brought into school every day. They can be stored in their lockers.

### **Children do not need to wear PE kit to school on any day.**

Please ensure the PE kit follows our school uniform policy (white or purple T-shirt, navy or black bottoms, plimsolls or trainers). Please could you also ensure that your child has a pair of tracksuit bottoms in their PE kit for autumn/winter months.

More advice on jewellery, footwear and other aspects of uniform can be found at

<https://www.lincshub.com/pdf/1659-school-uniform-policy-lca.pdf>

Please ensure all items are named. If you wish to support CAFS while buying name stickers, please enter the code 35505 at [www.name-labels.com](http://www.name-labels.com).

Please ensure that your child continues to bring a named water bottle to school filled with fresh water every day.

## Family Support

Ruth Stephenson, our Family Support worker, is available to help with advice, information or support 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.

Any 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 to make an appointment please contact Ruth on 01522 527339.

## Food in School

All Key Stage 1 children are offered a free meal each day which is made onsite by our own kitchen team. We will automatically provide a standard hot dinner unless you tell us otherwise by telling the office.

## Parent's Evenings

Parent's Evenings are held 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 Parent's Evening we welcome the whole family to join us for drinks and cake. We also provide a crèche for the little ones too. You will be informed when Parent's Evenings are coming up and will have the opportunity to book in to see the class teachers to discuss your child's progress.

## Reports

Keeping in line with being a paperless school, we send our end of year reports electronically. This ensures they are safe and secure. You can then print them if you want to from home. Because of this we ask again that you ensure you download the free Parent Hub app. Please speak to the school office if you have problems downloading or using the app.

## Attendance

### ***The government guideline for school attendance is 96.1%.***

As a school we expect good attendance and, as a result, work to support families to ensure their child/children achieve an attendance in line with the government guideline of 96.1% or above. We understand that there will be occasions when your child/children are unable to attend school and therefore ask should your child be absent that you contact the school office on 01522 522633 or via email before 8:30am, notifying them of the reason for absence. If school have not heard from you by 9:15am then we will start to call the contact numbers from your contact list that you have provided in order to gain an explanation for the absence. If we have not heard from you by the close of register in the afternoon we will make a home visit to ascertain the whereabouts of your child. A coding system is used in the registers and any unexplained absence is noted and followed up on.

Every month, our Attendance Team meets to review the attendance of every child in school. If a child's attendance falls below 96% an initial letter is sent to notify you that your child's attendance has fallen below the government guideline and that school will be monitoring their attendance until it improves.

If your child's attendance continues to decline, a further letter will be sent updating you on school's continued concerns around your child's attendance.

Should your child's attendance remain at a level below 96%, school will send you a letter inviting you to attend an Attendance Support Meeting to discuss any issues you are experiencing and offer appropriate support. Should your child's/children's attendance continue to decline and fall below 90%, a Fixed Penalty Notice may be issued as your child/children as the Local Authority place a legal requirement on parents to ensure their child/children receive an adequate education and when attending for 90% or below of the school year your child/children are considered to be 'persistently absent', which will have a detrimental impact on their attainment and development.

### **Lateness**

It is important for parents to understand that lateness is classified as an absence. Should your child arrive after the register is taken at 9.10am, they will be marked as late, which will affect their attendance level. Should your child be 'persistently late', letters will be sent home notifying you of their attendance level and asking you to attend a meeting with the Attendance Team to discuss any factors that make it difficult for you to get your child/children to school on time and any strategies or solutions we can put in place to see their attendance improve.

### **Fixed Penalty Notice**

Section 7 of the Education Act 1996 outlines that the parent of every child of compulsory school age has a duty to ensure that their/children child receive an efficient full time education suitable to their age, ability and any special educational needs he or she may have.

## 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.

<u>Golden Rule</u>	<u>Corresponding Value</u>
We are <b>Honest</b>	<b>Integrity</b>
We are <b>Responsible &amp; Respectful</b>	<b>Gratitude</b>
We are <b>Helpful</b>	<b>Support</b>
We <b>Try Our Best</b>	<b>Resilience</b>
We <b>Listen</b>	<b>Understanding</b>
We are <b>Kind &amp; Caring</b>	<b>Oneness</b>

We also have the **Carlton 4 C's**

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

## School Trips

Throughout the year we have planned various fun and engaging trips to tie in with the term's topic.

With all trips, without sufficient contributions from parents we may not be able to subsidise a year group attending a trip. If you are having any problems with making payments, please speak to the school office as soon as possible.

## Houses

Houses are an integral part of our behavior policy. The children follow the Golden Rules and school Values to earn House points. If children can move their names to the gold star by showing us their good choices they will get a token for their house – this is a house point. House points are awarded in the form of a token. All new children to LCA are placed into their houses within the first term of school once the teachers know the children a little better. We try to ensure an even balance of academic ability, sports ability and take into account their individual personalities. We try to keep siblings in the same houses. Each half term the house with the most tokens in will be named as the House Champions.

### Mercury



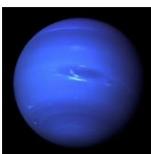
### Saturn



### Jupiter



### Neptune



## Creative Curriculum Themes

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 in 2018-2019 will be as follows:

### Year 1

Term 1	Superheroes
Term 2	Bright Lights Big City
Term 3	Moon Zoom
Term 4	Paws Claws and Whiskers
Term 5	Enchanted Woodland
Term 6	Dinosaur Dig

### Year 2

Term 1	Towers, Tunnels and Turrets
Term 2	Let's celebrate
Term 3	Muck, Mess and Mixtures
Term 4	Scented garden
Term 5	Wriggle and crawl
Term 6	Beachcombers

## Term Dates 2020/21

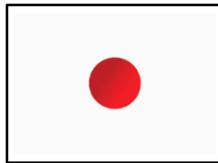
	<b>Term Dates</b>	<b>Notes and Closures</b>
Term 1 (36 days)	Thursday 3 <sup>rd</sup> September 2020 To Thursday 22 <sup>nd</sup> October 2020	<b>INSETS</b> Tuesday 1 <sup>st</sup> & Wednesday 2 <sup>nd</sup> September – school closed to students
Term 2 (34 days) <i>Bank Holidays</i> <i>Friday 25<sup>th</sup> &amp; Monday 28<sup>th</sup> December 2020</i>	Monday 2 <sup>nd</sup> November 2020 To Thursday 17 <sup>th</sup> December 2020	
Term 3 (30 days) <i>Bank Holiday</i> <i>Friday 1<sup>st</sup> January 2021</i>	Monday 4 <sup>th</sup> January 2021 To Friday 12 <sup>th</sup> February 2021	
Term 4 (28 days) <i>Bank Holidays</i> <i>Friday 2 April 2021 &amp; Monday 5 April 2021</i>	Monday 22 <sup>nd</sup> February 2021 To Wednesday 31 <sup>st</sup> March 2021	<b>INSET</b> Thursday 1 <sup>st</sup> April – school closed for students
Term 5 (29 days) <i>Bank Holidays</i> <i>Monday 3 May 2021 &amp; Monday 31 May 2021</i>	Monday 19 <sup>th</sup> April 2021 To Friday 28 <sup>th</sup> May 2021	
Term 6 (33 days)	Monday 7 <sup>th</sup> June 2021 To Wednesday 21 <sup>st</sup> July 2021	

## Moving Up

As your child enters their final term of the year, 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.

During Term 6 a day will be allocated as a 'Moving Up Day'. On this day your child will spend the day in their new classroom with their new teacher.

The classes in Key Stage 1 are:



Year 1: **BRAZIL.JAPAN.**



Year 2: **BANKSY.KLEE.**