

anthem



Lincoln Carlton
ACADEMY

Reception Parents Handbook



Integrity

Oneness

Support

Understanding

Gratitude

Resilience

Introduction

The idea of this booklet is that it is a parent-friendly guide to school which has everything that you will need to know about life for your child/children 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 our website and we have an app, called Parent Hub, which is available on all smartphone devices. This is kept up to date with important dates and information so please make use of this as well.

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



Mrs R Malam
Head Teacher

Our School Day

The gates open at 8:45 but please supervise your child until the class doors open at 8:55am. The day begins with various morning activities as children enter and get settled before registration.

As the year progresses, the morning routine changes as children will start to join the whole school morning assemblies following the register.

Throughout the day the children are then free to explore and access the environment following their interests (at all times both classrooms and outside are available, which we use in all weather!)

The adults will support children and extend their learning through their play.

Adult-led learning takes place just after registration, with Phonics, where your child/ren will learn to read and write, and then a Maths session before lunch.

Lunch is at 12.00pm and we offer a free lunch to all our children in Reception, Year 1 and 2. We finish every day with story time and snack before children get ready to go home.

Home time is 3.25pm and children are dismissed from their classroom doors.

Before and After School Care

There is a breakfast club and after school club at school run by Greetwell Hollow Day Nursery. The clubs provides food as well as stimulating and safe childcare before the school day.

Children can attend breakfast club from 7.30am. At 8:50am the children are taken by the breakfast club staff to their classrooms ready to start their day

The club is situated in the school, with access next to the school's main office.

If your child is booked into the kid's 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 on 01522 548456 or ghkidsclub@heathfarmdaynurseries.co.uk

After School Clubs

We offer a varied range of after school activities to all the children in the school. See our website for details [Extra-Curricular Opportunities | Lincoln Carlton Academy](#)

Sometimes places are limited and so a prompt response to the offer is needed. Some of these clubs require you to sign up and pay directly with the company. All information will be on the overview that is sent out ready for the next term.

Uniform

Please ensure your child wears the correct uniform.

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

Summer Uniform (Optional)

- Blue/Navy/ Purple Summer Dress/Playsuit
- Grey Uniform Shorts

Children will also require clothing for P.E:

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

- A plain white or purple T-shirt
- Plain navy or black shorts
- Plain navy or black jogging bottoms
- Plain navy or black jumper or zip through top
- Black plimsolls or trainers

ALL ITEMS TO BE LABELLED WITH CHILD'S NAME PLEASE. We can't stress enough the importance of this. It is so frustrating for you if your child loses items of clothing. To support our parent teacher association, Stikins will donate money to our school if you buy name labels from them. Enter the code 35505 at the checkout! www.name-labels.com

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 and wetsuit trousers 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 sun cream, all clearly named.

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

Our current uniform suppliers are:

www.tesco.com/ues

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

Uniform Direct Shop, High Street, Lincoln

Keeping in Touch

Each child also has their own Learning Journey in Early Years Foundation Stage (EYFS) known as Tapestry. Tapestry accounts are set up once we have received your consent form. An email will be sent to confirm this and you will need to activate your account. On Tapestry you can follow whole class activities and learning, observations of WOW moments and information for your child.

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 our lovely members of staff!

On rare occasions communication may be sent home in your child's book bag so please check this every night.

You can also keep in touch via Facebook

www.facebook.com/lincolncarltonacademy

www.facebook.com/LCAparents and CAFS

In our aim to be a paperless school, we currently 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 newsletter and added to our website.

Keeping the School Informed

If you change your email address, telephone numbers or home address, 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, or email enquiries@lincolncarlton.anthemtrust.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.

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 3 week Spring/Summer and Autumn/Winter menu cycles and you can order a meal for your child via ParentPay. All meals need to be booked a week in advance.

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.

School Milk & Fruit

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. Reception children 5 years +, Years 1-6 children are given the option to purchase milk at a small termly charge (22p per day) Please contact cool milk directly via their website—www.coolmilk.com to order milk and ensure this is ordered well in advance to receive a continued supply for your child. Please pay by Tuesday at 5pm for your child's milk to start the following week.

Pastoral support and safeguarding

At Lincoln Carlton Academy, safeguarding is the responsibility of everyone. Emily Burford is the Pastoral Assistant Head and Designated Safeguarding Lead (DSL) and Becky Malam is the Deputy Designated Safeguarding Lead (DDSL) which means that they are your first port of call for any worries that you have around the pastoral or safeguarding needs of your child.

All staff know that it is their responsibility to promote the welfare of the children within our care and they know how to report any concerns that they have. Identifying any worries or concerns at an early stage is key so that intervention can be implemented as soon as possible. Our priority is to ensure that children feel happy and safe, that their needs are being met both at home and school and that children know who to talk to if they feel worried about something. The same can be said for the families within our community. We want everyone to flourish and be the best that they can be. At the heart of this is our relationships with our children in school. We ensure that we get to know our children by finding out what makes them laugh, what they are good at as well as what helps them when they are sad or unsure. This is also the same for our families. Through open and honest conversations, we can find out what works well for your family as well as finding out if anything needs to change. Emily and Becky work closely with Ruth Clark who is the Special Educational Needs Coordinator (SENDCO) in school. As a team we ensure that any pastoral support (e.g. for a mental health need or a bereavement) is tailored to the needs of the child. We hope that any support that is implemented supports the child to feel secure and ready for the challenges that each day brings.

We believe that safeguarding in school, our pastoral support, our Personal Social Health and Economic (PSHE) education and our promotion of mental health will enable your child to make progress and excel in their future school journey.

If you have any pastoral or safeguarding concerns regarding your child, then please do not hesitate to get in touch with us via our school enquiries email: enquiries@lincolncarlton.anthemtrust.uk We will get back to you at our earliest opportunity and help you to access the most suitable support available.

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

We are **Honest**
We are **Responsible & Respectful**
We are **Helpful**
We **Try Our Best**
We **Listen**
We are **Kind & Caring**

Corresponding Value

Integrity
Gratitude
Support
Resilience
Understanding
Oneness

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

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

Houses

Houses are an integral part of our behaviour policy where children who are following 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 HousePoint. House points are awarded in the form of a token and are counted at the end of each week. The house with most number of House Points across the whole school, will be awarded the House Cup.

All new children to LCA are placed into their houses within the first term of school once the teachers know them 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.

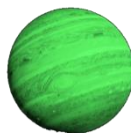
Mercury



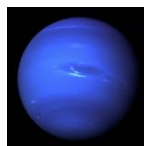
Saturn



Jupiter



Neptune



Attendance

The government guideline for school attendance is 96.1%. Our expectations are 97%.

As a school we expect good attendance and as a result work to support families to ensure their child/children achieve an attendance above the government guideline of 96.1% or above. We understand that there will be occasions that your child/children are unable to attend school and therefore ask if your child is 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 their absence. If we have not heard from you by the close of register in the afternoon then we will make a safe and well 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 week, 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% then 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 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 child/children receive an efficient full time education suitable to their age, ability and any special educational needs he or she may have.

Our Curriculum

Our curriculum in EYFS has been developed to specifically meet the needs of our children by ensuring that it is relevant to them and makes links to their life at home, school and within the wider community. There is a combination of child-initiated play, where children independently access the continuous provision inside and outdoors following their own interests and adult-led learning for the teaching of Phonics, Maths and Literacy.

Each half term has a named theme and within this we use a variety of core texts to engage children and lead the learning. This includes a selection of fiction and non-fiction texts.

Teachers make links with the texts to each of the seven different areas of learning in the EYFS curriculum which includes:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Term 1	All about me
Term 2	
Term 3	Animal Magic
Term 4	Once Upon a Time
Term 5	Let's grow!
Term 6	Are we nearly there yet?

Young Carers

Lincoln Carlton Academy is a Young Carers friendly school. There are many reasons why a child might be a young carer. A child may be a Young Carer because their Mum, Dad, Brother, Sister or someone at home has a disability or illness which means they help look after them or make sure they are safe. A child may help with making drinks or snacks, cleaning or tidying, or by talking to them and keeping them company. A child may feel they miss out because they have to look after their parent or another adult. Or their life may be different because their Mum or Dad takes a lot of time to look after their Brother or Sister. A child can also be a Young Carer if an adult carer is regularly away from the home due to work commitments.

If parents or carers would like more information on Young Carers within Lincolnshire please go to the following websites:

www.every-one.org.uk

www.carersfirst.org.uk

<https://www.lincolnshire.gov.uk/support-carers/young-carer-support>

Alternatively, you can contact Lincolnshire Young Carers by phoning 01522 553275, or emailing youngcarers@lincolnshire.gov.uk

If you feel your child is a Young Carer and you would like further advice or support from school, please do not hesitate to contact us on our enquiries email: enquiries@lincolncarlton.anthemtrust.uk

Parents Evenings

We hold Parents Evenings twice a year and there is an informal parent drop in at the end of the Summer term. 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.

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.

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.

School Trips

Throughout the year, if a trip will complement our termly theme, we will arrange a visit to somewhere which is accessible either by walking or on coaches. Letters are sent out detailing the cost, uniform/appropriate clothing requirements and timings of the trips. We try to keep the timings between school hours as much as possible however sometimes this is unavoidable.

Wherever possible, we try to keep the school office cashless, therefore payment can be made for trips and workshops via your ParentPay account.

Special Assembly

Our Special Assemblies do not start until after the October half term. They take place fortnightly on a Friday morning at 9:05am. You will receive dates through the newsletter and your class teacher will let you know if your child has been selected for an award.

Parent Teacher Association

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;

Lincoln Carlton Academy Friends & Staff - CAFS

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 'Moving Up 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.

Term Dates 2022/23

	Term Dates	Notes and Closures
Term 1 (33 days)	Tuesday 6 th September 2022 To Friday 21 st October 2022	INSET Monday 5 th September 2022 Friday 30 th September 2022 School closed to students
Term 2 (35 days) Bank Holidays Monday 26th & Tuesday 27th December 2022	Monday 31 st October 2022 To Friday 16 th December 2022	
Term 3 (28 days) Bank Holiday Monday 2nd January 2023	Wednesday 4 th January 2023 To Friday 10 th February 2023	
Term 4 (30 days) Bank Holidays Friday 7th April 2023 & Monday 10th April 2023	Monday 20 th February 2023 To Friday 31 st March 2023	
Term 5 (28 days) Bank Holidays Monday 1st May 2023 & Monday 31 May 2023	Tuesday 18 th April 2023 To Friday 26 th May 2023	INSET Monday 17 th April 2023 School closed to students
Term 6 (35 days)	Monday 5 th June 2023 To Friday 21 st July 2023	



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