

Conisbrough Ivanhoe Primary Academy

Head: Mr J Brian

INFORMATION FOR PARENTS 2023-2024 (Main School)



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(Information, policies etc are also available on the Academy website www.ivanhoeschool.co.uk)

DISCLAIMER:

The information contained in this Welcome Pack was correct when printed (April 2023). References have been made to other sources of information (ie internet sites) that may have since changed.

Welcome to Conisbrough Ivanhoe Academy!

At Ivanhoe we work very closely with parents to ensure that our children get the most out of school. Ofsted have told us (though we knew it already) that our teaching assistants are 'exceptional' and that children at this school make better than expected progress and leave the school in Y6 **above** the national average. This is all lovely for parents to know, but we like to think that we also make school a fantastic place for our children and give them opportunities that they are unlikely to get at any other school in the area.

It doesn't matter how good a school is, a child will not fulfil their potential unless parents take a real interest in what they are doing at school. Every week, we send homework home that allows parents to discover what their children are learning, and we send reading books home every day. We write reports to parents each term so that they are on top of how their children are doing. In addition, we are always there for parents to talk to - and we like to get feedback on what we do, even if you find fault with us: we know that parents have a different perspective from teachers sometimes and that we can improve even further if we listen.

We hope that new parents will become involved in the life of the school and help us to continue with our success. We can assure you that we will do our best to make school an exciting, enjoyable place for your children and a welcoming environment for you.

Mr J P Brian

Head Teacher

ACADEMY AIMS

- ✓ We will ensure that there is a nurturing environment in our Academy in which all children feel happy, safe and secure.
- ✓ We will promote excellent attendance through making school an exciting place for children.
- ✓ We will provide a broad, balanced and stimulating curriculum.
- ✓ We will ensure that children have at least three educational visits each year.
- ✓ We will offer children a range of extra-curricular activities supported by all teachers as well as outside agencies.
- ✓ We will promote self-respect as well as respect for others.
- ✓ We will have high expectations of behaviour and consult with children to produce golden rules and guidelines.
- ✓ We will enable children to reach their learning potential through encouraging academic excellence whilst, at the same time, meeting the special educational needs of all children.
- ✓ We will encourage children to understand how they can contribute to their own health and we will promote healthy lifestyles in all aspects of academic life.
- ✓ We will ensure that children have the opportunity to make a positive contribution within Ivanhoe Academy, local and wider community and that they gain the benefits of an Academy committed to community cohesion.
- ✓ We will ensure that children have a voice in day-to-day issues within the school and that they have their say when important changes are made.
- ✓ We will ensure that parents/carers know what their children are engaged in doing at school through carefully considered weekly homework and through other regular communication.
- ✓ We will consult with parents/carers regularly to ensure that their voices are heard when decisions are made.
- ✓ We will ensure that parents/carers know that they are welcome in our Academy and that their views are important.

ACADEMIC DAY

NURSERY (Foundation 1)	8.30am – 3.30pm
KEY STAGE 1 Reception ((Foundation 2) Year 1) Year 2) Monday, Tuesday, Thursday and Friday Wednesday	8.30am to 12.00pm 1.00pm to 3.30pm 8.30am to 1.10pm
KEY STAGE 2 Monday, Tuesday, Thursday and Friday Year 3) Year 4) Year 5) Year 6) Wednesday	8.30am to 12.25pm 1.25pm to 3.30pm 8.30am to 1.10pm

Morning and afternoon breaks (15 minutes)

There is a morning break for all children. Key stage 1 children also have an afternoon break.

Wednesday After-School Club

Childcare is available on a Wednesday afternoon until 3.30pm and is charged at £2.50 per hour. If you require this service, please contact the school office.

ABSENCE AND ILLNESS

Absence

This Academy has a first rate attendance record that is well above the national average. It is of the first importance that children understand how vital good attendance is to their success in our Academy. Punctuality is equally important – children do not enjoy arriving late and they often miss important aspects of learning if they arrive after 8.30 am. It is essential that children do not miss school unless they are poorly. It is unfair to children to keep them out of the schooling except under the correct circumstances.

If your child **is absent** from Ivanhoe Academy, please let the Administration Office know on the first day of absence (by telephone, letter or personal visit) the reason for the absence. Ivanhoe Academy needs to know where children are – if a child does not arrive at Ivanhoe Academy and we do not hear from parents, we need to know that the child has not been involved in a mishap on the way to Ivanhoe Academy.

We may come out to homes to check if we have no contact and cannot get in contact – **this is to ensure that children are safe.**

In case of an emergency, accident or illness in our Academy, we will try to contact you immediately.

Emergency Details

If Ivanhoe Academy has to close in the case of an emergency, it is essential that your child has a safe place to go. Always inform us immediately of any change of phone numbers or emergency contact details.

ATTENDANCE

Why Must My Child Go to School Regularly?

Having a good education will help to give your child the best possible start in life. Here are a few reasons why it is important to attend school regularly:

- They will be more able to keep up with school work.
- Employers will want to be sure that the people they are hiring are reliable. So children who have attended their school regularly have a better chance of getting a job.
- Young people who are off school are at risk of becoming victims of crime or abuse, and may also be drawn into antisocial or criminal behaviour.

What Can I Do to Help?

The most important thing you can do is to make sure your child goes to school regularly, arrives on time and keeps to the school's rules of attending all lessons. Start these good habits at an early age while your child is in primary school and you will make things easier for yourself in the long run. Here are a few more tips:

- If your child starts missing school, help the school to put things right. Make sure your child understands that you do not approve of them missing school.
- If your child is ill, contact the school on the first day of your child's illness. Staff will be concerned if they do not hear anything.
- If your child is ever off school, you must tell the school why. Do this by following the arrangements made by the school.
- If you want permission for your child to miss school for a special occasion such as a wedding, you should ask for permission well in advance and give full details.
- Do not expect the school to agree to shopping trips during school hours.
- Take an interest in your child's schoolwork.
- Support the school in its efforts to control bad behaviour.

ACCESS TO OUR ACADEMY

(PEDESTRIANS, VEHICLES AND PARKING)

VEHICLES

It is essential that parents/carers do **not** use Ivanhoe Academy car park during the day unless there is a need to use the designated disabled parking space.

Parents/carers and children are put in danger if there are cars moving during the day in the car park. Please help to keep children safe by parking outside Ivanhoe Academy if you are visiting or dropping children off.

PEDESTRIAN ACCESS

The gateway **Junior Pedestrian Entrance** is accessed via the path leading off from Maple Grove and the gateway Infant and Nursery Entrances are accessed via the path leading off from Old Road. There is also an access gateway from Old Road leading onto the Junior playground. For security reasons, these gates are locked during Academy hours.

For safety reasons, pupils are **not allowed to walk down the main drive way** to our Academy.

BREAKFAST CLUB

BREAKFAST CLUB

Every school day, the Breakfast Club is open for pupils from Reception to Year 6 between 7.30am and 8.30am. The Breakfast Club takes place in the main school hall. The cost is £3.00 per day for pupils (payable on line through your child's Parent Pay account). If you haven't already activated this, please see the school office). Breakfast club offers toast, bagels, cereals, fruit and juices. Various activities such as drawing, lego and board games, as well as the playground facilities, are also available to the children.

Attendance is on an informal ad hoc basis – no pre- booking is required.

Our own staff run the Club.

EMERGENCY/UNFORESEEN CLOSURE OF OUR ACADEMY

Should our Academy need to be closed in an emergency, or an unforeseen event (for example, catastrophe, adverse weather conditions or heating/boiler problems), our Academy will do its utmost to contact parents/guardians.

In the event of closure due to

- problems (ie heating) during the day: Ivanhoe Academy will endeavour to contact parents/guardians and make arrangements, as appropriate to ensure the well being of pupils whose parents/guardians Ivanhoe Academy has been unable to contact.
- a catastrophe during the day: Ivanhoe Academy will put into operation an appropriate procedure (ie evacuation into our grounds or to a neighboring school) and parents/guardians will be informed as soon as possible via the school text messaging service.
- adverse weather conditions before the start of school day: broadcasts will be made via
 - text messaging, dojo and email service.

<p style="text-align: center;">Privacy Notice - Data Protection Act 1998 for Conisbrough Ivanhoe Primary Academy</p>
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We, Conisbrough Ivanhoe Primary Academy, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact Katie Kitching, School Business Manager.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

www.doncaster.gov.uk² and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Doncaster Council
- Tel: 01302 736000
- Address:
- Floor 1
- Civic Building
- Doncaster
DN1 3BU

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

ACADEMY MEALS (FREE SCHOOL MEALS) AND MILK

Are you eligible to apply for Free School Meals and Milk? If you need any help or advice, please speak confidentially to the Administration Office.

Academy milk is now provided by *Cool milk*. To register your child for milk, you can apply on line or by post, using the leaflet in this information pack. Spare registration forms are also available from the Administration Office. The cost of milk is 28p per daily carton. www.coolmilk.com.

ACADEMY MEALS

At lunchtime, pupils may either eat their own packed lunch or a meal provided by our Academy. Children in Reception, Y1 and Y2 do not have to pay for their meals under the Universal Infant Free School Meals scheme, provided by the government. (This may change in the future). Children in Y3, Y4, Y5 and Y6 have to pay for their school meals via parent pay.

Parents in receipt of certain benefits are eligible to claim for free school meals entitlements (see Free School Meals). A school meal consists of a dinner and a pudding.

The following information has been obtained from the Local Authority's website (www.doncaster.gov.uk).

Great Reasons to Eat School Meals

School Meals are great because:



1. Children can sit down together and enjoy their meal, whilst at the same time developing those social skills of eating together that are so important in later life.
2. Children develop the confidence to make choices at meal times.
3. A well-fed and happy child is more likely to be receptive to participating in the afternoon's activities.
4. Children join in our theme day promotions.
5. A balanced diet in childhood can help prevent numerous health problems both in the short term and in later life, as some adult diseases start early in life.
6. They have the benefits of someone else preparing and cooking lunch for your child which saves you worrying about a packed meal every day.
7. Our staff are well trained and committed to providing healthy and nutritious meals served in a safe supervised environment.

GOVERNORS AND MEMBERS

Category	Name
PARENT	Miss R Lockwood (Acting Chair of Governors) Mr A Nixon (Acting Vice Chair of Governors) Dr M Lawson Mr C T Price Ms K Winnell Mrs R Evans
STAFF	Mr J Brian (Head Teacher) Miss C Moxon (Teacher) Mrs K Hutton (SENCO)
NON-PARENT/STAFF	Mrs J Toller Mr C Hague
MEMBER	Mrs J Toller Mrs K Swift Mrs P Lloyd- Rees Miss R Lockwood
OBSERVER	Miss F Denigan (Parent Liason Officer) Miss E Pugh (School Business Manager)

HEALTH AND SAFETY POLICY

Our Health and Safety Policy is accessible by going to the Ivanhoe website www.ivanhoeschool.co.uk Key Information – school policies, scroll down to find the Health and Safety Policy. If you are unable to access it on-line, just ask a member of the Academy Administration team.



CONISBROUGH IVANHOE PRIMARY ACADEMY

HOLIDAY PATTERN

TERM DATES: ACADEMIC YEAR 2023/2024

	CLOSES AT 3.40 pm	OPENS AT 8.30 am
Autumn Term		Mon 4 th Sept 2023
Autumn Half Term Holiday	Fri 20 th Oct 2023	Mon 30 th Oct 2023
Christmas Holiday	Thurs 21 st Dec 2023	Thurs 4 th Jan 2024
Spring Half Term	Fri 9 th Feb 2024	Mon 19 th Feb 2024
Easter Holiday	Thurs 28 th Mar 2024	Mon 15 th Apr 2024
May Day	Fri 3 rd May 2024	Tue 7 th May 2024
Summer Half Term	Fri 24 th May 2024	Mon 10 th Jun 2024
Academic Year End	Wed 24 th July 2024	

Training Days (5)

Thursday 30th November 2022

Friday 22nd December 2023

Thursday 11th April 2024

Friday 12th April 2024

Friday 5th July 2024

Nursery closure due to Polling Day – Thursday 2nd May 2023

YEAR 6 SATS EXAMINATIONS: MONDAY 13th – THURSDAY 16th MAY 2024

MEDICATION AND FIRST AID

Medication

Ivanhoe Academy is willing to administer most **prescribed medications** *subject to the following provisos:*

- Parents/guardians are required to discuss the medication with a member of staff (preferably a member of the Administration Team) to ensure we fully understand exactly what we are required to do as well as to determine whether staff are trained to administer the medication (ie in the case of rectal medication).
- Parents/guardians complete a medication consent form.
- The medication is in the packaging as supplied by the pharmacist.

Asthma inhalers are kept in classrooms. All other medication is stored, under lock and key, in the Administration Office.

Please note: medication (such as antibiotics), which need to be taken 3 times a day, should be administered before school, after school and before bedtime.

First Aid

We will (unless you give other instructions)

- administer basic first aid ie clean and dress a graze, or apply a cold compress to a bump
- advise you, either by telephone or letter, of
 - any accident or incident which is consequential
 - involves a severe bump/injury to a child's head

ACADEMY DRESS AND PE KIT

Our **Academy dress** consists of a:

- White or pale blue polo shirt
- Black/grey trousers or shorts
- Black/grey skirt or pinafore dress.
- White, grey or black socks
- Black footwear (suitable for school – no heels, no flip flops, no crocs or shoes without ankle support)
- Navy or blue check dress (summer)
- Navy or grey sweatshirts/cardigan with the exception of Year 6 pupils. The colour of the Year 6 sweatshirts/cardigans varies from year to year

Polo and sweat shirts with our embroidered logo (and other non-obligatory items such as reversible fleeces and PE kits) are obtainable from My Clothing on-line Embroidery Service. Go to: myclothing.com

PE kit

- Plain white t-shirt
- Black or navy shorts
- Black or navy jogging bottoms
- Black or navy sweatshirt
- Trainers/black pumps

Jewellery

Due to health and safety issues, children are NOT permitted to wear jewellery; the exception to this would be:

A simple watch
Earring Studs only.

Please note that on P.E days we recommend that earrings are removed. We can not take responsibility for children that come to school on P.E days wearing earrings.



If you would like to know more about how we process personal information, please refer to PRIVACY NOTICE - DATA PROTECTION ACT 1998 (one of the documents contained in our Welcome Pack and re-issued yearly to parents) or contact us.

CHILD'S FORENAME		SURNAME	
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DATE OF BIRTH		MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	(Please tick as appropriate)
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CHILD'S HOME ADDRESS (If this varies ie custody is split between parents, please talk to administrative staff to clarify who to contact in an emergency, etc).	ADDRESS
	Post Code Tel No

PREVIOUS SCHOOLS

NAME/S OF SIBLINGS, STEP BROTHERS/SISTERS, OTHER FAMILY MEMBERS LIVING AT SAME ADDRESS ATTENDING OUR ACADEMY	
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PARENT (1) <input type="checkbox"/> Sole responsibility <input type="checkbox"/> Joint responsibility NAME Mr/Mrs/Miss ADDRESS POST CODE <u>Telephone Numbers</u> HOME MOBILE WORK (if we can use this number in an emergency) e-mail address	PARENT (2) <input type="checkbox"/> Sole responsibility <input type="checkbox"/> Joint responsibility NAME Mr/Mrs/Miss ADDRESS POST CODE <u>Telephone Numbers</u> HOME MOBILE WORK (if we can use this number in an emergency) e-mail address
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If we fail to get in touch you when your child is ill/has been involved in an accident, who should we contact in an emergency? Please bear in mind: the contact should, preferably, be someone who lives near to Ivanhoe Academy.

First contact: Name Relationship/family friend/etc. Mr/Mrs/Miss Telephone number/s Address	Second contact: Name Relationship/family friend/etc. Mr/Mrs/Miss Telephone number/s Address
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MEDICAL INFORMATION: Please give details of any medical conditions etc which you feel we should be aware of (ie asthma and instructions re inhalers, hay fever, hearing/sight/speech impairments, epilepsy, allergies, prone to nose bleeds, etc)

GP and Surgery address

Medication required to be taken during the day (ie inhaler, Ritalin) subject to an agreed Consent Form.

ADDITIONAL INFORMATION (delete/add as appropriate)

Religion:	Ethnic Origin:
Free Meals Entitlement: Yes/No	Sandwiches/School Meal
How pupil travels to Ivanhoe Academy: Walks/car/public transport	
English as a 2 nd language: Yes/No	

CONSENT FOR EMERGENCY MEDICAL TREATMENT: In the event of an accident or serious illness, occurring during the day, I agree to my child receiving any emergency treatment as considered necessary by hospital staff. (I understand that Ivanhoe Academy will endeavour to contact me prior to any emergency treatment.)

Signed _____ Name of Parent/Guardian _____ Date _____

CONSENT FOR ACADEMY VISITS: I consent to my child taking part in local out of Academy visits subject being informed beforehand.

Signed _____ Name of Parent/Guardian _____ Date _____



This form is to be completed for annual blanket consent for regular rout
(To be completed by establishment)

Establishment:	CONISBROUGH IVANHOE PRIMARY ACADEMY
Period of Consent:	ACADEMIC YEAR: SEPTEMBER 2023 TO AUGUST 2024

(To be completed by parent/carer)

Name of young person:	
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I hereby agree to my young person participating in recognised, routine activities that are organised by the school, taking place off the site, but within the local area. Such activities would include for example, environmental/field studies, sports fixtures, joint activities with other schools, visits to the local shop/church/library/museum/theatre etc.

I understand that:

- such activities will not normally extend beyond the school day, however if they are likely to do so, such as in the case of sports fixtures, adequate advance notice and details will be provided by the school so that I can make appropriate arrangements for my young person's safe return home;
- my specific permission will be sought for any out-of-school visits and activities beyond those outlined above, which involve overnight stays, journeys beyond the local area, non-routine visits taking place outside of normal school hours, visits which involve high risk activities/environments etc.;
- there is some level of risk in every activity, but that all reasonable measures will be taken to minimize the risks involved;
- my young person will be under an obligation to follow all directions given by staff and observe all guidelines governing the visit/activity along with following all other policies applied by the school.
- I will inform the school of any changes to medical or other information which staff should reasonably be aware of, and which might affect the safety and welfare of my young person or other group members during an offsite visit;

Name of Parent/Carer:

.....

Relationship to Young
Person:.....

Signed: Date:.....

RESPONSIBLE INTERNET USE/NEWSPAPER/WEBSITE

As part of your child's curriculum and the development of ICT skills, Ivanhoe Academy provides supervised access to the internet. We believe that the use of the internet and e-mails are worthwhile and essential skills for children as they grow up in the modern world.

We believe it is beneficial for your child to use the internet and to learn about how to do this safely. With this in mind, we hope you will continue to allow your child to take part in this aspect of the curriculum. If you decide to support your child's application for access to the internet, please read the **Rules for Responsible ICT Use**, discuss them with your child and then complete and sign the attached permission form before returning it to your child's class teacher. (Permission lasts for 5 years.)

The use of the internet provides valuable resources for delivering many areas of the curriculum. On some occasions, children may be asked to research a topic using a search engine. Children will be fully supervised during these times.

Although there have been concerns in the press about pupils having access to undesirable materials, we are taking positive steps to deal with this in school. Our school internet provides operates a filtering system which restricts access to inappropriate materials. We have not experienced any problems with this service to date.

We have many events in school which are covered by the local press. Please read the attached consent forms carefully and complete as necessary.

Should you wish to discuss any aspect of the above, please do not hesitate to contact us.

RULES FOR RESPONSIBLE INTERNET USE

I will only use the internet when my teacher tells me I can.

I will only use the internet to do the task that the teacher has asked me to do.

If I use a search engine, I will only enter the words which have been agreed in class.

I will not put my name, address, telephone number or details of my family or those of anyone else, on the internet.

I will not attempt to use any internet chat room.

I know I must not send e-mails unless my teacher has read them and said I can send them.

I must not open any e-mails, or attachments, unless my teacher has said I can open them.

I know that anything I do on the computer can be monitored by my teachers.

I will tell a teacher immediately if I see anything which upsets me or which I know is wrong!

If I break the rules for using the internet in school, I understand my parent will be informed and I will be banned for using computers. My parent will then have to sign a new consent form before I am allowed to use computers again.

INTERNET CONSENT

I have read the rules for using the internet in school and would like my parents to allow me to use the internet in school.

Name of child		Class	
Child's signature		Date	

I have discussed the Use of Internet Rules with my child. I understand that school will continue to take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed if my child breaks the rules.

I give consent for my child to use the internet.			
Name of child		Class	
Parent/Carer's signature		Date	

I do not give consent for my child to use the internet.			
Name of child		Class	
Parent/Carer's signature		Date	

SCHOOL WEBSITE

I give consent for my child to have his/her work published on the academy website.			
Name of child		Class	
Parent/Carer's signature		Date	

I do not give consent for my child to have his/her work published on the academy website.			
Name of child		Class	
Parent/Carer's signature		Date	

PHOTOGRAPHS

I give consent for my child to have his/her photograph to appear in the media eg newspapers.			
Name of child		Class	
Parent/Carer's signature		Date	

I do not give consent for my child to have his/her photograph to appear in the media eg newspapers.			
Name of child		Class	
Parent/Carer's signature		Date	

PLEASE COMPLETE
AND RETURN TO THE
SCHOOL OFFICE

BEFORE YOUR CHILD

**STARTS SCHOOL IN
SEPTEMBER.**

THANK YOU 😊