

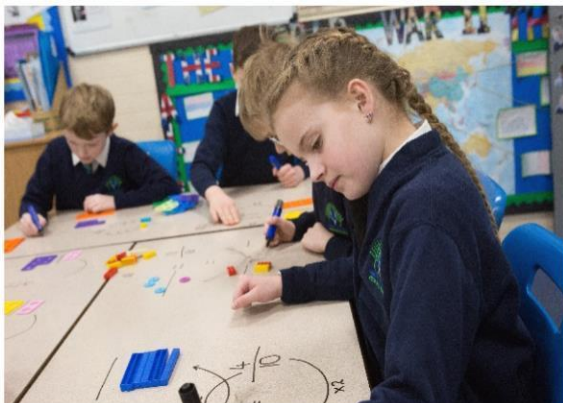


ALBERT VILLAGE
PRIMARY SCHOOL

PROSPECTUS

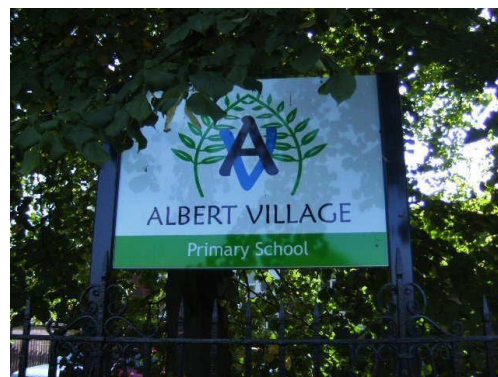
2024 - 2025

**Working our way to wisdom;
learning our way for life.**



Welcome

Albert Village Primary School is a small primary school in North-West Leicestershire, part of Rise Multi-Academy Trust. The school seeks to maintain values of high individual achievement in a happy and secure school community.



In the Autumn term 2024, there will be approximately 240 children in school, organised into three Key Stages:

- Foundation Stage: Nursery and Reception
- Key Stage 1 (Infants): Years 1 and 2
- Key Stage 2 (Juniors): Years 3, 4, 5 and 6

Each class has a teacher and teaching assistants are utilised throughout the school to meet children's individual needs.

- We seek to provide the variety of curriculum experience that is so important for children at this stage of their development. We want the children to make very good progress in the key areas of English and maths but we also value the other aspects of a broad curriculum, with science, music, art, design, P.E, history, geography and religious education all being covered.
- We seek to provide an environment in which we can help our children to gain a growing social understanding. We work hard to ensure that we support the individual and special needs of all our children.

Our school community includes supportive parents and governors. Many parents and friends make a contribution to the day-to-day life of the school. Our children are involved in many community activities as we aim to encourage them to be active citizens of Albert Village and the local area. We aim to develop children's understanding of their local environment through increasing the amount of work we do outside and around the village. We are building links with the National Forest, Derby University and Burton College.

The building is set in grounds that include a sports field and a developing environmental area. Children have the chance to play in safe play areas. All children in classes from Reception to Year 6 have their own classrooms inside the school building. Our Nursery is based in a mobile classroom.

The catchment area that the school serves includes a variety of home backgrounds. In school, we value this diversity while building common values and aims.

Mission Statement Aims

WORKING OUR WAY TO WISDOM; LEARNING OUR WAY FOR LIFE.

We broke our mission statement down into a series of values: **Integrity**, **kindness** and **excellence**, which we revisit regularly with the children in assembly times, class times and during the wider school day.

Integrity

We always remain true to our values, even when no-one is watching.

Kindness

We care for each other and treat each other with respect.

Excellence

We strive to achieve excellence through effort and dedication to everything we do.



School Day

Times

Reception:	8.55 a.m. - 3.05 p.m.
Key Stage One:	8.55 a.m. - 3.15 p.m.
Key Stage Two:	8.55 a.m. - 3.15 p.m.

The doors are opened at 8.45 a.m. to allow children in to school. All classes have morning work from the moment children arrive in their classrooms, and formal teaching begins at 8:55. If children are even 5 minutes late, they can miss the introduction to activities and feel that they are not part of their class. Please make sure that you are punctual!

Children arriving after 9.05 a.m. will receive a late mark in the register. If they are not here by 9.15 a.m. they will be recorded as unauthorised absence, unless parents have advised us about a medical appointment, for example.

Starting the day

Parents of young children are encouraged to bring them to school at the start of each day. At the end of the day, children come out through various doors to their parents. Please tell us if there are any changes as to who will meet your child.



As children progress through the Reception year, we encourage them to gain a little more independence. It helps them if parents leave children to come into school with their friends. Of course, if you wish to speak to the teacher please speak to the staff on duty or contact the office to make an appointment to speak to your child's teacher. There is usually more time to exchange information at the end of the day.

At the end of the day children collect their belongings from the cloakrooms and meet their parents or carers at an outside area close to their classroom. Teachers remain outside with their classes until all children have been collected.

By Year 5 and 6, many children are able to make their way to and from school with only minimal support from parents and carers. We encourage them to plan for the day by bringing necessary equipment and kit to school.

We encourage children throughout school to learn to take responsibility for their own belongings. It is also important that, during their primary years, children can learn to make safe decisions as they gradually gain independence. We value your support in helping them to do this.

School Uniform

The School asks that children should wear a uniform for school.
Items with the school logo are available from:

Pupils Schoolwear, 35 West Street, Swadlincote DE11 9DN – Tel 01283 224512



KS1 and Reception Uniform

Navy Blue sweatshirt / cardigan

White polo shirt

Grey / black trousers

Grey / navy skirt / pinafore

White / grey socks or grey tights

Black shoes

KS2 Uniform

Navy Blue sweatshirt / cardigan

White shirt

School Tie

Blue & white checked dress for summer

Grey / black trousers

Grey / navy skirt / pinafore

White / grey socks or grey tights

Black shoes

PE Kit – Indoor

- Black shorts
- White T-shirt
- Black trainers (soft-soled)

PE Kit – Outdoor / Cold Weather KS2

- Dark coloured tracksuit or
- Dark coloured top & bottoms
- Trainers

Reception Outdoor Learning

- Waterproofs
- Wellington boots

Should you need any further assistance, or any more information, please contact the administration team within the school office.

We have tried to choose a range of clothes which children will enjoy wearing while we retain a style which is most appropriate for our school.

Regular physical education is an important part of the curriculum that we provide for children. On the days that your child has PE, we ask that they come into school dressed ready for their PE lesson. In cooler weather, they may wear either a black or navy hoody, or their usual school uniform jumper. Please make sure all items are named. Trainers with hard soles are not suitable for indoor P.E. wear as they may slip on the apparatus or floor.

As the children begin to play games they may require other P.E. kit. For example, children playing football must wear shin-pads for safety. Where this is the case, it will be communicated to parents separately.

It is a great help if all school clothes are named as so many become "misplaced".

Found items are regularly displayed, and unclaimed items are disposed of after one term.

Jewellery and goggles

Children should not wear jewellery at school as it can be dangerous on the playground and difficult to trace if it is lost. The only exception is stud earrings.

During P.E. or swimming, jewellery should not be worn as it can cause serious injury.

Children who need to wear goggles for swimming need to have a consent form signed by a parent. These can be obtained from the school office.

Admission to school

The school has a planned admission of 30 children into Reception.

Reception

Children are admitted to our 4+ Reception Class in the September before they are five.

Admission procedures

Parents who are interested in school places for Reception should contact Leicestershire County Council Admissions Department when their children have reached their third birthday.

Parents must apply to the Local Authority who control all admissions to the school, however please contact the administration team in the school office for information about admissions and to make an appointment to visit school.

Children's visits

Children starting in Reception will be offered the chance to visit the school before their start date. This certainly helps them to start school with confidence.

Children who are transferring from other schools will also appreciate the chance to get to know some children, staff and the building before they transfer. We will arrange visits whenever this is possible for you.

Settling into school

Most children settle into school really quickly, but we realise that it can be an anxious time for parents. Parents of children who are starting in Reception will have a chance to see their child's teacher each day as they bring in or collect their children. If you have any concerns, please let us know straight away.

Curriculum

Our curriculum is based upon the guidance that has been given by government. The 'National Curriculum' and its equivalent for the Foundation Stage, the 'Early Learning Goals', have developed over a number of years. Many subjects have been developed further by experts within the Rise Multi-Academy Trust. We use them as a basis to plan our work in school. We have sought to maintain a programme that will allow our children to have a breadth of experience.

English and maths are the foundations upon which much of our learning is based but we think that it is important for the children to value the creative aspects of education, to enjoy physical activity and to explore the world in which we live through scientific, historical and geographical study.

The Early Learning Goals

In the Foundation Stage our work is planned to help the children to achieve the Early Learning Goals. These goals have been established by the Government as a basis upon which children will build as they follow the National Curriculum. The work to meet these goals is planned in six areas.

They are:

- Personal, social and emotional education
- Communication, language and literacy
- Mathematical development
- Knowledge and understanding of the world
- Physical development
- Creative development

The activities planned for these areas allow the children to learn in the way that is most appropriate for their stage of development. Each child will have different needs, and we try to ensure that our programme is appropriate for each individual.

The National Curriculum

The Early Learning Goals programme for the Foundation Stage is intended to prepare children for their introduction to the National Curriculum in Year 1.

We organise our curriculum into topics and themes which allows the children to explore the many links between the subject areas and enables staff to deliver the curriculum in a more comprehensive and cohesive way.

We have sought to interpret the requirements of the National Curriculum in a way that will help us to achieve these aims for our children and create a buzz for learning.

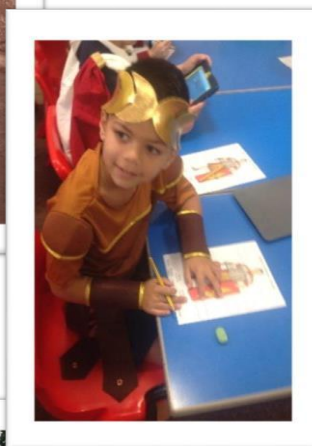
Religious Education is also part of our curriculum. Our programme for R.E. is based upon the NATRE Syllabus. It is a non-denominational programme that will include teaching about Christianity and other world religions.

Creative Curriculum

Just as in the Foundation Stage, there are many aspects of our provision for children which add to the subjects of the National Curriculum. Children are encouraged to take an active part in the maintenance and organization of the school environment. We have pupil governors and an elected eco-committee.

We believe that children's personal and social development plays a key part in all of their learning and many activities are planned to help this development. Health Education is a vital part of children's development.

School visits provide opportunities for children to realise that not all learning takes place in the classroom. We have visits during each year to places of interest and in Year 5 and 6 children currently have the chance to join a five day stay in Bude, Cornwall which we can use to contrast with Albert Village. This provides an exciting outdoor experience for the older children.



Communications

General notices

We will email regular newsletters with information about what has been happening in school and with notice of events and activities to come. Our school website also has a wealth of information and an up-to-date calendar of events.

We also use an email messaging service to notify parents of a range of things, so always **make sure we have your most up to date mobile number and email address.**

Children will bring letters to inform you and to ask you about planned events. We will ask your permission for children to take part in a wide variety of different activities. We will always ask your permission to take your child out of school. It is important that the reply slips are returned to school even if you do not want your child to take part in an activity.

In some cases, parents need to have a second copy of important letters sent through the post as they live apart. If this is the case, please contact the administration team in the office.

Information about progress

You will be invited to meet your child's teacher at a parents' evening after the children have been in their new classes for several weeks. This will allow you to discuss how well they have settled in, and also to consider the priorities which they may have set for the coming year.

A second parent teacher interview will be arranged in the spring term when you can again review progress and consider future priorities.

You will receive a written report towards the end of the school year. If you wish, you may arrange to discuss this with your child's teacher.

In all cases, if you are worried about your child, please contact school straight away. All staff members in school are aware of the importance of children's sense of wellbeing and its impact on their achievement in school. Parents may recognise signs of unhappiness or worry before it becomes apparent in school. We can usually sort out problems quickly if we know about them.

If you want to make an appointment to speak to your child's teacher or the Headteacher, you are very welcome to call at any time to make an appointment.

School Office Telephone Number: 01283 217880

School Website Address: www.albertvillage.leics.sch.uk

School Email Address: office@albertvillage.risemat.co.uk

Children

With Special Educational Needs

The term 'Special Needs Support' describes the very wide range of help that we can provide for children as they progress through school. There is no typical 'special need'. Many children will benefit from some additional support to help them to make the most of the opportunities that school provides.

First and foremost, support comes in the form of 'quality first teaching'. The teaching provided to all children is designed to meet the needs of the most vulnerable. Some children require additional support beyond that. It may be that the additional support will come from the class teacher or from other teachers or teaching assistants in school. We are also able to call upon the skills of an Educational Psychology service or specialist teachers. In some circumstances classroom assistants will work with individual children at certain times of the day. Some children may benefit from additional teaching time.

The purpose of our Special Needs provision is to ensure that all the various needs of children in school can be met in a way that allows them full access to our school curriculum. The additional support may only be necessary for a short time, or it may be necessary throughout a child's time in school. In either case, parents are consulted about their children's progress and the support given.

A Department for Education Code of Practice is in place which guides our special needs support. In short, it describes a range of responses that focus upon the need of each child. These may be made within school or by the Local Authority, through school.

We aim to provide the right level of support, unobtrusively, for each need, whether it is a social or behavioural difficulty, a specific learning difficulty or one associated with a disability. Many children who have such difficulties will have a Pupil Passport. This will identify the particular area of work that we will be supporting. It will be reviewed regularly with parents and children.

Each class teacher helps to support the special needs of children within their class. Additional adults help children with their work in small groups or individually. Classroom assistants support individual children during class and social time. The school has access to time from educational psychologists employed by Rise MAT, and access to the Specialist Teaching Service. The school nurse team can provide additional support to parents, children and teachers. They are contactable via school or by calling the NHS Leicestershire Healthy Together Help Line for Parents & Professionals 01530 468570.

Our Special Educational Needs Co-ordinator is Miss R Jones

Behaviour

We are driven to ensure that the children in our school thrive, feel safe and flourish in all areas of education. We are very proud of how our children take pride in their work, their behaviour, their values. We use our conduct poster to promote exceptional behaviour and high expectations: Children are expected to behave well.

Rules are kept to a minimum in school.

FIRST TIME	BE A STAR	STEP	SHAPE	FANTASTIC WALKING
 FIRST TIME	 SIT UP	 SPEAK POLITELY	 SENTENCES	 FACING FORWARDS
 EVERY TIME	 TRACK THE SPEAKER	 THANK YOU	 HANDS DOWN	 ON THE LEFT
 EVERYWHERE	 ANSWER QUESTIONS	 EXCUSE ME	 ARTICULATE	 HANDS BY SIDE
 EVERYONE	 RESPECT OTHERS	 PLEASE	 PROJECT	 STEADY PACE
				

With our teaching and learning team at RISE, we have developed a behaviour policy whose aim it is to ensure that every school member feels valued and respected, and that each person is treated fairly. Our school is a caring community which values high expectations and positivity and is held together through strong relationships and communication skills. We continue to establish a culture which is based on clear teaching and modelling of the correct behaviours; managed in a way which is warm and caring. We believe that children should learn how to be responsible for their actions, property and regard for others and will therefore become intrinsically motivated displaying helpfulness, co-operation and problem-solving skills. In turn, this will diminish the need for extrinsic motivation through sanctions and external rewards. We will continue to work collaboratively with parents to create a positive ethos where all children are given all the tools they need, in order to make positive behaviour choices. You may hear about your child's success from a postcard home or through following our newsletter and media sites where we will celebrate our children.

Illness

and absence

If your child is too ill for school or is unable to attend for any other reason, please telephone school on the first day of the absence and keep us informed if they are off longer than a day. Absenteeism is not normally a problem at Albert Village, but we are required by law to keep a record of reasons for children's absence from school.

If your child should be taken ill at school or have an accident, we will contact you. If you are not available, we will contact the person you have named on your 'Pupil Information' form. It helps if you can tell us of any change of telephone number or address of all contacts as soon as possible. We may recommend that children would be happier at home in which case we might ask you to collect them or, if that poses a difficulty, we will bring them home.

We have a number of staff members who are trained in First Aid. If we did feel that a child needed medical attention, we would endeavour to contact you so that you could accompany them. If this were not possible, we would accompany them to the doctor or to hospital. Fortunately, accidents of this severity are rare in school. From time to time, children may display symptoms of illness which cause us concern. We would follow the same procedure.

Medicine

It is school policy that teachers should NOT administer medicines in school other than in exceptional circumstances as outlined below. We have been advised that medicine which children would take while they are fit to be in school can generally be taken out of school time. We have no objection to parents coming into school to administer medicine. If you make an arrangement for an adult friend to do so, could you please send a note to inform the teacher. We realise that this may cause inconvenience and may seem unhelpful but, with so many children in school, our fear is that children could receive the wrong dose or even the wrong medicine.

Exceptions are prescribed medicines or medicines for life threatening conditions such as asthma, diabetes or allergic emergencies. Please contact the school office if your child needs to take medication for a condition that falls within these parameters. All such medicines must be in a named container with clear written instructions for their use. We encourage Key Stage 2 children to manage the administration of their own asthma treatments.

If you have any concerns, please contact the class teacher or Headteacher.

Money

Money for **trips and swimming** are all payable to school via our secure online payment system on Arbor. You will be issued with an individual username and invitation code to access your child(ren)'s accounts.

Money for dinners will be payable via the Relish portal.

Other Money

The only time children will need to bring in cash to school will be for charity days and cake sales. **Please send any money in a sealed, clearly labelled envelope.**

Charging Policy

Albert Village Primary School recognises the valuable contribution made by parents in providing support for a range of activities and trips. Contributions for all trips are voluntary. If circumstances make it difficult for you to make these contributions, please contact the school. Support is often available, and all such requests will be handled discreetly.

Rise + (including Free School Meals)

Families on low incomes can apply for their child to receive Free School Meals. This should be applied for even if your child is in EYFS or KS1 (Year 1 & 2) as it will entitle your child to additional benefits such as subsidised school trips, after school clubs, school uniform, milk and targeted academic support.

Parking

Please drive with great care near to school as the road outside gets very busy at the start and end of the school day. If you wish to park when you bring your children to school **please** use the car park opposite school. Please do not park in the staff car park or block private driveways and avoid parking on the road wherever possible.

Please note that *during the school day* access into school is limited to the main entrance at the school office only. This is to ensure security of children in school.



Supervision

The school takes responsibility for children from **8.45 a.m.** Children should be ready to come into school at 8.45 a.m. All children should be in their classrooms and ready for work by 8.55 a.m.

Staff are on duty throughout play time in the morning and during lunchtime. Teachers supervise morning playtime. At lunchtime, mid-day supervisors take care of the children. There is always a member of the teaching staff available to support with issues that arise during lunch times.

Lunches



Hot meals in school are provided through Relish and are transported pre-cooked to our site. They provide excellent value for money. More details can be found on the provider's website at <https://relishschoolfood.co.uk/> Parents are able to pre-order meals online using the Relish portal. Otherwise, children can select their meals as they arrive in school in the morning. Alternatively, children may choose to bring their own packed lunches. Children may choose to go home for lunch.

Morning school finishes at 12:00p.m. Afternoon school begins at 1:00 p.m.

All children in Reception, Year 1 and Year 2 have access to a hot school meal every day, under the Government's **Universal Infant Free Meals scheme**.

Otherwise you may send your child with a packed lunch.

You may send in a drink for your child but we ask that drink containers are not made of glass and are carefully sealed and named. Drinks should not be fizzy!

Bad weather

Very occasionally, if we have a period of very severe weather and feel that it would be unsafe for the children, or staff to reach school, we will close the school. Parents will be notified of closure via text, the school website, and through BBC Radio Derby and Radio Leicester. These radio stations operate a schools information report as part of their News Service.

Withdrawal

from school activities

Parents who, for reasons of belief or conscience, do not wish their children to take part in certain school activities should inform the school in writing. The aspects of school from which children can be withdrawn are:

- Religious Education
- The Act of Worship
- Sex Education

Child Protection: Safeguarding Children, Information for Parents

At Albert Village, we take safeguarding seriously. Mrs Lott is our Designated Safeguarding Lead. Mr Stratton, Miss Jones, Mrs Mapp and Mrs Limbert are all Deputy DSLs. For more information about our safeguarding procedures, please see the safeguarding policy, available on our school website.

Frequently asked questions

Can we visit the school when it is working?

We encourage all new parents to visit the school while we are working.

What size are the classes in school?

Our policy is for the children to be in the smallest classes possible. There are fluctuating numbers across the school and from year to year, however we have a maximum of 30 places in each class.

Do children have homework?

Children will be bringing reading books home to read with you from the Reception class onward. This is an important home task. As children progress through Key Stage 1, they will begin to bring work which they can complete at home. Children in Key Stage 2 will also be expected to read to you at home and will bring work to do, mainly in Maths and English. Older Key Stage 2 children will also be encouraged to carry out other work at home.

Do children wear uniform?

We encourage children to wear our school's recommended uniform which includes a range of sweatshirts and polo shirts which are available from Pupils Schoolwear in Swadlincote. There is more information further on in this booklet.

How often will we hear about the progress that our children are making?

You will be invited to parent interviews in the autumn and the spring term to learn about progress and targets. In the summer, you will receive a report which will provide you with information regarding your children's progress in each curriculum area.

What provision is there for children who have difficulties or disabilities?

The school's work with children who need extra support for their learning is led by Miss R Jones, who is the coordinator for Special Educational Needs and Disabilities. Wherever possible, we ensure that children with particular needs are included in all of the curriculum provision made by school. If you would like specific help or information, please contact Miss Jones.

Is there any bullying at school?

Sadly, bullying happens in all schools, as it does in other walks of life. We have a zero tolerance to bullying, as we believe that all children should be able to come to school happily and safely. Our anti bullying policy is part of our behaviour policy. We take all reports of bullying seriously and respond to them. As a result we hope that bullying is infrequent and at a minimum level. If there is a problem, class teachers need to be told as quickly as possible so that it can be dealt with.

Do children go swimming?

Children in year 5 and 6 will have the opportunity to have swimming lessons using the resources at Ashby School as part of their school provision. Swimming is a part of the

National Curriculum and so it is vital that all children take part. We ask for a contribution to help pay for our hire of the pool, swimming instructors and for transport. Please do not hesitate to contact school should you require support in this.

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