Green Lane Primary Academy

"A Big School with a Big Heart"

Prospectus Autumn 2020/21

Dear Parent/Guardian

The purpose of this booklet is to give you general information about Green Lane Primary Academy which may be helpful to you and answer some of the questions you may have about your child's education and the day to day running of the academy.

However, if at any stage, now or in the future, there is further information you require please do not hesitate to ask ourselves or any member of staff.

We welcome you and your children to the community of Green Lane and hope your time with us will be happy, rewarding and successful.

Yours faithfully

Jackie Walsh — ***Head Teacher***

Mark Pagan — ***Chair of Governors***

Green Lane Primary Academy is a primary school for children between the ages of 3 and 11. The school opened as a Primary School on 1 September 1982, having been formed from the former Infant and Junior schools, which were opened in 1954.

In April 2014 Green Lane Primary School closed and reopened as Green Lane Primary Academy.

Address: **Green Lane, Acklam, Middlesbrough. TS5 7RU**
Telephone No: **01642 277407**
Fax No: **01642 277408**
Email: **academy@greenlanemiddlesbrough.co.uk**
Website: **www.greenlanemiddlesbrough.co.uk**

The Governing Body

Governance of the Academy Trust

When a school becomes an Academy the Secretary of State for Education issues an academy order and a trust is then set up which in effect has a contract to run the academy for the government. Academy trusts have almost complete flexibility to shape their governance arrangements and design the constitution of their governing bodies as they see fit.

An academy trust is a charitable company limited by guarantee. All academy trusts have two layers of governance:

The Members, who set up the academy trust, and the contract with the government. Members have a limited financial liability to the trust in the event it is wound up and have the power to appoint and remove trustees;

The Trustees, who are responsible for the three core strategic governance functions outlined below. The trustees are also the directors of the charitable company. They are responsible for ensuring the charitable company achieves its objectives, as well as compliance with charity and company law and the academy trust's funding agreement.

As Green Lane is a single school academy Trust the members and the trustees are all directors and form the Governing Body – and are referred to as Governors.

The governors meet regularly to discuss and work for the well-being of the academy. They have a great deal of influence in school management - particularly over long-term planning and developments.

Their three core strategic governance functions are:

Strategic Role - to provide a strategic view of the school by establishing a vision and setting the purpose and aims of the school within an agreed policy framework. To appoint and appraise all staff. To agree the Academy Improvement Plan which includes setting targets with supporting budgets and staffing structures;

Critical Friend – holding the Head Teachers to account by monitoring and evaluating the work of the school, the effectiveness of the policy framework, progress towards targets, and the effectiveness of the Academy Improvement Plan. This includes; offering support, constructive advice, a sounding board for ideas, a second opinion on proposals and help where needed.

Accountability – Overseeing the financial performance of the academy and making sure its money is well spent. Being accountable for its decisions to; each other for agreed actions, Pupils, Parents, Members, Staff, Community, the Secretary of State, Ofsted, and to the Local Authority in relation to vulnerable and disadvantaged young people.

We welcome expressions of interest from individuals who would wish to join the governing body and these will be taken into consideration when a vacancy arises.

From September 2014 there are new skills-based eligibility criteria for appointed governors which require that any newly appointed governor has in the opinion of the person/s making the appointment 'the skills required to contribute to the effective governance and success of the school/academy'. This could include specific skills such as an ability to understand data or finances as well as more general capabilities.

These changes have been made to ensure that all governing bodies understand the importance of appointing persons with the necessary skills to improve the overall effectiveness of the governing body.

Minutes and Agendas

The Education Act

The Education Act (School Governing Bodies Regulations 1981) requires that copies of the agenda and signed minutes relating to any meeting of the Governing Body shall be readily available for inspection by any staff member employed by the Academy and any parent of a registered pupil. However, there may be exceptions where minutes may relate to:

(a) A named teacher or other person employed or proposed to be employed by the Academy

(b) A named pupil at, or candidate for admission to the Academy

(c) Any matter which, by reason of its nature, the Governing Body considers to be confidential

Copies of the agenda and minutes of meetings are available for inspection on request.

Our Governing Body

Head Teacher:	Mrs J. Walsh
Parent Governors:	Mrs. S Hameed Mr S. Wilson Mrs J. Roberts Mr P.Green
Teacher Governor:	Mr R. Mills
Staff Governor:	Mrs L. Etherington
Member Appointed Governors:	Mr M. V. Pagan Ms J. Forrester
Co-opted Governors:	Ms L. Donner
Chair:	Mr M. V. Pagan, c/o Green Lane Primary Academy
Observer:	Miss P. Bowler (Finance and Business Manager) Mrs J. Thackstone (Deputy Head Teacher) Mrs E Mclean (Deputy Head Teacher)

School Hours

Reception to Y6

Morning Session: 8.50 am to 12.05 pm
Afternoon Session: 1.00 pm to 3.15 pm

Doors open at 8.40am and children should not be on the playground before this time. There is an independent on-site wrap around care facility (ACORN) for those parents wishing to engage before and after school care. Please contact Mrs S. Hall for details and costs.

Nursery Hours - 15 Hour Provision

Morning Session: 8.45 am to 11.45 am
Afternoon Session: 12.25 pm to 3.25 pm

Nursery Hours - 30 Hour Provision

Session Time: 8.50am – 3.25pm

Teaching Staff and Main Responsibilities

Mrs. J. Walsh	Head Teacher
Mrs. E. McLean	Deputy Head Teacher
Mrs. J. Thackstone	Deputy Head Teacher
Mr J. Hall	Assistant Head Teacher - English Lead - Year 5 Team Leader
Mrs. C. French	Assistant Head Teacher – Standards & Progress Lead - Year 6 Team Leader
Mrs J. Brownsell	Year 6 Teacher – TLR Inclusion
Mr D. Carr	Year 6 Teacher – TLR Computing and New Technologies
Mr S. McCue	Year 6 Teacher – TLR Digital Communication
Mr I. Davison	Year 5 Teacher
Mrs R. Riggall	Year 5 Teacher
Mrs H. Sutton	Year 5 Teacher
Mrs J. Healy	Year 5 Teacher
Mrs N. McCue	Year 4 Team Leader – TLR Maths
Mrs H. Skelton	Year 4 Teacher
Mr A. Carter	Year 4 Teacher
Miss M. Smith	Year 4 Teacher
Mr R. Mills	Year 3 Team Leader - TLR Science
Mrs E. Smithurst	Year 3 Teacher – TLR Spelling and Grammar
Mr R. Baldwin	Year 3 Teacher
Miss H. Coates	Year 3 Teacher
Mrs N. Stone	Year 2 Team Leader – TLR Curriculum Development
Miss K. Sturrock	Year 2 Teacher
Mrs V. Pearson	Year 2 Teacher
Mrs S. Heatley	Year 2 Teacher
Mrs N. Birch	Year 1 Team Leader – TLR Standards and Progress
Mrs L. Rafferty	Year 1 Teacher
Mrs L. Walker	Year 1 Teacher
Mrs V. Collinson	Year 1 Teacher – TLR Creative Curriculum
Miss K. Foster	Reception Team Leader
Mrs K. Jukes	Reception Teacher
Mrs M. Turner	Reception Teacher
Miss H. Moffatt	Reception Teacher
Mrs M. Hoskins	Nursery Teacher
Mrs H. Layen	PPA Teacher

Teaching Assistants

Mrs V. Cole	SEN Teaching Assistant (HLTA)
Mrs. J. Wilson	Teaching Assistant (HLTA)
Mrs. K. Wenham	Teaching Assistant (HLTA)
Mrs J. Robinson	Teaching Assistant (HLTA)
Mrs. D. Drury	Teaching Assistant
Mrs. L. Etherington	Teaching Assistant
Mrs. V. Gott	Teaching Assistant
Mrs. B. Grey	Teaching Assistant
Mrs. S. Hall	Teaching Assistant
Mrs. J. Lackenby	Teaching Assistant
Mrs. K. Majeed	Teaching Assistant – Bi- Lingual Specialism
Mrs J. O'Hara	Teaching Assistant
Miss J. Anderson	Teaching Assistant
Mrs. J. Theaker	Teaching Assistant
Mrs. H. Wilson	Teaching Assistant
Mrs. C. Brown	Teaching Assistant
Miss. C. Nimmo	Teaching Assistant
Mrs. M. Mercer	Teaching Assistant
Mrs. B. Garrens	Teaching Assistant
Mrs. S. Staines	Teaching Assistant
Mrs J. Williams	Teaching Assistant
Mrs. E. Coca Galan	Teaching Assistant
Mrs K. Brudenell	Teaching Assistant
Mrs R. Riggall	Teaching Assistant (HLTA) - PPA
Mrs. P. Bell	Individual Pupil Support
Miss E. Pyers	Individual Pupil Support

Pupil Support and Extended Schools

Mrs A. Baker	Safeguarding and Pastoral Lead

Administration

Mrs. L. Airey	Senior School Administrator
Mrs. P. Bowler	Finance and Business Manager
Mrs. J. Charlton	Finance Administrator
Mrs. L. Azam	General Office/Reprographics/First Aid
Mrs. D. Rowe	Reprographics

Building Support

Mr. J. Hussain	Site Manager
Mr. A. Drury	Caretaker

Admissions Policy

Green Lane operates a single intake into Reception with children starting full time schooling in the September preceding their fifth birthday.

Nursery

The Academy maintains a register of children requesting a place in Nursery. The school operates a 39 place Nursery. Three year old children are eligible for admission to the Nursery, although the date of admission is dependent upon places being available. Priority is given to the children living within the Academy's admission zone.

Attendance is either on a part-time basis, morning or afternoon, 30 hour Nursery provision is also available for parents who meet the government's criteria. Parents are welcome to stay with their children until they are confidently settled.

N.B. Parents should note that a place in Nursery does not guarantee a place in main school - please see below.

Main School

The Academy's admission number for 2020/2021 is 90. The Academy engages the Middlesbrough Local Authority to manage the Admission Arrangements as follows:

The application procedures for admission to reception classes are in accordance with the Co-ordinated Admission Scheme for Primary Schools. It should be noted that all children requiring a reception place at a school must apply for a place even if the child attends the school's nursery.

Parents/carers will be provided with their Common Application Forms from the Local Authority in November with the national closing date usually around 15 January.

All preferences are considered equally and parents will be informed of their allocated schools at the end of April.

Parents/carers are able to make on-line applications for admission via the Middlesbrough Council web site: **www.middlesbrough.gov.uk.**

The Academy does maintain a register of interest of those parents who would like their children to attend Green Lane. This list is shared with the local authority but can only be considered in line with the criteria described below.

Proposed Over-Subscription Criteria

Where more parents/carers have expressed a preference for a particular school than the admission number, the Local Authority must apply its over-subscription criteria in deciding which parents/carers preferences can be met. After the admission of pupils with statements of special educational needs where a particular school is named in the statement, the over-subscription criteria for primary schools will be applied as follows:

Primary Admissions

i) 'Children looked after', in public care, for whom the school has been expressed as a preference.

ii) Pupils permanently resident in the Admission Zone, i.e. the address at which the child is registered for child benefit, who express a preference for that school (proof of address may be required).

iii) Pupils who will have a brother and/or step brother and/or sister and/or step sister or the child of the parent/carer's partner living at the same address attending the school in the September of admission.

iv) Pupils with social and/or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors.

v) Pupils who reside closest to a particular school, measured in a straight line. The measure will be taken from the front door of the pupils' home to the main entrance of the school.

When distinguishing between pupils within the same criteria the pupil with the highest second criteria will be admitted i.e. a pupil living within the admission zone who has a brother or sister attending the school in the September of admission will have a higher criteria than a pupil who lives in the admission zone but does not have a brother or sister attending the school.

N.B.
Attendance at a school nursery does not guarantee a place in the reception class of that school.

Parents wishing to apply for their children to attend Green Lane may contact the Head Teacher for an appointment to come and view the school.

Transfer to Secondary School

Early in September, parents/carers of Year 6 pupils will be provided with a Common Application Form, upon which to express up to three preferences for secondary schools, including academies, voluntary aided schools and schools maintained by other Local Authorities.

Parents/carers will be requested to return their applications by a closing date of 31 October. Every effort will be made by the Local Authority to ensure that applications are received by the closing date.

Secondary Schools will usually hold Open Evening events around this time so that parents and pupils can visit to help with their decision making.

All applications will be processed in accordance with Middlesbrough's Co-ordinated Admission Scheme for Secondary Schools and all preferences are considered equally. Parents/carers will be informed of their child's allocated school place on 1 March. Parents/carers can make on-line applications for admission via the Middlesbrough Council website:

www.mgrid.org.uk/ccm/navigation/parents-carers/school-admissions/

Where more parents/carers have expressed a preference for a particular school than the admission number, the Local Authority must apply its over-subscription criteria in deciding which parents/carers preferences can be met. After the admission of pupils with statements of special educational needs where a particular school is named in the statement, the over-subscription criteria for secondary schools will be applied. These criteria can be viewed on the council website at:

www.mgrid.org.uk/ccm/navigation/parents-carers/school-admissions/

In the Summer term before they transfer to secondary school, the children are given the opportunity to visit their allocated school, and parents are normally invited to pay visits and consult with the schools' staff. Each school makes the transition as smooth as possible and full liaison takes place between Green Lane and the Secondary schools, particularly during the Summer Term.

The full Admissions Policy and Appeals Policy can be viewed on our website.

Absence in Term Time

There is no entitlement to leave of absence in term time and no leave will be authorised unless there are 'exceptional circumstances'. All applications for leave of absence must be made to the Head Teacher at least 10 days in advance of the required leave and the 'exceptional circumstances' clearly outlined on the application form.

In making a decision, the following factors will be taken into account:

- The exceptional circumstances to be considered
- The time of year/term
- Whether the child will miss preparation for tests or the actual tests
- The child's previous attendance record over the past twelve months

If an application for leave of absence is refused, the Head Teacher will inform parents of the reasons. Teachers will not provide work to be done during a leave of absence as the vital teaching input will have been missed.

If a child is removed for a leave of absence without authorisation the absence will be recorded as unauthorised. Unauthorised absences will be reported to the Educational Welfare Service who have the authority to issue a Warning Notice or Fixed Penalty Notice and fine.

Attendance and Punctuality

Green Lane Primary Academy recognises that good attendance and punctuality are central to raising standards and pupil attainment. We are very proud of our attendance and have worked positively with parents to ensure the vast majority of our pupils attend school regularly and maximise their learning.

For our children to gain the greatest benefit from their education, it is vital that they attend regularly and be at school on time each day, unless the reason for the absence is unavoidable.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence, or later arrival, disrupts teaching routines and so may also affect the learning of others in the same class.

Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Percentages for the full Year 2018/19 are as follows:

Percentage Attendance:	96.05%
Percentage Absence:	3.95%

The school day starts at 8.50 am and we expect all children to be on their colour spots and ready to come into school when the bell rings. Registers are completed once the children are in the classroom.

Appointments for routine dental, optical and medical checks should be made outside of school hours wherever possible. If this is unavoidable, an appointment letter/card will need to be presented at the school office when notifying us of the appointment. When collecting children, parents must report to the school office to sign children out

Parents should contact the Academy by telephone on the first day of any absence. This is a vital part of our attendance monitoring and is also important for safety reasons. The Academy will follow up unexplained absence and any unauthorised absence will be recorded if no acceptable reason for the absence is given. Poor attendance will be followed up our Attendance Officer.

School Term and Holidays

2020 - 2021

The term and holiday dates for the next year are:

	SEPTEMBER 2020						OCTOBER 2020						NOVEMBER 2020					
M			7	14	21	28			5	12	19	26		2	9	16	23	30
T		1	8	15	22	29			6	13	20	27		3	10	17	24	
W		2	9	16	23	30			7	14	21	28		4	11	18	25	
T		3	10	17	24			1	8	15	22	29		5	12	19	26	
F		4	11	18	25			2	9	16	23	30		6	13	20	27	
S		5	12	19	26			3	10	17	24	31		7	14	21	28	
S		6	13	20	27			4	11	18	25		1	8	15	22	29	

	DECEMBER 2020						JANUARY 2021						FEBRUARY 2021					
M		7	14	21	28			4	11	18	25		1	8	15	22		
T	1	8	15	22	29			5	12	19	26		2	9	16	23		
W	2	9	16	23	30			6	13	20	27		3	10	17	24		
T	3	10	17	24	31			7	14	21	28		4	11	18	25		
F	4	11	18	25			1	8	15	22	29		5	12	19	26		
S	5	12	19	26			2	9	16	23	30		6	13	20	27		
S	6	13	20	27			3	10	17	24	31		7	14	21	28		

	MARCH 2021						APRIL 2021						MAY 2021					
M	1	8	15	22	29			5	12	19	26			3	10	17	24	31
T	2	9	16	23	30			6	13	20	27			4	11	18	25	
W	3	10	17	24	31			7	14	21	28			5	12	19	26	
T	4	11	18	25			1	8	15	22	29			6	13	20	27	
F	5	12	19	26			2	9	16	23	30			7	14	21	28	
S	6	13	20	27			3	10	17	24			1	8	15	22	29	
S	7	14	21	28			4	11	18	25			2	9	16	23	30	

	JUNE 2021						JULY 2021						AUGUST 2021					
M		7	14	21	28			5	12	19	26			2	9	16	23	30
T	1	8	15	22	29			6	13	20	27			3	10	17	24	31
W	2	9	16	23	30			7	14	21	28			4	11	18	25	
T	3	10	17	24			1	8	15	22	29			5	12	19	26	
F	4	11	18	25			2	9	16	23	30			6	13	20	27	
S	5	12	19	26			3	10	17	24	31			7	14	21	28	
S	6	13	20	27			4	11	18	25			1	8	15	22	29	

School Holidays

P D Days (staff training days – children not in school)

N.B. This will total 5 over the course of the year - not all of them may have been arranged at the time of print.

Parents and School

Relationships between home and school are very important. We value our parents and endeavour to keep them fully informed about the life and work at the school and their own children's progress. This is done in the following ways:-

School Information Records

It is important that we should keep children's information records up to date and accurate. Frequently these records are found to be incorrect. Please notify us at once of any:-

- Change of address
- Change of telephone number/email address
- Change of daytime contact
- Medical information

Some of this information may be vital in an emergency. Please keep the school well informed if there is any change in family circumstance you feel we should know about.

Any information supplied to the school will only be used by the Head Teachers and the staff for the management of the school and the well-being of each pupil and will otherwise be regarded as confidential.

Meeting with the Teachers/Parental Consultation Evenings

Parents are invited into school a number of times each year to see children's work and discuss progress with the class teacher. However, if you are concerned at any time about your child's progress, behaviour or any other problem: the class teacher, the Pastoral and Safeguarding Lead, the Deputy Head Teachers or the Head Teacher will be pleased to discuss the matter with you.

Parents wishing to speak briefly to class teachers may find it most convenient to see them at 8.50am as the children come into school, as all teachers collect their class from the playground. If a longer discussion with the teacher is needed it will be necessary to arrange a mutually convenient time as the teacher has to register the class at the start of the day and may be busy after school at meetings, supervising activities, or attending professional development activities.

Likewise, the Head Teacher may be able to see parents immediately but they may not always readily available and an appointment may be necessary. However, if matters are urgent please call in at any time, and a member of staff who can help will endeavour to see you. (Please see Security Policy).

Communications with Parents

To ensure parents receive the various communications from school, we use the ParentPay email system as well as our website and Twitter. We also have a Parent App which is a version of the website and can be used to access key information.

Home School Agreements

Two copies of our Home School Agreement are given to each child's parents as the child starts school and we ask parents to sign and return one copy for the school's records.

The agreement sets out expectations of school, parents and children so that we can work in partnership for the benefit of children. Our Home School Agreement was drawn up with the involvement of parents, staff, pupils and governors.

Helping in School

Classroom Support

We are always pleased to welcome parents into school to support activities or accompanying classes on their educational visits. If you have an hour or two to spare each week and would like to help on a regular basis, please contact school. All regular volunteers will require a DBS check (Disclosure and Barring Service) previously before they can work with children. Mrs Airey (Senior Administrator) will organise this.

School Activities

Children enjoy their parents coming to school to show them what they are doing or take part in school activities. You will be invited into school on many occasions throughout your child's time in school. Please come along and support your children it means so much to a child to see her/his parents in the audience or participating in other ways.

Parent-Teacher Association

The school has a Parent-Teacher Association (PTA) which organises social and fund-raising events for parents and families throughout the year. It is a valuable link with parents and information about events and activities are sent out on a regular basis. We are always looking for parents to join the PTA to help and support with events and ideas. Anyone wanting further information should contact the Chair or Secretary directly or via the school office. The money raised by the PTA provides many valuable resources and equipment which we would otherwise not be able to afford.

THE PTA NEEDS YOU!

See our page on the school website for more details.

Teaching Time and Organisation

Reception - Year 2

Registration	08.50 - 09.00
Break	10.30 - 10.45
Lunch	12.05 - 13.00
Registration	13.00 - 13.05
End of Teaching Time	15.15pm

Total hours of teaching per week

Reception & Year 1 -	21 hrs 35 mins
Year 2 –	22hrs 25 mins

Year 3 - Year 6

Registration	08.50 - 09.00
Break	10.30 - 10.45
Lunch	12.05 – 13.00
Registration	13.00 – 13.05
End of Teaching Time	15.15pm

Total hours of teaching per week -	23hrs 40mins

Green Lane Primary Academy is organised into year groups with 3 classes in each.

The curriculum is organised into a programme which ensures that all children receive their entitlement of skills, knowledge and opportunities outlined, in the National Curriculum for the Core Subjects of English, Maths and Science. Our own Academy programmes for the rest of the curriculum ensure all children receive a broad and balanced curriculum.

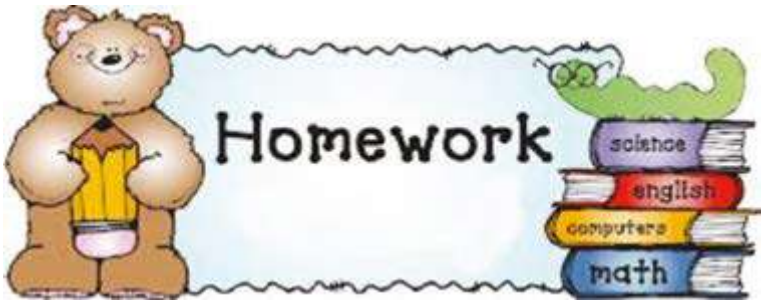
The teachers in each Year Group Team work very closely to plan and organise the curriculum for their particular year group and to assist clear progression from one year to the next.

Teaching takes place within class groups, although grouping or setting for ability takes place for English and Maths. Within the classroom children are taught in whole class groups, small groups and individually depending upon the nature of the task being undertaken.

Homework

A comprehensive Homework Policy sets out the general content and amount of homework given for each year group. (The policy can be viewed on our website)

Details of the homework for each year group are sent out at the beginning of the year on a Homework Schedule. Information regarding homework and the nature of activities to be undertaken is communicated throughout the year and via newsletters.



Data Protection

We comply with all aspects of GDPR (General Data Protection Regulation) 2018. This is outlined in our Data Protection Policy.

Privacy Notice

Green Lane Primary Academy is the Data Controller for the purposes of GDPR. 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
- Assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

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 of your information to the Local Authority (LA) and the Department for Education (DfE)

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. If a child is younger than 12 a parent would normally be expected to make a request on a child's behalf. If you wish to see a copy of the information we hold and share about your child then please contact Mrs Airey, Senior Administrator.

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

http://www.middlesbrough.gov.uk/mb-dp/ and

http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/a0077959/what-the-department-does-with-pupils-and-childrens-data

If you are unable to access these websites, please contact the LA or DfE as follows:

Data Protection Officer
IT Services
PO Box 17, Rede House
69-71 Corporation Road, Middlesbrough. TS1 2YW

Public Communications Unit
Department for Education
Sanctuary Buildings, Great Smith Street
London. SW1P 3BT

Website: www.education.gov.uk **Email:** info@education.gsi.gov.uk **Tel:** 0870 000 2288

Sex and Relationships Education

The Governors of Green Lane Primary Academy have decided that Sex and Relationships Education should form part of the curriculum of the school and have endorsed the Local Authority's policy. This policy is carried out through the school's programme for Personal, Social, Health Education and a specially designed programme of work for Year 6.

Copies of the Academy's Sex and Relationships Education Policy statement are available from the Head Teacher on request.

Parents have the right to withdraw their children from all or part of any sex education provided (but not from teaching the biological aspects of human growth and reproduction necessary under National Curriculum science).
1993 Education Act

Such requests should be made in writing to the Head Teacher clearly stating from which part or parts of the sex education policy pupils are to be withdrawn

During 2020/21 we will consult with parents on new government guidelines before implementing a new policy in Summer.

Special Educational Needs/Inclusion

At Green Lane Primary Academy we are committed to inclusive education and believe that all children have a right to a broad and well balanced education under the National Curriculum. All children with special education needs can make good progress if their needs are correctly identified and provided for with appropriate levels of resource.

Children who have Special Educational needs within Green Lane Primary Academy are fully integrated into the normal classroom situation.

Our SENDCO (Special Educational Needs and Disabilities Coordinator) has overall responsibility for special needs and determines and co-ordinates the staff and the action needed to help children with both the curriculum and the social and behavioural aspects of attending school.

Staff working in the Inclusion Team are also responsible for liaison with outside professional agencies and provide support for staff, children and parents. To address the difficulties facing some children, we ask for the help and support of parents in order that positive working partnerships are developed.

For detailed information on our identification and provision for children with SEND please see our SEND Information Report and SEND Information for Parents on our school website under Key Information.

Pastoral Care

Each class teacher is responsible initially for the immediate care and welfare of the children in the class. Teachers also have a pastoral responsibility for all the children in their year group. Year group meetings often deal with pastoral issues and difficulties that may arise upon occasion. The Head Teacher has general oversight of the school as a whole.

We have a full-time Pastoral & Safeguarding Lead who supports children with learning, behavioural social and emotional problems. Children are referred to our Pastoral Lead by the Head Teacher, teachers, parents or by children themselves.

Extended School Activities

A wide variety of clubs and activities take place in school at lunchtime and after school. These naturally depend on the interests and enthusiasm of the staff and will vary from time to time. Some activities are by their nature seasonal and so are not held throughout the year.

Clubs And Extra-Curricular Activities

These are many and varied and, as an example, might include:

Homework Club

Art Club

Computer Club

Football Training

Violin and Viola Tuition

Gardening Club

Hockey Club

Music Workshops (TVMS)

Performing Arts

Numerous Theatre Companies

Cookery Club

Multi Sports

Netball Club

Scripture Club

Academy Uniform

The wearing of uniform is compulsory at Green Lane Primary Academy.

Rationale

We believe that the wearing of uniform encourages children to have a sense of belonging and of being part of a community. It is an outward expression of the Academy's identity and promotes a feeling of pride and equality. In addition, we believe that the wearing of a 'uniform', as opposed to leisure wear contributes to helping children understand that they come to school to work and learn.

Aims

- To ensure that children wear clothing to school which is safe and practical
- To promote pride in their school and a sense of identity
- To promote the idea of Green Lane as a Learning Community
- To promote the image of the Academy within the local area and the town
- To eliminate competition amongst children in relation to what they wear
- To ensure that the uniform is simple and reasonably priced

In order to help fulfil these aims extreme hairstyles (such as severe spikes, extreme shaved cuts, tramlines, etc.) are considered unsuitable.

Uniform Requirements

Boys

Royal Blue Sweatshirt
White Polo Shirt/White Shirt
Grey or Black Trousers
Black Shoes

Girls

Royal Blue Sweatshirt or Cardigan
White Polo Shirt /White Blouse
Grey or Black Trousers or Skirts
Black Shoes

No designer/striped/logo-ed/leisure jogging bottoms or tops.

Uniform can be purchased online at Gooddies.co.uk and delivered either to home or school.

Summer Uniform

Summer uniform is as above but children may wear grey/black or navy shorts (again this is plain shorts not combat or casual or PE type shorts) Girls may wear blue gingham dresses/skirts or blue gingham crop trousers.

Summer shoes should still be suitable for playing in the playground and climbing stairs.

Sweatshirts, Cardigans, Polo Shirts and PE Kit with the Academy Logo are available online at gooddies.co.uk. These can also be bought without logos from normal school suppliers if the requirements above are adhered to.

All children should have a Homework Bag and all items of clothing and shoes should be marked with the child's name.

Health and Safety

There are several health and safety issues which inform our academy policy as follows:

- No jewellery should be worn except a wristwatch. For pierced ears - only stud earrings one per earlobe - and these should be removed for PE.
  Children should not wear studs that they are unable to take out themselves. School staff are not permitted to remove any earrings. If ears are recently pierced and studs unable to be removed the stud and ear-lobe need to be covered with suitable medical tape. Again this cannot be done by teachers. Children must either do this themselves or come to school on PE day with plasters already in place. However, we would hope that children had their ears pierced during major holidays to minimise the necessity for plasters or medical tape.

- Due to the number of stairs and the fact that children need to be safe whilst in the playground, shoes should be flat, or low heeled.

- Skirts should be no longer than mid-calf length and no shorter than just above the knee.

Religious Considerations

The requirement for modesty for Muslim girls can be accommodated within the uniform. Trousers are a permitted part of the uniform for girls and, therefore, the wearing of other garments under dresses is not necessary.

The hijab (headscarf) is not normally worn by the majority of Muslim girls until puberty and, therefore, for the majority of pupils we would expect that the requirements for modesty can be fulfilled by the wearing of a wide headband or triangular headscarf tied at the back of the neck.

E.G. The headband or triangular scarf headscarf should be in Academy colours i.e. gingham, royal blue, black or grey.

We recognise that a small number of families may require their children to cover their hair/heads at an earlier age. Following discussions with parents representing these views and a meeting of the full governing body the following decisions were made:

Providing we are satisfied that the choice is the child's then:

- From Y4 girls can wear the Hijab in the School style and colour (Royal Blue). It should at all times be tucked into their blouse or polo shirt
- Children will, if they wish, be allowed to remove the Hijab for PE or other sporting activities

Should any child wish to wear the Hijab, according to these amendments, their family should apply in writing to the Head Teacher.

Sikh boys may wear a 'Patka', in Academy colours, around their 'bun.'

These amendments were decided upon in the context of the many religions and beliefs in our multi-ethnic academy and are designed to balance the rights and beliefs of all our families and children. This in order to create a harmonious community, where beliefs and cultures are celebrated but not allowed to become divisive; and where individual children do not feel different or excluded.

The policy takes a balanced middle ground and is decided with the objectives of; furthering school uniformity, co-existence and harmony; without compromising personal modesty; and taking health and safety considerations into account. It is also written in the context of an understanding that school is a safe and nurturing environment where safeguarding of children is our prime concern.

Physical Education Kit List

Physical Education is an important part of the National Curriculum and just as with subjects such as Mathematics and English your child is required to take part. It is also important for reasons of safety and hygiene that your child changes out of their uniform into clothing suitable for physical exercise. For your information P.E. Kit is as follows:

PE Kit

PE kit should be plain and without logos etc.
All children should have a change of clothing for PE as follows:

- A white cotton T-shirt
- Blue or black plain shorts (baggy or cycling type)
- During the winter children need blue/black tracksuit bottoms and tops for PE outside
- Plimsolls for indoor activities
- Trainers for outdoor activities

School shoes should **never** be worn for PE.

PE Kits can be ordered online at Gooddies.co.uk

All items of clothing should be marked with the child's name.
These should all be contained in a bag of reasonable size.

PE Kit should be brought to school in the first week of each half term and be kept in school for the whole of the half term. The kit should be taken home each holiday for washing. Children should understand that, although they will have designated PE Days, timetables can sometimes change and/or additional activities may be arranged so their PE Kit needs to be in school every day.

PE - Health and Safety

There are several health and safety issues which need to be considered for PE:

- Wristwatches should be removed for PE
- Stud earrings should be removed for PE
  Children should not wear studs that they are unable to take out themselves. School, staff are not permitted to remove any earrings. If ears are recently pierced and studs unable to be removed the stud and ear-lobe need to be covered with suitable medical tape. Again this cannot be done by teachers. Children must be able to do this themselves. However, we would hope that children had their ears pierced during major holidays to minimise the necessity for plasters or come to school on PE days with plasters already in place.

Medication in School

The Government has published guidelines for schools on the dispensing of medicines and tablets.

- It is hoped that parents will accept the responsibility for administering medicines to their child at the appropriate time during the day. Medication is most usually administered before school, on return home from school and at bedtime.

If this is not possible then:

- Parents **must** visit the school office to complete a Medication in School Form. Unless this written authorisation is completed medicines cannot be administered in school. **Children must not bring medicines into school themselves.**

- The Academy must also have written evidence that the medicine or tablets have been prescribed by a doctor and be in a properly labelled container with **the name of the prescribing person** (normally the doctor), **the name and home address of the child and the name of the medicine**, dosage and the time of administration on the label. This information is normally found on the packaging of medicines when received from a dispensing chemist.

- The Academy needs to be informed in writing if a child has a known allergic reaction to plasters.

Most usually only medicines prescribed by a doctor will be administered, however, children with more complex medical needs will be accommodated following discussions with parents and the drawing up of a care plan. More detailed information about the administration of medicines can be found on our website under Key Information - Policies.

The Academy keeps a record of children with allergies (eg. hay fever, asthma). Please inform us in writing of any relevant medical information.

Medicals

Screening of children for height, weight and hearing is carried out in Reception and Year 6 by the School Nurse. Parents will be informed prior to this screening taking place. The School Nurse visits school regularly and any concerns about children's health may be referred to her by staff or parents.

Road Safety

A Pelican Crossing on Green Lane and a School Crossing Patrol Warden on St Mary's Walk ensure that children can cross the busy roads surrounding the school safely.
The co-operation of parents in ensuring that their children cross only at these points will be appreciated. The crossings are not staffed at lunchtime and there may be times when the crossings will not be staffed before and after school due to illness etc. Road safety is taught in school and parents' co-operation in seeing that children observe it would be very helpful.

The gates at the Green Lane entrance will be closed near the end of school time and will be opened when all the children have left the premises.

Cars should NEVER come into the staff car parks to drop-off or collect children. Parents are asked to be considerate of local residents and the safety of pupils and parents when parking in the neighbourhood.

We have arranged a 'Park and Walk' facility at Middlesbrough Rugby Club to help keep the area around our school safe and would urge parents to contribute to their own and other children's safety by using this facility.

Positive Behaviour Policy

Children are asked to abide by the rules of our Positive Behaviour Plan which sets out expectations on behaviour. Good behaviour is rewarded through the Academy's merit and other award systems. The Positive Behaviour Plan also states the sanctions taken for unacceptable behaviour. A Parents' Guide to the Positive Behaviour Plan is given to every parent on entry.

Emergency Procedures

The Academy has a comprehensive set of emergency procedures and a vital element in these is the maintaining of up to date parent contact details in order that speedy contact can be made in the event of illness or accident. Changes to these details should be notified to the Academy as they occur. This is especially important if telephone numbers change.

Child Protection

The Academy has a duty to assist the local authority in cases concerning child protection.

The Head Teacher and the Pastoral & Safeguarding Lead have designated responsibility for child protection and have received the appropriate training. In any cases where we consider a child to be at risk, our prime duty is for the protection and safety of the child. The policy may be viewed on our website under Key Information - Policies

Charging And Remissions Policy

Visits/Workshops/Theatre Groups etc.

Throughout the year there are likely to be day visits organised for classes in conjunction with their topic work, or visits to the school by theatre groups etc. Such activities play an important part in the school curriculum, extending the learning that is started in the classroom and in some circumstances, leading to a clearer understanding of the work being studied.

Parents are asked to make a voluntary contribution towards the cost of these visits, to enable the Academy to continue with such worthwhile activities. However, should a parent decide not to contribute the amount requested, the law states that the child should still be entitled to take part in the activity. In reality, however, none of the visits would be able to go ahead if parents decided not to contribute. It is necessary to charge since, unfortunately, the academy has few alternative sources of funding. Whenever it is possible, activities will be paid for wholly or partly by other funding sources. There will always be provision to pay by instalments and if paying for visits and other activities causes any problems parents should approach the Academy.

Residential Visits

The children will be offered the opportunity of an optional residential visit in Year 5 and in Year 6. These are invaluable in giving the children first hand educational experiences and in helping them to develop greater self-confidence and independence. Parents are required to pay for these experiences. Parents can pay in installments via ParentPay.

Extra Curricular and After School Clubs

Green Lane runs a wide variety of After School Clubs and activities run by teaching staff. Children will be charged for these activities to cover the cost of equipment, competition entry fees, materials and, if required, coaching costs.

Music Tuition

All children study music as part of the normal school curriculum. However, instrumental tuition is provided by the peripatetic music teachers from the Tees Valley Music Service who have a separate charging policy. If your child is eligible to receive this additional tuition, and you agree to them taking part, their policy will be explained in full.

Loss or Damage

We reserve the right to request payment in the case of loss or damaged to school property.

Payment For School Meals And Other Activities - Parentpay

As we are moving towards becoming a 'cashless' school. Meals should be paid for via the ParentPay online payment facility. Payment must be made in advance and can be paid weekly, every half term or every full term.

Payment for all other school activities e.g. Educational visits, special events, clubs and other extra-curricular activities is also via ParentPay.

School will provide parents of newly admitted children with a password and instructions as to how to set up an account on ParentPay.

Green Lane is a Healthy School

Green Lane has worked hard over recent years to reach the Gold standard for Healthy Schools and we were one of the first schools in Middlesbrough to achieve the Advanced standards.

Children are encouraged to drink water freely during lessons and the need for hydration is explained below. Even before the Government's Free Fruit initiative, the school promoted healthy eating by selling fruit at playtimes. This continues for children in KS2 who do not qualify for free fruit. Our Cook prepares home-cooked meals daily and a wide choice is available including a Salad Bar which is very popular with the children.

Promoting Healthy Eating

Good health is important for everyone. Our aim, at Green Lane Academy, is to secure, maintain and improve children's health. A varied and balanced diet is an important way of protecting health, and promoting proper growth and development. In the short term it can help children to improve their concentration and fulfil their potential both inside and outside school. It helps minimise some health risks such as anaemia and dental decay. A good diet in childhood can also help to prevent ill health later in life.

Lunchtime Award Scheme

Healthy eating will always be considered an important issue at Green Lane Primary Academy. In order to encourage and promote healthy eating we operate a reward scheme for children having school dinners or packed lunches. Children receive a 'Lunchtime Award' token if they have a school dinner or if they bring a healthy packed lunch. (All school lunches are healthy as they follow strict guidelines.) The children can also receive tokens for displaying good table manners, including the appropriate use of cutlery, and for demonstrating excellent playtime behaviour.

At the end of the week the tokens from each class are collected and counted. The class from each Key Stage which acquires the most 'Lunchtime Award' tokens is awarded a certificate in assembly and receives either a basket of fruit to share during Golden Time or tokens to swap for a piece of fruit on the playtime trolley. Since the introduction of this scheme the quality of packed lunches improved immensely.

Please encourage your child to support this scheme. Eating well and being physically active will improve your child's health as well as their ability to learn and achieve at school. If you require any further information or have any suggestions please do not hesitate to contact our PSHE Leader, Mrs Skelton, or our school cook, Mrs. Pyers.

Sweets in School

Government regulations covering food in schools are very clear that sweets, crisps and sweet fizzy drinks should not be available or distributed in school. In order to comply with these regulations we do not give any sweets as rewards, prizes or gifts.

However, we feel teaching about a balanced approach to the consumption of sweets is a more effective strategy for long term good effect than a total ban and that it is unrealistic to expect children never to have sweets. Our approach, therefore, is that we will retain 'Birthday Lollies' our Easter Egg Raffle and sweets at PTA events. We feel this is still consistent with the teaching that sweets should only be eaten as occasional treats and not as part of their regular daily food intake or as part of a meal.

Children should **never** bring their own sweets to school at any time or include them in packed lunches.

Water in Classrooms

We recognise the negative effects dehydration can have on health and learning and we like to ensure that children have access to water during lesson times. Therefore, children are encouraged to use a water bottle which they can then replenish throughout the day.

The bottle should be a clear bottle of the 'sipper' – sports type (to avoid spillage on desks) and should contain only water **not dilute juice, flavoured water or fizzy drinks.**

Water in School is Brain Fuel

- Keeping well hydrated throughout the day is the key to boosting the capacity to learn
- The early effects of even mild hydration are significant for the health, well-being, performance and learning potential of children
- Symptoms of mild hydration include tiredness, headaches and a reduced alertness and ability to concentrate
- Mental performance including memory, attention and concentration can decrease by 10% by the time the thirst is actually felt
- Did you know that a drink of water can have an immediate alerting and revitalising effect on your body?
- At Green Lane we feel it is crucial for our children to have easy access to drinking water throughout the day
  On entry to school each child receives a free sipper water bottle to be brought to school each day and kept in their classroom
- Children can replenish the bottles in school but we recommend they are taken home every day in order that they can be thoroughly washed
- Replacement bottles can be purchased for £1.50 from the school office

Remember - Healthy Children Make Better Learners!

School Meals – Information and Organisation

Cooked Meals

Meals are served on a cafeteria system, the children having a choice of hot main course and sweet or a salad bar. The Academy operates a rota system from KS2 in which children change order daily, class by class, in order that every class has a chance to go first for lunch. Children should only change from school lunch to packed lunch or vice versa at the start of a new half-term. The office staff should be informed of any changes before they happen (please do not rely on your child's class teacher to pass dinner arrangements on). Failure to inform the office may result in a bill for meals not required!

All pupils in Reception, Year 1 and Year 2 are entitled to a free school meal under the Government's Universal Infant Free School Meals initiative.

Packed Lunches

Children who require packed lunches must ensure their lunch boxes and containers are unbreakable, clearly named and sealed to prevent spillages. Boxes will be placed on a mobile trolley which will then be taken into the dining hall and stored until lunchtime.

Playtime fruit should be kept with children and not put in packed lunch boxes. Please note there are no facilities for cool storage. Children will bring home food not consumed at lunchtime.

Since bringing sweets to school is not permitted, lunch boxes should never contain sweets.

Drink Containers

For safety reasons, glass bottles, cans and glass sealed flasks, whether with packed lunches or with a school meal, are not permitted in school. Children may bring drinks in plastic safety flasks, plastic bottles or cartons for use with their lunch.

Free School Meals

A free school meal is available to some children according to government criteria. If you are in receipt of benefit and you think your child may be entitled to free school meals please contact the school or alternatively you can go online and check at - https://www.cloudforedu.org.uk. Every effort is made to ensure that children receiving free school meals cannot be distinguished from other children.

Payment for Meals

As we are moving towards becoming a 'cashless' school, meals should be paid for via the ParentPay online payment facility. Payment must be made in advance and can be paid weekly, every half term or every full term. Parents of KS1 pupils who currently receive Universal free school meals, can also use this facility.

Use of Photographs and Images in the Curriculum, Publicity, Displays, Social Media and the School Website

At certain points in your child's life in school, photographs, video or digital images may be taken in the course of their work or at special events. The making of digital and multimedia stories and presentations is part of the required Computing Curriculum.

Any images produced in the course of this work may be used to form Academy displays, Academy publications or on our website and twitter feed to celebrate achievements and share with parents and family.

Where necessary, we will seek your consent for use of these images in certain circumstances.

We have adopted the following good practice based upon advice from the Department for Education.

Religious Education Values and Inclusion Statement

The intention of Religious Education is not to commend a particular religious view but to bring each child to a rational and sensitive understanding of what religion is and how this or her own experience relates to the religious process.

At Green Lane Primary Academy we use the National Curriculum Framework for Religious Education and have a programme of study to develop informed attitudes to understanding other major world religions and aim to create a positive ethos and tolerance of all beliefs and practices. This curriculum was drawn up with the support of a steering group comprising the major faith groups and belief communities in Great Britain. (See Appendix 1 for full list.)

The focus of the framework is to set out a system that places value on the ethos and morals that religious education can establish, independent of any faith, and to promote high levels of consistency in teaching and learning. It should also give teachers the freedom to find the best ways to inspire in their pupils a joy and commitment to learning that will last a lifetime.

An entitlement to religious education must be an entitlement for all pupils, regardless of their faith or belief. This framework makes clear the principles that schools should follow in the teaching of religious education, to ensure that all pupils have the chance to succeed, whatever their individual needs or the potential barriers to their learning may be.

The Values of the Religious Education

Religious education actively promotes the values of truth, justice, respect for all and care of the environment. It places specific emphasis on:

- Pupils valuing themselves and others
- The role of family and the community in religious belief and activity
- The celebration of diversity in society through understanding similarities and differences
- Sustainable development of the earth

Religious education also recognises the changing nature of society, including changes in religious practice and expression, and the influence of religion in the local, national and global community.

It is also a fact that religious intolerance has plagued our society for generations. Knowledge of the beliefs and customs of others - which should form the core of the RE course - can only help us live together in peace and mutual respect.

Aims of Religious Education

Should Help Pupils to:

- Acquire and develop knowledge and understanding of all the principal religions represented in Great Britain
- Develop an understanding of the influence of beliefs, values and traditions on individuals, communities, societies and cultures
- Develop the ability to make reasoned and informed judgements about religious and moral issues with reference to the teaching of the principal religions represented in Great Britain
- Develop respect for other people's right to hold different beliefs
- Develop a positive attitude towards living in a society of diverse religions

Principles in Green Lane

The main principles of religious education within Green Lane Primary Academy are that:

- It makes no assumption about the teacher's, or pupil's, personal faith stance
- It does not wish to persuade towards, or away from, a particular belief
- It is available for all pupils regardless of their faith background
- The teacher is an educator to help pupils to evaluate a range of different religious beliefs, experiences and practices
- Stereotypes of faiths are avoided – every religion is multicultural

We are committed to overcoming religious intolerance in society and believe it is completely unacceptable in our school. Knowledge of the beliefs and customs of others – which form the core of the RE Curriculum – can only help us to live together in peace and mutual respect.

Inclusion - Religious Education

We expect that everyone who chooses to send their children to Green Lane Academy can subscribe to principles and values outlined in this statement. We expect all children to enter fully into the life of the Academy. Parents do have a statutory right to withdraw children from religious education lessons. Should any parent choose to exercise this right we believe this should be from all Religious Education as to do otherwise would be discriminatory and against the principles defined above.

Parents who withdraw their children from the Academy's provision may make arrangements for their children to receive religious education in accordance with their wishes off the premises, provided that the responsible authority - the Governing Body - is satisfied that this does not interfere with the pupils' attendance at school, other than at the beginning or end of the school day. The Academy, however, is not able to provide alternative teaching for pupils withdrawn at these times.

Such withdrawal can only include discrete RE lessons and not exclusion from all activities at the time of social, cultural and religious celebrations i.e. Christmas, Eid etc. If parents require such an approach for their child we believe that Green Lane Primary Academy is not the correct school for their child.

Our curriculum is increasingly, in line with government policy, being delivered in a cross-curricular way. If parents have exercised their right of withdrawal from Religious Education teachers will be mindful of this and will where possible tailor activities to ensure that both the child's entitlement to the full national curriculum and the right of withdrawal are not compromised.

Collective Worship

Collective Worship – the saying of prayers, or a time for reflection, takes place daily in Green Lane either at the end of our school assemblies or in our classrooms.

Children are encouraged to listen to the messages being discussed and reflect on these within their own belief systems. To reflect the nature of our school, times of reflection are non-denominational and based on the principles of; being a 'good' person, kindness, truthfulness, honesty and living harmoniously alongside others. We do on occasions include prayers from all the major religions within our Collective Worship – this sometimes takes the form of children from different faiths reading a prayer around the same theme but from their own religion.

Similarly the songs we sing in assembly often cover the same issues and are not hymns.

Parents do have a statutory right to withdraw their children from Collective Worship but once again school is not able to provide an alternative provision. Where Collective Worship takes place within the classroom it is not practicable to withdraw children physically; however, these children will pursue alternative quiet activities for this short period, and will not be included by the teacher in what is being covered with the rest of the class.

In order to action any right to withdraw, parents must complete the request letter which will be issued following a meeting with the Head Teacher.

Security Policy and Guidelines

Please Note that the use of Mobile Phones is not Permitted in the School Building

Parents

- If a parent wishes to speak to a member of staff and needs to enter the building to do so, they should first report to the school office.
- Green Lane staff will at all times be courteous and polite with all parents and other visitors and will expect the same in return. Verbally aggressive behaviour or rudeness will not be tolerated on any occasion. Should this ever occur appropriate action will be taken by a senior member of staff.
- Parents should not bring dogs onto the school site. If a member of staff sees a parent doing so, they should remind them of the school policy regarding dogs.
- Parents must not reprimand other children on the playground. Any problems must be resolved via the teaching staff.
- Any parents picking up children during the school day should first report to the school office in order to sign their children out.

Children

- Children are not permitted to open the main entrance doors to any adults. If a child sees an adult wishing to gain entrance to the main building, they should inform a member of staff who will respond appropriately.
- Children should not arrive on the playground, whether dropped off or independently walking, before 8.40am. Once children arrive on the playground they should not leave for any reason.
- Children should always cross with the 'Lollipop Person' in St. Mary's Walk or at the controlled crossings on Green Lane.
- Children should not approach the perimeter fence during school hours to talk to any adults or children outside the site. This includes their own relatives or people known to them.
- Any child who is expecting to be collected by an adult at the end of the school day and finds that this adult has not arrived should go back into school and report to the school office.
- It is the Academy's and Governing Body's view that children, up to and including Year 4, should be dropped off and collected from school by an appropriate adult.
- If parents of children in Y5 and Y6 wish to allow their children to walk to and from school independently they may do so but our recommendation is that the route children walk should be prescribed by their parent/guardian.
- It is the Academy's and the Governing Body's view that all children should be collected from After School Sessions and this is reflected in the After School Policy.

Site Safety and Safeguarding

- The St. Mary's Walk Car Park is for visitors to the school only. The entrance to this car park is barrier controlled. Parents are asked not park in the access area to this car park whilst dropping off or collecting children as entry may be required for emergency vehicles.

- Green Lane gates are open during the day to facilitate deliveries to the kitchen. These gates are closed to vehicles at the start and the end of the school day to ensure a safe exit from the site for parents and children. Parents delivering children to Acorn Club are permitted to drive their cars onto the school site to drop off and collect their children providing they conform to safe driving and parking rules outlined by Acorn. If anyone is observed driving at an inappropriate speed or in an inappropriate manner a member of staff should be informed. All school staff should themselves drive in an appropriate manner, adhering to speed restrictions and parking rules.

- Speed humps and speed restriction signs are located on the Green Lane drive to ensure vehicles travel at an appropriate speed.

- Playground gates will be closed throughout the school day. Parents collecting children should wait until the gates are opened by the caretaker before entering the playground at the end of day.

- The whole of the Green Lane Primary Academy site is non-smoking.

- Bicycles, scooters, skateboards and similar equipment should not be ridden on the school site.

- Dogs must not be brought onto the school site.

Signing In

All visitors to the academy should go to the office situated at the St. Mary's Walk entrance. All outside doors will be locked for safety except during playtime and dinner time periods. Visitors who are in school will be issued with badges for identification purposes, which must be worn at all times.

Acorn Kids Club

Acorn Kids Club is a successful wrap-around care scheme which has been running at Green Lane Primary Academy for approximately 20 years.

Breakfast Club is available each school day from 7.45 am to 8.50 am offering a wide selection of both hot and cold healthy breakfasts. Acorn Kids Club is open from 3.15 pm – 5.25 pm each school day.

Although Acorn only takes children from Green Lane it is run as a private organisation independent of the school. Mrs Sue Hall is the Manager of the facility and all queries and applications should be addressed to her.

Complaints about the Academy Curriculum and other Related Matters

The Academy has established a procedure for considering complaints from parents. It is hoped that parents would raise any concern they might have with teachers or the Head Teacher in the first instance. If parents wish to make a formal complaint, however, details of the procedures available can be obtained from the Head Teacher. The Academy has a Complaints and Conciliation Policy which is available from the Head Teacher on request or via the website.

Lost Property

Once an item hits our Lost Property Box no one ever seems to want to claim it again!!!

The problem of lost property could be considerably reduced if all clothing, including shoes, was marked **CLEARLY** with the child's name. This helps in tracing missing articles, particularly if the loss is reported quickly. Children are responsible for looking after their own property. **The Academy cannot accept responsibility for any property which may get lost or damaged.** Please make sure that if your child has to bring money to school, other than dinner or visit money, it is in a named purse or sealed envelope and given to the class teacher

Insurance

Although we take all reasonable care we would like to remind all parents that personal property is not insured in school. We ask for your help in encouraging pupils to look after their belongings by ensuring that:

- All belongings, including clothing, are clearly named
- No valuables are brought into school unless (as with a musical instrument) they are required for a lesson In this case they should be put into the safe keeping of a member of staff
- Personal items brought for Golden Time remain the responsibility of the child concerned at all times and although we will help and advise children as to how to look after their property we accept no liability for any such items

Finally ...

We hope this booklet will give you some insight into the school where your son or daughter will be spending the next few years. It is our school, we are proud of it and we hope you and your child will be too.

Jackie Walsh
Head Teacher

Mark Pagan
Chair of Governors

The information in this prospectus was updated and published in September 2020. It relates to the academy year commencing at the beginning of September 2020, and the particulars it contains about this school year are correct at that time of writing. It must not be assumed that there will be no changes affecting the relevant arrangements or certain matters during the 2020-2021 school year or in respect of subsequent school years, arising for example, from variations in Academy or Government policy for education.

The Curriculum

STATEMENT OF CURRICULUM AIMS FOR GREEN LANE PRIMARY ACADEMY

The Aims of the Curriculum are to meet the needs of individual children:

- By ensuring equality of opportunity for girls and boys from all cultural backgrounds and opportunities for achievement and success for all children including those with special needs and talents
- By providing a wide range of experiences that offer challenge appropriate to the age and ability of individual children
- By promoting purposeful teaching and learning that develops lively and enquiring minds
- To build on the strengths, needs, expectations, attitudes and interests that individual children bring from home to school and to encourage and build on the home/school partnership
- To develop in each child the ability to relate and co-operate with others in the process of learning; to foster respect for religious and moral values, and tolerance of other races, religions and ways of life
- To provide a broad-based creative curriculum that provides practice, enrichment and progression and makes full use of first hand experiences
- To ensure a match between the abilities of individual children and their learning activities
- To promote continuity of educational experience and progression from stage to stage and within stages, so that children feel secure and confident in themselves as learners
- To provide the opportunity for children to imagine, question, reason, choose, observe, experience, explain, test, estimate, problem-solve, deduce, hypothesise, evaluate and record
- To encourage children to become confident, independent learners (able to recognise and value their mistakes and to pursue knowledge, understanding and skills through their own efforts and interests

Teaching methods include whole class interactive teaching, with group and individual teaching as appropriate. The school uses “setting” (grouping children into four broad ability bands) from Year 2 upwards for English and Mathematics.

Our curriculum is delivered through our Cross Curricular – Curriculum Entitlement Plan. In addition to subject knowledge and understanding the plan encourages children to develop as learners and individuals and is developed in accordance with the Green Lane definition of Creativity. (See below)

Creativity in Green Lane

Creativity involves:

- Thinking or behaving imaginatively
- Purposeful activity to achieve an objective
- Generating something original
- Activities which have value – creating something useful, aesthetically pleasing, fit for purpose
- Pursuing and developing interests and talents
- Developing independence of thought and action
- Raising self esteem and motivation
- Reflecting critically
- Asking questions
- Applying learning in new contexts
- Envisaging what might be
- Solving problems
- Working well with others
- Pupils understanding themselves as learners
- … and much more

Teachers can promote creativity when planning by:

- Setting a clear purpose for pupils' work
- Setting and sharing clear objectives and establish success criteria
- Plan for pupils to share their work
- Incorporating a range of teaching and learning styles
- Giving pupils opportunities to work together
- Provide opportunities for evaluation, reflection and review
- Provide first hand learning opportunities and contact with creative people
- Asking open-ended questions
- Providing a stimulating physical environment
- Be ready to 'go with the moment' if need be
- Model flexible and independent thinking and behaviour

The Academy Curriculum

The Governing Body is responsible, with the Head Teacher, for ensuring that the Academy delivers a broad and balanced curriculum, which develops a wide range of skills and prepares children for the future stages of their lives.

The curriculum at Green Lane Primary Academy combines high standards with a broad, rich and creative curriculum. There is continuity and progression, challenge and pace. We are passionate about bringing learning to life for all children and engaging them academically, emotionally, physically and socially in contexts which have a real meaning and purpose.

Our expectation is that pupils will make significant progress in all subjects but also develop a passion for learning, discovering their own individual strengths and talents through the opportunities that we provide. To that end, in addition to academic, sporting and cultural and social opportunities, the performing arts play an important part of the curriculum in every year group.

Our curriculum is firmly rooted in the core subjects of English and Maths as these are the essential foundations for all other learning. These core subjects are also integrated into our Curriculum Entitlement Plan which is delivered creatively through termly topics that engage the learner through exciting content and enrichment opportunities.

Staff work in and across year group teams to plan a comprehensive, cohesive curriculum which is enriched with a broad range of learning opportunities, designed to challenge the most able and engage those with special needs. Children will have the opportunity to imagine, question, reason, choose, observe, experience, explain, test, estimate, problem-solve, deduce, hypothesise, evaluate and record.

Curriculum enrichment is essential part of learning at Green Lane Primary Academy. We plan numerous visits to bring learning to life and theatre companies, artists, sports coaches and people with passion and expertise support us in delivering an inspiring curriculum which has been judged as outstanding in our last three Ofsted reports.

'The school's curriculum provides excellent experiences for pupils which promotes a real thirst for learning. Very meaningful links between subjects promote pupils' basic skills in literacy and numeracy. Pupils receive a rich and varied diet of creative, artistic and musical experiences which substantially enriches their spiritual, moral, social and cultural understanding.' Ofsted 2013

Our modern learning environment and excellent ICT facilities provide our pupils with experiences and skills suitable for the 21st century, allowing us to incorporate new technologies into our learning and teaching. From the EYFS to Y6 children have the opportunity to incorporate ICT into all aspects of their learning. Smart Screens, visualisers, cameras, ipads, tablets and computers are integral to learning and teaching in our school.

Additionally, we aim to provide a curriculum and experiences which develop pupils' spiritual, moral, social and cultural wellbeing and promote a sound understanding of the human/British values of democracy, government, rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs.

These values are embedded within our curriculum, assemblies and PHSE sessions ensuring that our pupils develop tolerance, respect, courtesy and consideration for others regardless of their age, gender, disability, culture or belief and are fully prepared for modern life.

In addition to promoting human/British values we actively challenge pupils, staff, parents or any school stakeholders expressing opinions contrary to these values, including 'extremist' views.

Details of the curriculum for each year group can be found on our website under - Year Groups

The Foundation Stage Curriculum

Nursery and Reception

What is the Foundation Stage?

It is for children aged 3-5, and covers the years they spend from the beginning of nursery or pre-school to the end of reception class in primary school. It probably will not feel like learning - most children see it as just fun and play. However, they will be gaining all the basic skills that will get them off to a flying start when they reach Year 1.

The Early Years Foundation Stage Curriculum consists of three prime areas:

- Communication and language
- Physical development
- Personal, social and emotional development

and four specific areas:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Each area has early learning goals which are assessed through the Early Years Foundation Stage Profile.

Creativity involves:

Will my child be tested whist in the Foundation Stage?

When your child first starts reception, their teacher carries out a Baseline Assessment, to find out about your child's learning needs. It is not a formal test but a series of fun activities conducted on a computer with a member of the teaching staff so children should not be aware they are being assessed.

There will be an assessment made at the end of the Foundation Stage called the Early Years Foundation Stage Profile.

What can I do to help my child?

You are probably doing it already! Finding out what they have done at school discovering what they like and don't like, encouraging them to ask questions, listen to others and try out new skills. All help support their learning process. Reading your child stories, helping them to learn nursery rhymes, counting as you take them upstairs etc., are all helpful activities.

GREEN LANE PRIMARY ACADEMY

T: 01642 277407
W: www.greenlanemiddlesbrough.co.uk
E: academy@greenlanemiddlesbrough.co.uk