



DUNSFORD

COMMUNITY ACADEMY

PARENT HANDBOOK
2020 – 2021

Dunsford Community Academy

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TOGETHER WE EMPOWER EXCELLENCE

Welcome from Mrs L Atkinson, Chief Executive

Dear Parents and Carers,

I am delighted to welcome you to the Learning Academy Partnership family of schools and as a parent/carer of a child attending Dunsford Community Academy.

We are looking forward to working in partnership with you and welcoming your child to our family of academies. Together, we will equip your child for the future, ensuring that he or she flourishes in their love of learning, so that they may live a full and happy life.



As the Chief Executive of the Learning Academy Partnership, my role is one of overall leadership and accountability for the Trust. The core purpose of our Trust is to sustain a family of exceptional schools that always put our children first; so that learners excel, communities are enriched and where every child has the opportunity to truly flourish.

The Learning Academy Partnership was established in 2012 and has grown to be a highly successful Multi Academy Trust that currently consists of nine schools across Torbay and Devon. We have built our reputation as a family of schools that, working together with shared leadership, expertise, resources and efficiencies, deliver an excellent education within a loving environment rooted in Christian values. As a parent, you can be assured of academic excellence for your child within a caring, fun and inspirational curriculum.

I am privileged to work with exceptional leaders and staff, alongside the Trust Board, and supported by dedicated Local Governance Committees committed to empowering and delivering excellence within each of the local communities that we serve. I am incredibly proud that children in our family of academies make more progress than the vast majority of children nationally and in the most recent end of 2019 DfE performance tables, our Trust was in the top 10 performing Trust nationally for the progress that children make, thereby ensuring a flying start and improved life chances for our children.

‘Together We Empower Excellence’.

By working together as a family of exceptional schools, we have a wealth of expertise: leaders, teachers and support staff that work together for the benefit of all children across the Trust; we can be greater than the sum of our individual parts, delivering so much more for our children, staff and local communities, so that all can flourish.

Whilst our academies do work very closely together, all of our academies serve and remain rooted in their own local community, retaining and developing their own distinctiveness and unique character. The Head of Academy leads this work and is responsible for the day to day organisation of the academy. The Head of Academy at Dunsford Community Academy is Mrs Guntrip and she is really keen to develop strong relationships with you as your child’s home school Head teacher.

Our academies are also supported by amazing Parent Teacher Associations (PTA); all new families are invited to join. Please get involved and support their work

We value the unique insight that parents can provide into their children’s learning and acknowledge that learning begins and continues in the home environment. Our key principle of ‘**Children First**’ will always underpin our partnership with parents and we look forward to working in partnership with you and seeing your child thrive.

You can find further information about the Trust on our website www.lapsw.org

Yours sincerely

Mrs L Atkinson
Chief Executive

MISSION, VALUES AND PRINCIPLES

Our Vision

To transform children's lives.

Core Purpose

To develop a 'values led' family of exceptional schools that always puts children first. Where learners excel and communities are enriched so that the life chances of more and more children are improved.

Core values are our moral compass and drive the way our schools do things together.

Collectively - We are all one team and we agree to work as one family

Empowering - We invest in each other, our communities and our future, achieving more than we ever could individually, whilst preparing for the next stage of our development.

Excellence - We champion excellence for all, and in all that we do.

Our 6 Principles of Excellence is our shared commitment and promise

1. **Priority- Children First** – in every action we take and decision that we make.
2. **Leadership with Vision and Efficacy** - Working together, we deliver and achieve much more than we could ever do individually.
3. **Aspirational Expectations – A Culture where** every child will succeed.
4. **Excellence in Teaching and Learning** - Excellent, passionate staff transform children's lives. For our children, we collectively empower excellence.
5. **Professional Development- Investing in People** - Committing to world class, bespoke, Continuing Professional Development. For our staff, we collectively empower excellence.
6. **Distinctiveness** - We embrace, encourage and celebrate the uniqueness of each of our schools, recognising the context of the community that it serves and the curriculum that it offers to meet those needs. For our communities, we collectively empower excellence.

Welcome from Mrs Guntrip, Head of Academy



As Head of Academy, I am thrilled to welcome you to Dunsford Community Academy and the Learning Academy Partnership. Our school joined the Partnership in January 2018 and I feel very privileged to be joining you this year as the Head of Academy. Dunsford Community Academy benefits hugely from being part of such a supportive, collaborative organisation and our future is extremely bright. I am very much looking forward to beginning this journey with you and I look forward to welcoming you and getting to know you all.

Achieving 'excellence for all' and 'children first' are principles which run through the core of everything we do. The school is like a big family because of the way in which our pupils and staff care for one another. Parents and visitors to our academy often comment on the warm and friendly atmosphere they experience.

At the heart of everything are our core values of respect, resilience and responsibility. We treat each child as an individual and strive to provide the broadest, richest and most engaging curriculum that we can to meet everyone's needs. We are passionate about learning at Dunsford Community Academy and we are thrilled to welcome you to our school.

Yours sincerely,

Mrs. Guntrip

Mrs. Guntrip
Head of Academy

Welcome to Dunsford Community Academy Proud to be part of The Learning Academy Partnership

Together we are committed to achieving '**Excellence for All**' and we firmly believe that by working together, supporting and challenging each other, sharing outstanding practice, and resources, all children can excel and will receive the best that our education system has to offer.

- We aim to provide a caring, disciplined and stimulating learning environment, in which our children can feel secure, happy and proud. We foster and encourage an ethos respecting the spiritual and moral values of others.
- We respect every child and are committed to nurturing every aspect of his or her development – intellectual, creative, emotional, physical and spiritual. We will ensure the safety of every child and will promote opportunities to adopt a healthy and active lifestyle.
- Our drive to develop each child's potential, accessed through the provision of a broad and balanced curriculum, is underpinned by our commitment to continually improve achievement in the basic skills.
- We offer an inclusive curriculum to ensure that each child's learning experience offers maximum opportunities for excellence, enjoyment, personal development, respect for self and others. Our aim is for children to become successful learners, confident individuals and responsible citizens to enable them to make a positive and economic contribution to society.
- We value our partnership with parents and the community. We will constantly strive for opportunities of working together to offer our children the best possible opportunities to equip them for lifelong learning.

Starting School – Foundation Stage

During the first three days your child will build up to full time attendance in school. They will be in during the morning and stay for lunch, and then leave during Assembly time. This ensures a smooth and supportive transition for all children, ensuring the best start to their primary education.

3rd and 4th September	08:55 – 13:15
7th September	08:55 - 15:30

Starting School: Learning in Reception

Your child will be entering their Reception Year, the first year in primary education following on from their Pre-school and Nursery education. Reception children follow the Early Years Foundation Stage curriculum (EYFS) which supports them to achieve Early Learning Goals by the end of the year. Children then move into Year 1 and start the National Curriculum.

All areas of the Early Years Foundation Stage (EYFS) curriculum are provided daily in both independent and adult supported learning experiences. These areas are:

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



This booklet will give you some guidance on how to help your child before they join their Reception year and how you can support your child as they continue their learning journey.

Starting School: Getting Ready

Starting school is an exciting new adventure for all children. We try to make it as easy as possible by visiting them at home and arrange a series of induction events so they are used to the environment when it comes to the big 'first day'!

There are many important things that you can do before your child starts school to prepare them.

- Encourage your child to dress themselves so that they feel confident to put their coats on and get changed for PE.
- Make sure they can find their names in their clothes and please make sure that all garments are labelled.
- Ensure that if your child is going to have a cooked lunch, they are able to use a knife and fork independently.
- If they are having packed lunch, it is important to ensure your child knows how to open their lunch box and is aware of what is inside and how to open the wrappings. It is a good idea to pack the lunch alongside your child and not put too much food in.
- Make sure that they can use the toilet independently and understand how important it is to wash their hands after using it.
- It is really important that your child arrives at the academy on time and is collected promptly to avoid any distress. Please ring the academy if you are going to be unavoidably delayed.

A Strong Partnership with Parents is Crucial to your Child's Success

There will continue to be many ways that you can support your child in their learning once they have started school.

We are keen to build a strong partnership between yourselves as parents and all the staff involved in the care of your child. We value the support that parents and families provide from home. It enriches your child's learning and helps them achieve the best that they can.

Your child will have an online, fully interactive learning journal provided by Tapestry which can be used as a means of sharing your child's successes both at home and school. We will add observations of the children which will give you an insight into what they are learning at school and highlights your child's learning and development throughout the Reception year. We love to hear how you are getting on with your learning at home and encourage parents to add comments and photos to the journal.

Weekly Class Letter

The weekly class newsletter gives you information about what the children have been learning each week, as well as future events and outlines their home learning. We do not set formal home learning in EYFS; we link activities to what the children are learning and make them meaningful to the children and relevant to what they are doing in class.

What can I do to help my child with their reading?

- Share books together regularly. Help your child to choose exciting, attractive picture books. Make this time very special in a cosy atmosphere.
- Point out words all around you - look at signs in supermarkets, shops, on posters etc.
- Say nursery rhymes together.
- Help your child to recognise their name.
- Let your child see you enjoying various types of reading.



- Write things with your child and encourage them to read it back to you e.g. the writing of your shopping list etc.
- Share tape/CD stories and books.
- When looking at letters, focus on the sound they make rather than letter name.

How can I share a book with my child?

- Show your child how to hold a book properly.
- Before reading the story, get a “feel” for the story by talking about the cover.
- Look at the illustrations and talk about them. This will help your child to understand what the story is all about.
- Let your child hold the book and turn the pages.
- Don't worry about reading a story many times if you both enjoy it. This will help your child to remember the story and recognise some of the words.
- Allow your child to “read” the book to you by talking about the pictures.
- Read books with catchy rhymes.
- Reading exciting stories will encourage your child to find out what happens next.



What can I expect from my child's writing?

- Help your child by giving lots of opportunities to draw, colour and experiment using all kinds of stationery and materials as this will aid your child's enjoyment in the activity.
- Writing need not be sitting at a desk with pen and paper at such a young age but instead engaging with physical involvement of activities such as drawing on an outdoor floor with chalk or water.
- Offering a purpose for writing can also be a good motivator, for example, writing a letter to relatives or friends can be very exciting especially if your child receives a reply!
- Allow your child to experience writing unaided. This “writing” will normally only be mark making (lines and squiggles!) but your child will know what they have “written” and this should be valued.
- Encourage your child to tell you about their writing and be active in demonstrating the writing process. Mark making is the beginning of the writing process and can be made fun in a wide variety of ways using a bit of imagination!
- It is important that good writing habits are established at an early stage. If your child wants to write their name then this is an excellent skill to promote in the lead up to starting school, however remember that the only capital letter should be the first letter.
- You can try and promote good, clear handwriting by teaching your child where each letter should start and finish.

How can I support learning in Mathematics?

Mathematics is all around us and there are many things that you do during the day that can encourage your child to count, recognise numbers, measure and look at colours, shapes and patterns:

- Counting rhymes are great fun and contribute to other areas of learning.
- Spot numbers as you walk along e.g., door numbers and number plates.
- Who can count to the biggest number? Count the number of steps to the car, home, end of the road.
- Count apples when you buy them in the shop
- When out shopping ask children to think about which costs more and which costs less.



- Can you share the Lego bricks equally between your soft toys? Can you make sure teddy has more and doggy has less – tell me how you will do this?
- How many forks will we need to set the table? Will we need more, less or the same number of knives?
- Look for shapes all around the house and notice the patterns in material, wrapping paper etc..
- You could even practise writing numbers!

Healthy Eating

We are very proud that our Academy promotes healthy eating. Children will be supplied with a piece of fresh fruit on a daily basis and milk and water is available to drink.

Children are encouraged to try the different fruit and vegetables and we find that even the fussiest eaters enjoy eating fruit and vegetables along with their friends and they know it will make them fit, strong and healthy!

All children in Reception are entitled to a hot school lunch without any charge. The children enjoy a choice of delicious lunches which they can select from daily. It is a perfect opportunity to introduce your child to a variety of foods.

We want to work together to educate your child and will greatly value your support and cooperation. If you have any further questions or concerns please contact the Academy office; they will be happy to help. We look forward to seeing you soon!

Academic Dates

Autumn Term 2020

Start: 3rd September
Half Term: 26th - 30th October
Ends: 18th December

Spring Term 2021

Start: 4th January
Half Term: 15th – 19th February
Ends: 31st March

Summer Term 2021

Start: 19th April
Bank Holiday: 3rd May
Half Term: 31st May – 4th June
Ends: 21st July

The Academy Day

The academy day begins at **9am** prompt.

Lunchtime is: 12pm - 1pm

The academy day ends at **3:30pm** for all children.

The gate will open at 8:45am ready to welcome you and your child/children into the playground. This will provide you with an opportunity to talk with your child's teacher if needed or to help settle your child and say goodbye to them. The children will then line up at 8:55am ready to begin their school day. We do not expect there to be a need for parents to enter the classroom. Children who miss all or part of the registration period can feel very unsettled and unsure about what is happening the rest of the day, so please make sure your child arrives at the academy on time.



Breakfast Club

Our Breakfast Club is open from 7:30 am, though the children can arrive at any time up until 8:55am, when they are taken to class and helped to settle in for the day. The children are provided with a healthy breakfast and choose what they would like to play with. Do please contact us if you would like your child to try a session (it costs £5 per morning).

After School Club

We host 'Find Your Wild' one day a week from 3:30 - 5:30pm: a Forest School-based After School Club provider. Do contact Jo Twelvetrees on 07837 988619 or jtewelvetrees@findyourwild.org The children enjoy a healthy snack before exploring the outdoor environment, responding to challenges and joining in with activities and games. It's a lot of fun!



Find Your Wild

Playtimes



Playtimes are an opportunity for the children to go out into the playground and enjoy our play zones, where they can play with the playground toys, run around, interact with friends and sit in the quiet areas.

We take children out to play and for fresh air in most weathers, as this supports their readiness for the next stage of learning so they always need a waterproof coat.

Toys

Please do not let your child bring in toys from home to the Academy. There will be special occasions when children can bring in a toy and parents/carers will be notified of this.

Collecting your child at the end of the day

At the end of the day children need to stay with their class teacher or member of our Learning Support staff, even if they are going home with a friend from another class. They are not allowed to leave unless accompanied by a known adult.

If there is a change in the collection arrangements, please inform the office or the class teacher as soon as possible.

Attendance

The Academy must, by law, follow laid down procedures with regard to punctuality and attendance, authorised and unauthorised absences. Where the decision has been made not to authorise a request for leave of absence, and there are 10 or more unauthorised absences (each morning and afternoon is one session. Therefore each day comprises two sessions) a Penalty Notice referral may be sent to the Local Authority, who will then make the final decision about whether a Penalty Notice should be issued.

The Academy Attendance Policy is available online www.lapsw.co.uk/information/policies/ or from the academy office.

Please phone the Academy immediately if your child is unable to attend school. In addition, on the day your child returns, please send in a note explaining the reason for absence and all the absence dates.

This is necessary for statutory records. The Academy strongly discourages any absence during the Academic year and the Trustees endorse this.

If it is necessary to collect your child during the Academy day, you must sign your child out at the Academy office.

Registers are regularly checked by the Attendance Officer who follows up on any high number of absences/or lateness of children.

All requests for absence, including medical appointments, must be made by completing a 'Leave of Absence form' available from the Academy office; as well in advance as possible of the date of absence.

Penalty Notices – Reminder from Devon County Council

Parents/carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at the school at which the child is registered, unless the absence has been authorised by the school.

All leave of absences from school can only be agreed by the school in advance, so it is therefore very important that you apply to the school in writing as far in advance of any absence as is reasonably possible. Please be aware that a school can only grant leave in 'exceptional circumstances'.

Parents and/or carers who take their child or children out of school without authorisation, be that by failing to apply at all, applying retrospectively or having their request refused, may be issued with a Penalty Notice per child per parent/carer who has 10 or more unauthorised absences within any six month period.

The Notice carries a penalty of £60 if paid in full within 21 days or £120 if paid in full after this time but within 28 days. We are unable to accept part or late payment and there is no legal right to appeal the Penalty Notice once it has been issued.

Failure to comply with a Penalty Notice may result in prosecution proceedings being initiated against you for an offence of failing to ensure your child's regular school attendance which is contrary to section 444 of the Education Act 1996. If convicted, you may face a fine of up to £1,000.

You are reminded to read both your child's School Attendance Policy (normally on the school website) regarding taking holidays in term time and the Local Authority's Penalty Notice Code of Conduct which can be accessed at www.new.devon.gov.uk/educationandfamilies/school-information/school-attendance/absence-from-school-penalty-notices

For further information or to discuss this, please speak to the Head of Academy or Attendance Officer at your child's school.

Please sign the form in the Registration Handbook to confirm you have read and understood this guidance.

Extra-Curricular Activities

Dunsford Community Academy runs a variety of extra-curricular clubs on a termly basis, though these are mainly for the older children. For more information, please see the Academy newsletters or contact the Academy office.

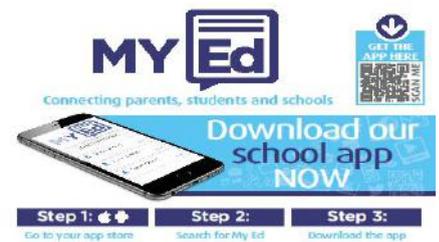
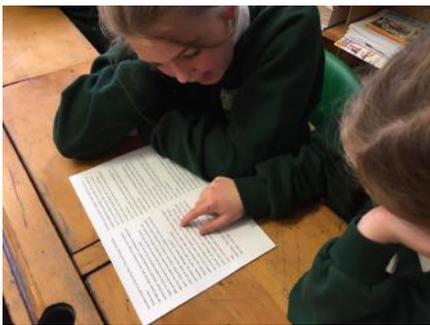


Communication

We believe that parents, children and teachers should all work together in partnership. Two-way communication is very important. There are various ways by which information is sent from Academy to home, the main ones being via your child's book bag and My Ed which is a free app which gives you access to information all about the school, trips, key dates, news, weekly and monthly newsletters, attendance and your child in one place. It can be downloaded for free at www/myedschoolapp.com. If you download the app we are able to send emails and text messages for free!

You can also visit our website <https://dunsford-lap.co.uk/> which contains much of this information as well as the weekly class newsletters and monthly newsletters and more or view our parent notice boards.

Your class teacher should always be your first point of contact.



Sending money into the Academy

We encourage parents to pay via Eduspot/School Money <http://www.eduspot.co.uk> our online payment system. You can log in to make payments for all trips, nursery and breakfast clubs and you will automatically receive your receipts via email. Alternatively, if you still need to send money into school you need to ensure it is sealed in an envelope which is clearly labelled with your child's name, class, the amount enclosed and exactly what it is for.

Please make sure your child knows if there is something important to be handed in. Also please make sure someone at home checks the book bag as children cannot always be relied upon to remember that there may be important information in there.

Correspondence File

A correspondence file is held in the academy office which includes copies of all correspondence sent out to parents for you to view. This is also always posted onto our website, for ease of reference.

In addition the Academy makes the following documents available: minutes of Trustees meetings, information about policies that relate to pupils and the Academy curriculum. Single copies of this information are provided free. If a request means we have to do a lot of photocopying or printing, or pay a large postage charge, we will let you know the cost before fulfilling your request as there may be a charge. Some of this information will also be available to download from our website.

Class Organisation

Dunsford is a Community Academy with a Planned Admission Number (PAN) of 12. This means that each year we aim for a Reception intake of 12 pupils. We currently have three mixed-age classes plus a full-time Nursery.



Children's' Individual Achievements

The achievements that children make within our academy are celebrated in a variety of ways; some more formal than others. These can include stickers, Star of the Week celebration and certificates. Friday is our celebration assembly where awards are presented. These are all in addition to any class arrangements.

Inclusion

We pride ourselves on being an inclusive academy and the inclusion principles in our policy are embedded in the daily life and management of the academy. Parents and carers are very important to the academy and we value their contribution in many ways. Your views and ideas for improvement are welcomed at PTFA meetings, as well as through questionnaires and surveys. Parents are encouraged to be involved in all Academy activities irrespective of class, religion, disability, gender or race.

Family Support

We value our relationships with parents and understand that sometimes parents, as well as children, need support. We can often signpost parents to relevant sources of support when they join the Academy family.

Parent - Teacher Consultations

There is a 'meet the teacher' meeting at the start of the year, and further individual parents' meetings during the academic year.

Autumn Term

Meet the Teacher

We hold a meeting at the start of the Autumn Term, where parents can meet their child's new class teacher and find out about class expectations and routines.

Individual parent-teacher consultations

These take place during October / November for the whole academy. This will be an opportunity to discuss your child's progress and targets. Separate letters will be sent out nearer to the date to arrange individual appointments. It is essential that all parents attend.

Spring Term

Individual parent-teacher consultations

Spring Term individual consultations will take place towards the end of term.

Summer Term

Individual parent-teacher consultations

Summer Term individual consultations will take place towards the end of term.

We are always happy to meet with parents at other times during the academy year should you have a query. Please contact the office for an appointment, or speak directly to one of your child's teachers.



Data Protection

The Learning Academy Partnership is committed to a policy of protecting the rights and privacy of individuals, including pupils, staff and others, in accordance with the Data Protection Agency.

The Learning Academy Partnership needs to process certain information about its staff, pupils and other individuals with whom it has a relationship for various purposes such as, but not limited to:

- the recruitment and payment of staff
- the administration of programmes of study
- the recording of a student's progress
- agreeing awards
- collecting fees
- complying with legal obligations to funding bodies and Government



Contact Information

It is very important that the academy has up to date and accurate personal data. This information includes but is not limited to:

- address
- email
- telephone numbers
- emergency contact details and telephone numbers

The academy sends out a Data Collection form annually but if there are any changes please advise the academy office.

Please remember to contact the class teacher or academy office if collection arrangements change and another responsible adult collects your child at the end of the day.

Parking and Road Safety

Dunsford Community Academy has limited on street parking outside, so please try to walk to us whenever possible. We appreciate that there are some families who live too far away from our Academy to walk every day and there will always be occasions when families need to drive to school. We encourage our families to park at the edge of the village and walk / scoot / cycle on up to school. We call this 'park and stride'! If you do need to park close to school, please do so considerately and do not block our neighbours' drives. Thank you.

General Safety

Site Safety: The proper use of the playgrounds and play equipment is important. We would ask parents not to allow their children to use the playground equipment before or after school.

Gates: To keep our children safe when they are in the playground, please remember to close the playground gates carefully at all times during the school day.

Playing football: This is not permitted in the playgrounds at the beginning and end of the academy day as it presents risks in such a small space.

Jewellery: In the interests of safety please could you make sure that items of jewellery are not worn for school. Children are physically very active and nasty accidents can result from earrings, rings and necklaces becoming caught or pulled. Watches can be easily lost or damaged.

Long Hair: In the interests of health and safety please could you make sure that if your child's hair is long it is tied back during the academy day.

Sun Safety: The prime message for children and staff is **stay out of the sun as much as possible. Cover up with clothing and hats. Use high factor sun block.**

Children and staff should use a high factor sunscreen on any exposed skin, particularly the ears, neck and face even if hats are worn.

Sunscreen should be applied by parents at the beginning of the day. Staff cannot be responsible for applying sunscreen during the day, unless a child has a medical condition.



Behaviour

Our Academy is a community where we believe that behaviour is based on mutual respect, courtesy and consideration for others. We expect all children to appreciate their own and others roles and responsibilities. We have an agreed Positive Behaviour Policy, which is available online <https://dunsford-lap.co.uk/governance/policies/>

Safeguarding/Child Protection

The Academy has a duty to ensure that all parents understand our responsibility to safeguard the wellbeing of all pupils, and that this responsibility requires us to have a Safeguarding and Child Protection policy and procedures. Through this handbook all parents will be made aware that if there are concerns about a child, the academy may make a direct referral to the statutory child welfare agencies and/or Social Services.

Health Issues

Emergencies: It is essential that the Academy is kept informed of any changes of address or telephone number. Please ensure that the administrator has a number where a parent or nominated person can be contacted during the day. It is very distressing for your child if we are unable to contact anyone in cases of sickness or injury.

If a child is hurt during the day they will receive basic first aid treatment and a telephone call will be made if it is a head injury. Ice packs may be applied and antiseptic wipes. Please let the office know if your child has any allergies i.e. plasters etc.

Medicines: If your child has a chronic condition, such as asthma, please let us know and advise us about the medication and complete a 'Administrate of Medicines in Schools' from the Academy office. If a doctor has specifically requested that medicine for any other condition should be administered during the day, please see the Administrator. You will be asked to complete a consent form. Do not send medication into the Academy in your child's book bag. Throat lozenges, cough sweets, etc. should not be sent into school.

Please remember to let the office know if there is any change to your child's medication.

Illness and Absence: We know that children very often want to come to school even if they are not really well enough to cope with the demands of the day. Please let them stay at home for 48 hours after any attacks of vomiting or diarrhoea. If your child has been prescribed antibiotics, it means they have an infection and may need time at home for the medication to take effect.

If your child is well enough to attend school and has been prescribed medication, the office staff can administer the medication if you complete the necessary paperwork.

Please phone the Academy by 9:00am if your child is not coming into school. On the day your child returns, please send in a note explaining all the absence dates. If your child is absent for three days or more a doctor's note or medical evidence will be required.

Spare Clothes: We have a small supply of spare clothes for children for those little accidents which sometimes occur. We would ask you to wash and return any borrowed items as soon as possible.

Head Lice: Information is available regarding identifying and eradicating the little beasts. If your child is unlucky enough to pick up head lice (and it happens to us all at some time or other) please treat them straight away. If head lice are detected during the school day, you will be asked to collect your child, treat the head lice and then your child can return to the academy.

Food and Drink

Water: Following research showing the beneficial effects of water on health and brain activity, we actively encourage the children to keep up their water intake. Children are encouraged to bring in a named water bottle every day. These are kept in the classroom for easy and frequent access. Bottles are taken home at the end of the day to be washed, refilled and returned. Bottles can also be refilled during the day, if necessary.

Fruit: As part of the 'Fruit for Schools' scheme the children are offered some fruit or vegetable each day. The offer includes sugar snap peas, mini-cucumbers, bananas, satsumas, apples, pears, strawberries, tomatoes and carrots. We encourage all children to try new tastes and to eat healthily.

Milk: This is available to every child and is free to children under the age of five. The supply and administration is dealt with by the school office. We can still provide milk when your child is five or over, at a cost of £1 per week. To arrange this, please contact the school office.

School Meals

Reception children

Since September 2014, **all** children in Reception, Year 1 and Year 2 in state-funded schools in England have been eligible for Universal free school meals. Some of these children would also be eligible under the current free school meals scheme and it is very important that we still identify these children. This is because each child registered under the free school meal scheme attracts valuable funding for their academy. £1,320 for each eligible primary-aged pupil will be allocated in the next school year in additional funding.

We therefore ask that you apply through the Devon County [Citizen Portal](#). This is the quickest and easiest way to apply and will result in you getting an instant decision. Alternatively, call the Education Helpline on 0345 155 1019. Further details can be found in the registration handbook.

Remember that every child in Reception, Year 1 and Year 2 is entitled to receive a free school meal regardless of the outcomes from this registration form, but completion of the form may bring valuable funds into your child's school so it is essential that a form is returned for every child. Please contact the academy office if you have any questions. Every claim is dealt with the utmost confidentiality.

Lunches are currently provided by Devon Norse. Children can choose from a variety each day, including a vegetarian option. Menus are available on the website. The office should be notified of any special dietary requirement. Payment for school dinners must be received in advance via (insert your payment scheme). If you have any concerns or issues paying for school meals please contact the Office.

Packed Lunch

Children are welcome to bring packed lunches. Please **do not** include sweets or chocolates, and limit crisps to Fridays only please.

The Academy understands that some children have special medical needs and/or dietary requirements which fall outside our normal policy and the Head of Academy will discuss the needs of these children with parents on an individual basis.

Parent, Teacher Association (PTFA)

This has a valuable role in the life of the Academy. All parents are automatically members of the PTFA whilst their children attend Dunsford Community Academy and are welcome to attend any meetings.

The PTFA meet on a regular basis and give parents the opportunity to become involved with the Academy and meet other parents. These meetings, which are friendly and informal, give parents the opportunity to find out more about what is going on in school, share ideas and issues.

A wide range of social and fund raising events are organised by the PTFA. Activities include discos, Easter Children's competitions and the main fundraising event of the year, the Dunsford Show. Money raised by the PTFA provides additional resources for the Academy.

Volunteers are needed at all stages of events which is great fun for everyone. The contact for our current PTFA committee is dunsfordptfa@gmail.com. Do also take a look at our Facebook page: Dunsford Academy PTFA.

Helping in the Academy

Parental help in the Academy is always appreciated. You can help with a variety of activities including, hearing children read, helping in a classroom, gardening, helping with the academy library, administrative tasks or help with PE and trips. The Academy actively encourages parents to become involved in the school's activities.

If you would like to volunteer your time, please collect a volunteer application form from the office.

Educational Visits

The curriculum is supported and enriched by a planned schedule of events and outings and we encourage the children to learn from first-hand experience. We therefore on occasions, will organise an offsite activity for the children, related closely to the work they are doing in the classroom. Often, the visit will entail a short walk around the local area, and we ask parents to complete the 'Parental Permission slip for Offsite Activities' when they are admitted to Dunsford Community Academy. On occasions, the trip may be further afield. We will always notify parents of such trips, and a permission slip will be sent home seeking parents' permission.

Residential trips / adventurous activity weeks are offered annually to children in upper KS2.

Charging for activities

We aim to provide activities that build on the subjects of the National Curriculum and are important to pupils' experiences. The Academy does not receive extra funding for these activities and may ask parents for a voluntary contribution for activities such as educational visits, visiting speakers and entertainers. No child will be excluded from such activities if a contribution is not received, but the visit may be cancelled if insufficient voluntary contributions are received. If there is a specific reason you are unable to make a contribution and you would like to discuss this with the Head of Academy, please feel free to make an appointment to do so.

If there is a small profit of less than £2 per child, this will be used to subsidise future activities. If a profit greater than £2 is made, we will inform you and you can decide whether you would like a refund.

Uniform

The Trustees, staff and parents at Dunsford Community Academy place great emphasis on high standards. Our drive to realising these standards encompasses all aspects of academy life; teaching and learning; relationships; behaviour and dress code, etc. Wearing of the correct academy uniform is

essential. The support of parents is very important in this. It is very important that all clothing is clearly labelled. You are able to purchase uniform from our online suppliers, Price and Buckland at <https://www.pbuniform-online.co.uk/dunsford>

Boy's Uniform

- White shirt
- Grey trousers (short or long)
- Green sweatshirt with Dunsford logo
- Grey or black socks
- Black shoes (not trainers)

Girl's Uniform

- White blouse
- Grey skirt, pinafore dress, shorts or trousers
- White socks (short or long)
- Black, grey or green tights
- Green sweatshirt with Dunsford logo
- Green gingham dresses (summer) – no shorter than knee length
- Low heeled black shoes (not trainers)

Footwear

Footwear should consist of black, flat sensible shoes that support growing feet. Fashion shoes, boots and trainers are not considered to be appropriate footwear as school uniform.

Other essentials:

- Book bag
- Wellies to keep in school, so we can use the outdoor spaces as much as possible

PE Kit (Summer Term only):

- Small PE bag
- PE shirt
- Stretchy, black or grey shorts
- Tracksuit and Trainers



Tell us what you think – Comments, Compliments and Complaints

If you require clarification on any issue or if you have a particular concern, please contact the Academy. Very often a simple explanation can unravel the most difficult issues and we know that despite our best intentions and hard work from time to time things can go wrong. Usually you will wish to see the class teacher, but you may wish to see the Head of Academy. In any event you should contact the Office in the first instance and the necessary arrangements can then be made.

We welcome your comments on how we can improve our Academy and your compliments let us know when we are getting things right. It's good to be able to tell staff that they are doing well and for them to know that their hard work is appreciated.

PRIVACY NOTICE

*for Pupils in Schools, Alternative Provision and Pupil Referral Units
and Children in Early Years Settings*

for

Learning Academy Partnership (South West)

incorporating:

All Saints Marsh Church of England Academy

All Saints' Thurlestone Academy

Charleton C of E Academy

West Alvington C of E Academy

Dunsford Community Academy

Ellacombe Academy

Ilsham Church of England Academy

Little Stars Childcare Centre

Warberry Church of England Academy

Privacy Notice - Data Protection Act 1998

We, the Learning Academy Partnership (South West), are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you and your child from their previous school and the Learning Records Service. We hold this personal data to:

- Support your child's learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. *If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.*

In addition for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your

¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils / children - a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years Settings.

16th birthday. *Please tell the Academy office if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>*

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

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

If you want to receive a copy of the information about you that we hold or share, please contact the Academy Office.

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

<http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/b00212337/datause>

<http://www.torbay.gov.uk/index/education/schools/fair-processing.htm>

If you cannot access these websites, please contact the LA or DfE as follows:

- Devon County Council
County Hall
Topsham Road
Exeter
Devon
EX2 4QD
0345 155 1015
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

Home - Academy Agreement

This statutory document sets out the aims and values of all of our academies and what is expected from the parents and children. All parents and children are asked to read and sign the Home Academy Agreement document.

Children will always achieve more when academies and parents work together.

The academy aims to serve its community by providing an education of the highest quality and offering pastoral support and guidance for our whole school community.

This document sets out the aims of the academy. To support and realise the academy aims this document states the agreement between the academy, parents and pupils. Once you have read this agreement you need to sign the declaration in the Registration Handbook.

Our Mission: We transform children's lives.

Core Purpose: To develop a 'values led' family of exceptional schools where learners excel and communities are enriched so that the life chances of more and more children are improved.

LAP core values are our moral compass and drive the way we do things together.

Collectively: We are all one team and we agree to work as one family

Empower: We invest in each other, our communities

Excellence: We champion excellence for all, and in all that we do.

Our Drivers: Core Values are underpinned by our (LAPPED) 6 Principles of Excellence

1. **Priority- Children First** – in every action we take and decision that we make.
2. **Aspirational Expectations – A Culture where** every child will succeed.
3. **Excellence in Teaching and Learning** - Excellent, passionate staff transform children's lives.
4. **Professional Development- Investing in People** - A commitment to world-class, bespoke, continuing professional development.
5. **Distinctiveness** - We embrace, encourage and celebrate the uniqueness of each of our academies.
6. **Leadership with Vision and Efficacy** - Working together, we deliver and achieve much more than we could ever do individually.

THE FAMILY WILL

- Promote and support a positive attitude towards learning - this is the greatest gift that you can ever give to your child! Praise their efforts and encourage them to always try their best. Show your child how much you value their learning and they will exceed all expectations.
- Place emphasis on the enjoyment of reading together every day throughout your child's time at primary school.

- Ensure their child attends regularly, call the academy each morning they are unwell and provide a note of explanation or medical evidence when the child returns. Aim to ensure that attendance always remains above 95%.
- Support the academy's attendance policy by NOT booking holidays during term time.
- Make sure their child arrives at school on time and is collected promptly.
- Attend Parental Consultations to discuss child's progress.
- Send their child to school equipped for working with the appropriate books and writing implements.
- Support the academy's dress code and send their child to school wearing appropriate uniform and footwear, having specialist clothing for specific subjects e.g. apron for art, games kit for P.E
- Support the academy's Positive Behaviour Policy including additional meetings with staff if deemed necessary and engage with extended support and guidance to support their child's needs.
- Where possible provide a suitable learning environment to support their child with homework and other opportunities for home learning.
- Ensure as far as practical not to expose their child to films or computer games that are rated by PEGI above their age.
- Use the internet and social media responsibly and safely in relation to the academies, other parents and pupils.
- Support the academy's Healthy Eating Policy by providing fresh water daily and a fruit snack.
- Treat all staff courteously and with respect.
- Prepare your child adequately for academy to enable them to cope with everyday activities i.e. toileting, dressing, using cutlery.
- Inform the academy of any change in personal circumstances that could impact upon child's performance or emotional well-being.
- Read the newsletter and respond to any reply requests promptly.
- Ensure you share all current and accurate contact details with the academy to ensure excellent communication regarding your child.

THE ACADEMY WILL

- Promote a caring community ethos.
- Value and respect children as individuals.
- Provide a safe and appropriate learning environment.
- Procure the best resources and opportunities available for all children.
- Provide a curriculum of the highest calibre aiming to support children to become successful learners, confident individuals and responsible citizens.
- Inform families about the curriculum opportunities that the teachers aim to teach the children each term.

- Recognise and celebrate effort and achievement.
- Foster good standards of behaviour.
- Encourage children to do their best at all times and give them feedback on their progress and achievements.
- Encourage children to take care of their surroundings.
- Inform parents of their child's progress at regular meetings.
- Inform parents if their child is involved in any specific incidents/accidents within academy as soon as possible.
- Consult with parents about any changes of performance, behaviour and emotional well-being.
- Be available to discuss any parental concerns.
- Provide sufficient work of the appropriate type and level to enable all children to achieve their potential.
- Set and monitor home learning on a regular basis appropriate to the needs and abilities of the children.

THE CHILD WILL

- Be kind, friendly and helpful to all members of the Academy's community.
- Follow the academy and class expectations and rules.
- Show respect to all members of the academy's community.
- Take good care of all academy equipment and the building.
- Work hard.
- Read every day with their family.
- Be polite and show good manners at all times.
- Complete tasks set on time and develop good working habits both in school and at home.
- Always ensure their personal appearance is of a neat and tidy standard.
- Be ready to learn and develop organisational skills, including being on time for school when they are of age to be responsible for this.
- Ensure they always have the appropriate equipment and clothing with them to be able to participate in activities.
- Abide by our rules and recommendations for responsible ICT and safe Internet use at school and at home.

TOGETHER WE WILL

- Support children's learning to help them achieve their best.
- Encourage the children to be friendly and helpful to all members of the academy's community.
- Prepare the child to be a good citizen.
- Promote reading on a regular basis.

Individual copies of all policies are available upon request from the academy office.



Pupil Acceptable Use Policy Agreement

New technologies have become integral to the lives of children and young people in today's society, both within the Academy and in their lives outside the Academy. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that our ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The Academy will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Parents and Pupils should not make 'Friend Requests' to Academy/Trust staff on Social Media. Staff are not permitted to accept 'Friend Requests' from Pupils or engage with them via Social Media. On occasions Social Media could be used legitimately by Academy/Trust staff for teaching and learning purposes via specially set up accounts to educate parents and pupils on safe and responsible use of Social Media. These circumstances will be exceptional and agreed in advance by the Executive Head or Head of Academy.

No member of Staff should make 'Friend Requests' with Pupils or engage in Social Media communications with them.

Acceptable Use Policy Agreement

I understand that I must use the Academy ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the academy will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.

- I will be aware of “stranger danger”, when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- I will not arrange to meet people offline that I have communicated with on-line, without the permission of my parents, and I will only do so in a public place and take an adult who my parents have agreed to, with me.
- I will immediately tell my teacher or parent of any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the Academy ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the Academy ICT systems for online gaming, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- I will not use the Academy ICT systems for online gambling & internet shopping.
- I will act as I expect others to act toward me:
- I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the Academy has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the academy:

- I will not use any personal device in a school or Trust building.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any program or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I understand that I am responsible for my actions, both in and out of my academy:
- I understand that the Academy also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of my academy and where they involve my membership of the academy community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to actions that may include loss of access to the network / internet, contact with parents and in the event of illegal activities involvement of the police.

Please complete the Pupil Acceptable Use Policy Agreement form to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to the ICT systems.

Child Car Seat Regulations

Every parent should be aware of the Child Car Seat Regulations which came into force in September 2006 and were updated on 1 March 2017:

All children travelling in a car must use the correct car seat appropriate to their weight or height, until they are either

- 135cm in height or
 - 12 years in age – whichever they reach first.
- After this point, they must use an adult seat belt.

The 2017 update recommends children do not use a backless booster until they are **125cm or taller**, which is approximately **7-years-old**.

Any exceptions?

Taxis and minicabs: Children aged 3 or over can travel in a taxi or licensed minicab using an adult seat belt, if a car seat is not available

Unexpected journeys: From the age of 3, if there's no car seat available, children can use an adult seat belt only if the journey is all of the following:

- unexpected
- necessary
- over a short distance (although the exact distance isn't specified).

Do note that unexpected journeys do not include occasional trips to or from school or nursery.

Within the context of private use the driver is the responsible person, and failure to comply with the law may incur a fixed penalty notice or fine.

It is the Academy's responsibility to advise every parent to ensure that if they are transporting pupils to the academy by car or are participating in academy activities requiring car transport, e.g. football matches, clubs, visits to other venues etc. that they ensure their child and any other child they are transporting complies with the law.

Please sign and return the form in the Registration Handbook confirming that you have the correct child restraint fitted as appropriate and understand your responsibilities. If you are a car driver, it is your responsibility for ensuring your child and other children are always fitted with the correct child restraint and that should your child be travelling in another parent's car then it is also your responsibility to ensure that my child will be protected with the correct child restraint..

Failure to return this form will mean that your child is unable to take part in all activities outside of the academy requiring transport in cars.

Regrettably, due to space constraints, we are unable to store your child's car seat/ booster cushion throughout the day.