

**WELCOME TO**  
**PEAFIELD LANE ACADEMY**



**KEY STAGE 2 BROCHURE**

## OUR CORE VALUES

The role of education is one of 'forming people'. The children for whom we are responsible today will be the leaders of society tomorrow. With that in mind, children, parents, governors and staff are working together to develop a vision that is fundamental to everything we do at Peafield Lane. These four core values are central to the work that takes place in the school and they have a direct relevance to the day to day activities carried out and to the way the school operates:

### **Citizenship:**

Focusing, not on the results our children can attain by the time they reach the end of year 6 but on the people they will become as they move on through their lives. Developing children's self esteem so that they have a genuine feeling of self worth and an appreciation of their role in society. There is a strong emphasis on circle times, developing an understanding of a person's role in society.

### **Shared Responsibility:**

People who are responsible for themselves, their actions and for others around them. When one child falls over in the playground another will pick them up and brush them down. The children at Peafield Lane genuinely care for each other and for their environment. If a coat is on the floor in the cloakrooms another child will pick it up. Children take a pride in their work and that of others. They are able to reflect on their own work and can suggest and facilitate improvement.

### **Enjoyment:**

Coming to school should be fun. We understand that to get the most out of life a person needs to enjoy it. The school makes no apology for the fact that if the weather is great, we may sometimes choose to go outside and play! Effort is put into making lessons enjoyable and encouraging large and fluid groups of friends. If a child is not worried about who they are going to play with at break time and looks forward to being in school then they can give their full attention to working hard in lessons that are exciting, interesting and relevant.

### **Endeavour:**

The people at Peafield Lane try their very best at what they do. Whilst targets are always ambitious, there is a clear understanding that the journey is at least as important as the destination. Peafield Lane is a school that strives for excellence in all that it does.

**Peafield Lane Academy**  
**Litton Road**  
**Mansfield Woodhouse**  
**Mansfield**  
**NG19 9PB**  
**Tel: 01623 460366**

**Head Teacher : Mr Chris Heathcote**

Welcome to Peafield Lane Academy. This booklet is intended as an introduction to the Key Stage 2 department.

The teachers are:

Key Stage 2 Teachers		
Miss Salmon	Miss Fairlee	Miss Trolley
Mr Annable	Mr Nightingale	Miss Rowbotham

As we believe that it is very important to ensure that each child's move into the main school is a positive and happy experience, we would like to provide you with some information which will help both you and your child.

**School Times**

School starts at: **8.45am**  
School finishes at: **3.15pm**

Doors open for the children to come into school at 8.35am. Parents are more than welcome to bring children into the classroom. It would be helpful if you would leave your children ready to start registration by 8:45am.

At home time the children are escorted outside on to the playground by their class teacher, who waits with them until all children are collected.

**Food and Drink**

We encourage children to bring bottles of water to school. Drinking regularly helps children to concentrate and directly affects their learning. Bottles should be plastic or metal (not glass) with a self sealing or 'pop up' top so that if they are knocked over the water stays inside and can't ruin someone's work.

We only allow water in the bottles. Your child's class teacher will tell them where they can store their drinks during the day.

Children may bring in a healthy snack for break time.

Milk is supplied through the 'Cool Milk' scheme and ALL children need to apply for this if you would like them to have school milk. Please see your child's teacher or contact the school office for more information.

### **Lunch Times**

Lunchtime is from 12.00pm until 1.00pm.

### **Dinners**

The price for a two course school meal is £2.95 per day. Much less than you would pay for a child's meal in a restaurant or pub. Meals are tasty, well balanced and healthy. A Typical week's menu is shown below.

A school dinner menu will be handed out to each child to take home and select which meals they would like each week. Please pay for school dinners using our online payment system Squid Portal. On the days when your child does not require a school dinner you can of course supply a packed lunch from home. .

School dinners are provided by Nottinghamshire County Council and not by the school.

If you need to find out about access to free meals please telephone 0300 5008080.

### **Typical Menu**

Monday	Tuesday	Wednesday	Thursday	Friday
Lamb Kebabs on Carrot Sticks with Mint Yoghurt Dip, Savoury Rice, Seasonal Vegetables  Mixed Fresh Fruit in Jelly	Sausage & Pasta Bake, Garlic Slice, Mixed Salad  Fruit topped Yoghurt and Jelly Layer	Roast Turkey, Stuffing & Mashed Potatoes, Roasted Mediterranean Vegetables, Seasonal Vegetables  Chocolate & Orange Mousse	Meatballs in a Tomato Sauce, Pasta Mixed Salad, Crunchy Vegetables  Fruit Medley with Yoghurt & Honey	Fish Fingers, Tomato Sauce, Jacket Wedges, Seasonal Vegetables  Cornflake Tart and Custard

The menu changes every week on a three week cycle and always includes at least one traditional roast dinner each week.

### **Sandwiches**

Whilst we do encourage our children to stay for a school dinner you may wish to send them with a packed lunch on days where they do not like the menu provided. These need to be in a sealed container, readily available from Asda, Tesco, etc with the child's name clearly marked. Parents should ensure these lunches are healthy and well balanced. We do not encourage children to come to school with sweets, cakes, crisps, etc. They may also bring a drink (not fizzy please) and water is readily available.

### **Personal Possessions / Sweets**

Please do not send your child to school with toys or personal possessions as these can easily get mislaid or damaged. In addition sweets should not be brought into school except to celebrate a birthday or returning from a holiday.

## Dress

The school has a uniform, which we have kept simple and inexpensive.

It is important that your child comes to school in the correct uniform and you should choose from the list as appropriate:

White shirt or blouse which must be worn with a school tie  
Dark green, v-neck pullover or cardigan with school badge  
Grey skirt/pinafore or green and white gingham dress  
Grey trousers  
Grey or white socks  
Black shoes

The sweatshirt style pullover or cardigan with school badge may be purchased from [www.pindersschoolwear.co.uk](http://www.pindersschoolwear.co.uk) or more locally from The Schoolwear Centre, Westgate, Mansfield or their website <https://www.schoolwearsolutions.com>. Please note these are our only official supplier of the sweatshirts. These should not be purchased from any other supplier as there may be a deviation in the shade of green and badge design. A fleece with the badge may also be purchased, which can be worn outdoors, but not in class. White school shirts and grey trousers/skirt/pinafore can be purchased from any supermarket or school wear supplier.

Parents should ensure their child has the proper games and P.E. kit. This is:

White "T" shirt  
Black P.E. shorts or black leotard  
Jogging bottoms or leggings and a sweatshirt type top for outdoor PE if it's cold  
Trainers for outdoor games – Preferably with Velcro fastening

Children will need swimming costumes when they go swimming.  
Please note all uniform and P.E. kit should be clearly labelled with your child's name. It is a good idea to regularly check the name has not washed out of your uniform as our lost property box gets increasingly full of unreadable or unnamed uniforms every term.

Please ensure that your child wears their school uniform at all times.

**All clothing should have your child's name inside.** In the summer months we encourage children to wear sunhats.

## Jewellery

We would like to make parents aware of the dangers of wearing jewellery in school. The jewellery may become lost or damaged, but more importantly, it may become tangled in equipment or clothing and cause personal injury for which the school can take no responsibility. We would, therefore, be grateful if parents would ensure that children **do not wear jewellery to school.**

## PE Bags

This must be clearly labelled with your child's name on the outside and should contain suitable clothing for physical activities, such as shorts, T-shirts, leotards and

plimsolls. All of these items need to be marked with your child's name. PE bags are available from the school shop. PE bags should be brought to school on a Monday morning to be left here until Friday, when the kit should be taken home for washing.

### **Illness and Absences**

If your child is absent from school please let us know the reason as we are required by government to keep details of records of absences. Please contact school on the telephone (460366) by 9.30 am on the first day of absence. You can also notify us by text message on 07786 208896. If we have not heard from you we operate a policy of 'first day calling'. This means that we will get in touch with you as soon as we can on the first morning of absence to ensure that your child is safe. This response follows the case in Scotland last year where a boy was abducted on his way to school. The alarm however wasn't raised until home time that afternoon

From September 2013 the government issued a new policy where schools are no longer able to authorise holidays within term time. If you wish to 'withdraw your child from learning' please complete a form (available from reception). Absences will be shown on the register as unauthorised and unauthorised absences may lead to the Local Authority issuing a fixed penalty fine.

### **Health and Safety**

Please inform your child's class teacher of any medical conditions, for example, allergies, asthma, eczema etc.

If your child has a very bad cough / cold or has had sickness or diarrhoea in the past 24 hours, please keep them at home until they are feeling better.

### **Special Educational Needs**

Pupils with special educational needs may be identified by parents or by staff. Staff will always discuss any concerns with parents. When a child has specific needs, an Individual Education Plan is devised to help the child in their learning. Parents are involved with the delivery of the plan at home and are kept informed of progress.

### **Medicines**

Teaching unions have advised that staff should not administer medicines to children. However, as parents ourselves, we appreciate that this can make life difficult and therefore the headteacher has agreed to administer prescribed medicines if there is a covering letter stating the exact time and dosage. Children should not bring in cough sweets and throat lozenges, etc. On no account should parents send children into school with over the counter medicines/tablets to keep in their bags. If you have any doubts or concerns then please ask your class teacher or phone school.

## **Behaviour**

We try to encourage all children to behave well at school. We aim to do this in a positive, caring way by praising children for their efforts and rewarding them with a system of certificates and through celebratory assemblies.

We see parental support as essential in the implementation of our Behaviour Policy and are committed to working in partnership with you if any problems occur.

As the children progress towards Key Stage 2, we expect their levels of independence to increase. This will include taking responsibility for their belongings and their own actions. They will be asked to set good examples for their peers and the younger children in school.

## **Homework**

Class teachers will provide homework activities that are appropriate to your child's age and needs. Initially this will consist of reading and then spelling activities although occasionally there may be other activities as well. As the children's maturity and ability increase, so will our expectations on the amount and quality of the homework they should do.

Please ensure that your child's reading folder and its contents are brought to school each day.

Initially it may take a couple of weeks before your child receives their first books to take home. This is normal as we take care to assess and work out the most suitable reading materials for their needs.

## **Assessment**

Throughout each year, class teachers make assessments according to National Curriculum levels for each subject. Your child's progress and targets will be discussed with you at open evenings.

All Year 6 children, throughout the country, are tested using SATs in May. Therefore, the school would very much appreciate parents not taking their annual holiday during the this time. These tests provide useful information for your child's transfer into Key Stage 3. The results of these tests are also shared with parents during open evenings.

## **Parental Involvement**

### **At home :**

- ◇ Please ensure that your child completes their homework tasks
- ◇ Read a variety of materials with your child whenever possible
- ◇ Talk to your child about what they are doing in school.
- ◇ Please encourage your child to write in a fluent joined script with correct punctuation :
  
- ◇ Remember, children progress more quickly when parents are involved.

## **At school :**

- ◇ If you wish to discuss anything with your child's class teacher, they are usually available before school starts in the morning or after school.
- ◇ Offer to help in school with activities such as playing maths and reading games, taking down displays, making games / resources, helping with swimming.
- ◇ Attend parents' evenings and open evenings. The following events are held each term :

**Autumn term**      Parents' Evening (usually held in October).

**Spring term**      Parents' Evening

**Summer term**      School Reports are handed out.

Throughout the year the headteacher arranges coffee mornings for parents where we may discuss a range of whole school issues. Also, Staff may prepare presentation or curriculum events in which we will talk about a particular subject such as maths, etc and highlight how you can best support your child's learning at home. We welcome parents into school and are always happy to discuss concerns and answer questions. Complaints are few and these are dealt with promptly by class teachers and the headteacher. Mr Walker can regularly be seen outside by the front gate welcoming people into school each morning and is available for anyone to talk to.

## **Home-School Agreement**

A separate sheet is included within this pack and should be signed and returned to school. We hope all parents will agree to support the home-school agreement. Throughout the brochure you will have read about our commitment to your child's welfare and education, whilst developing with you, the parents, a friendly and professional relationship. We hope parents will realise the value of developing strong relationships with the school in the interest of their child's development. A reference copy of the agreement is shown at the back of this brochure so you may continue to refer to it.

## **General Consent Form**

There are various activities and events that regularly happen at school but which we need parents to give written consent for us to do them. Rather than send home lots of paperwork each time we do something we have prepared a 'General Consent Form' which can be found on the back of Home School Agreement. There are three things for which we ask you to sign separately:

## **Use of Plasters:**



Some children are allergic to plasters and therefore it is a legal requirement for schools to seek permission to use them. Please sign the corresponding box if you agree to let us apply plasters to small cuts. If you do not agree or your child has an allergy please explain on the form.

### **Photographs:**

We are always careful in our use of photographs and would never take or display pictures of children that could be construed as inappropriate. However the use of videos and photographs is part of our daily routine and links to various aspects of the curriculum. Also, when the school does particularly well at something the local press may come into school and take photographs of groups or individuals and these images may be published in the newspapers. Again, it is a legal requirement that we have parental permission before we take or display photographs or video. Please sign at the corresponding part of the consent form or provide a reason for not signing.

### **Local visits:**

We are incredibly fortunate to be situated within a nature conservation area with woodlands and a slow moving, shallow river below us. Over the years the school has developed a number of nature trails in the area and we regularly take the children into the park to further enrich the curriculum. Because the park is officially outside the school premises we need permission to take the children out. By signing you are providing the school with permission to take the children out of school in supervised groups to anywhere within walking distance of the school. This may include the local library, for example. Any trips that require transport will have their own separate consent forms.

## **Car Parking**

At the beginning and end of the school day there can be upwards of 600 people coming to and from the school site. This causes a large degree of congestion on Litton Road. We ask that you:

- Do not park, drop off or pick up children from the yellow zig-zag area or any area with a solid white line
- Walk to school if possible
- Drive at no more than 15 MPH along the whole of Litton Road
- Do not drive into the school car park at any point during the school day
- Do not turn your car around or reverse anywhere on Litton Road – both ends of the crescent come out within 100yds of each other on Peafield Lane
- Do not park in front of driveways on Westbourne Close
- Return to your cars as quickly as possible to create a space for other people to drop off their children
- Be patient with other road users – even the daft ones!
- WATCH OUT FOR CHILDREN – they don't know how vulnerable they are.

## **No Smoking Policy**

In common with all Nottinghamshire LA schools, Peafield Lane School is a **NO SMOKING ENVIRONMENT**. Everyone, therefore, is requested not to smoke in any of the school buildings, the field or playground.

## **Common Policies**

All of the schools in Mansfield Woodhouse work closely together and share common policies and procedures relating to certain issues. The following policies are strictly followed by all primary schools in the area:

### **Persistent lateness:**

We accept that there will be occasional times when unforeseen circumstances mean that a child may be late for school, however it is not in the child's best interest to be persistently late.

Registration takes place at 8:45am. If a child is late on two occasions within one week a reminder by text will be sent to parents. If lateness continues to be an issue and the child is late at least four times over a two week period a standard letter will be sent home asking parents to explain the reasons for this. Further lateness will be referred to the Local Authority who may give a penalty notice of up to £100.

Arriving late disrupts not only that child's learning, but also the learning of everyone in the class as a member of staff will need to stop what they are doing in order to repeat the introduction and explanation of the lesson for the child. There will be times when this is not possible and the child may miss key instructions or will need to sit out the lesson. The school accepts no responsibility for a lack of progress or understanding for children who arrive late at school.

### **Earrings:**

In accordance with National Guidelines 'Safe Practice in Physical Education and School Sport'. Paragraph 14.2.2; under no circumstances will children be allowed to take part in any PE or swimming activity whilst wearing earrings. Furthermore, any earrings other than simple 'studs' are not allowed to be worn at any time in school.

Schools strongly advise that children do not have their ears pierced until they are old enough to remove and put them back in again by themselves. Our advice is that if children DO have piercings they should be done at the beginning of the summer holidays in order for there to be enough time for the holes to set so that they can be taken out during PE lessons once the children return to school.

### **Term Time Holidays:**

From September 2013 the government issued a new policy where schools are no longer able to authorise holidays within term time. If you wish to 'withdraw your child from learning' please complete a form (available from reception). Absences will be shown on the register as unauthorised and unauthorised absences may lead to the Local Authority issuing a fixed penalty fine.

### **Make-up:**

It is not appropriate for primary aged children to be wearing make-up to school. This includes hair extensions, false nails, eyelashes, etc. School staff will ask children to remove/wash off make-up. If this is not possible or refused, children will not be allowed to attend lessons and may be sent home. Absences in such situations will

be deemed unauthorised as it is the parents who have made the decision to not follow school policy and render their child unfit to attend.

### **Mobile Phones:**

The school accepts no responsibility for the safekeeping or loss/damage to mobile phones or similar electrical equipment brought into school by children. If a child needs to bring a phone to school for whatever reason they have the option of handing it in to a member of staff for safe keeping until the end of the day (at Peafield this will be the at school office). Otherwise it must remain in the child's bag/tray/locker throughout the day and should not be used for any purpose. The school has the right to search for and confiscate any mobile phones at their discretion. Using any device to capture unauthorised images of another person in and around school will be deemed gross misconduct and may result in immediate exclusion.

### **Adult Conduct around School:**

The school site is not freely open to the public and all users are given access at the discretion of the headteacher. As such, users of the site must adhere to the school rules on conduct. It is important that all staff and pupils regard school as a safe environment. Adults using foul or abusive language or who display aggressive or inappropriate behaviour will be asked to leave the premises and depending upon the severity may receive a ban.

We understand and accept that there may be occasions in which disagreements occur and parents have the right to make a complaint in accordance with the school complaints procedure. It is important that all communication, be it in person or by telephone/letter, etc. should be made in a courteous manner with each party treated with respect. The school will not respond to malicious, defamatory or aggressive complaints and if any person is made to feel threatened in school the offender will be asked to leave the premises and depending upon the severity may receive a ban.

### **Finally**

We want your child's experience in the Junior department to be a happy, positive time where home and school work together.

We shall do everything possible so that your child's time with us will be enjoyable and productive and a good foundation for future learning in Key Stage 3 and for the rest of their lives.