



WADDINGTON
REDWOOD
A PRIORY ACADEMY
Academy Prospectus
2022 – 2023



WADDINGTON REDWOOD PRIMARY ACADEMY

FIONA KENT/SIAN MILLING

HEADTEACHERS

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LN5 9BN

Dear Parent/Carer,

The choice of school for your child is a very important one.

We hope that you find the information in this prospectus helpful and that it will give you a flavour of what we offer at our wonderful academy. We would encourage you to contact us, so that you can learn more about life at Waddington Redwood Primary Academy.

All the staff at our academy bring great commitment and professionalism to their job of teaching and caring for children. If you decide to choose our academy for your child, we look forward to working with you to ensure that you and your child will be very happy.

Please contact us if you would like further information or assistance.

Yours faithfully,

Fiona Kent

Sian Milling

Suzie Charman

Fiona Kent
Co-Headteacher

Sian Milling
Co-Headteacher

Suzie Charman
Chair of Local Governing Body



GENERAL INFORMATION

OUR ETHOS & VALUES

At Waddington Redwood Primary Academy, our aim is to 'broaden horizons' for every pupil, so by the time that they leave school they have the building blocks for life-long learning and can turn every small step into a giant leap.

The academy offers a wide range of opportunities for learning both within and outside of the school environment. The children are at the heart of our academy and all decisions, planning and activities are based on their needs. We value every child, and learning takes place in an environment that promotes inclusion and equality. Our goal is for every child to receive personalised learning, building on their gifts, talents and interests, and meeting their needs in creative, fun and challenging ways, whilst encouraging group collaboration and teamwork. We are dedicated to promoting children's social, moral, spiritual and cultural development, and to building confidence in every child to enable them to take risks in a safe, happy and caring environment.

We promote and encourage high standards in terms of behaviour, conduct and morals, in an environment which thrives on mutual respect, openness and trust. We take every opportunity to reward and celebrate achievement, excellent effort and hard work.



A very warm welcome to Waddington Redwood Primary Academy

Waddington Redwood Academy was opened in 1967 and has grown steadily since. It mainly serves the local areas of Waddington, Brant Road and Bracebridge, but we have some pupils from further afield. We cater for all children from the ages of 4 to 11 years, and currently have over 300 children on roll, in 11 classes. We have excellent provision for pupils requiring additional support and we work closely with families to ensure the best outcomes for all our pupils.

We follow the Early Years Foundation Stage Framework and the National Curriculum (2014), and provide our learners with an even broader range of experiences through our 'Broadening Horizons' ethos.

We believe that children learn best when:

- given appropriate experiences to develop as confident, responsible learners;
- given a rich cultural capital;
- given a well-constructed, well-taught curriculum that leads to sustained mastery.

The academy has always been, and remains, at the heart of our community, and offers excellent facilities. These include an open-air swimming pool, Interactive Whiteboard technology in every classroom, laptops and iPads. Children can attend Spring Oscars, who provide a breakfast and after school club. There is also a holiday club. Waddington Redwood is a fully inclusive primary academy with a dedicated team of staff who constantly strive to ensure our children are safe, happy and ready to learn.



'Parents are fulsome in their praise of the school, with comments such as 'We couldn't wish for a better school', 'My children are thriving at this school' and 'I can't praise this school enough' **OFSTED JULY 2017**



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EARLY YEARS FOUNDATION STAGE - Reception Class (4-5 year olds)

Early Years provision was judged as 'Outstanding' by OFSTED in July 2017

At Waddington Redwood Primary Academy, we provide a wonderfully stimulating, supportive and happy learning environment for our young children. They learn through play and engage in adult-led and child-initiated activities. All children have opportunities to explore and investigate, developing their social, communication, problem solving and creative skills both indoors and outside.

Every child is valued and we take pride in knowing our children well, taking time to observe how they play and planning activities with a secure understanding of each individual child's needs and interests.

We care about children's 'Early Years' education and know that getting it right is crucial in providing the building blocks for their future. We believe it is essential that children obtain the key skills that



will support them throughout their time in education. We are committed to maximising this stage by providing a skilled team and a child-centred curriculum that puts structured play at the heart of all we do.

The areas of learning that make up the Early Years Foundation Stage Curriculum are:

- ❖ Personal Social and Emotional Development;
- ❖ Physical Development;
- ❖ Communication and Language;
- ❖ Literacy;
- ❖ Mathematics;
- ❖ Understanding the World;
- ❖ Expressive Arts and Design.

Parents and carers are invited into the academy grounds daily as they drop their children off in the morning and pick them up at the end of the day. We encourage all

parents/carers to share their child's achievements with us and there is a 'WOW' board outside the classroom to enable you to do this. We believe that working in partnership provides the best start for children and parents/carers.

'Children of all abilities, including those who are the most able, those who are disadvantaged and those who have special educational needs and/or disabilities, make outstanding progress in all area of learning.' **OFSTED JULY 2017**



STARTING SCHOOL

Children start school in the September of the academic year when they are five years old.

Children in Reception start school on a part-time basis for the first few days. This enables the staff to get to know the children and their parents/carers, establishing those all-important relationships. It also helps the children adjust to a new environment, feel secure and settle quickly. All our Early Years staff strive to ensure that every child's needs are met using a personalised learning approach. By the end of the first week of term, all children will be attending on a fulltime basis.



'The school looks after the children as if they were their own.'
OFSTED JULY 2017

During the term prior to your child starting in Reception, all parents/carers are invited to a 'Starting School' evening meeting and children are invited to 'Play Date' sessions, where you and your child will have the opportunity to meet the Early Years staff, play in their classroom, receive further information about starting school and ask any questions.

The 'Play Date' sessions offer your child the chance to spend time in their learning environment with their new classmates and the Early Years staff. The Early Years Foundation Stage Leader will also visit children at their nursery schools.

ACADEMY UNIFORM

All items of academy uniform, book bags, etc. with the academy logo, can be purchased from Uniform Direct at www.uniform-direct.com and in store at Uniform Direct, 333 High Street, Lincoln. Alternatively, uniform without the academy logo can be purchased at many local supermarkets.

All children:

- grey or black trousers, skirt or pinafore;
- white blouse/shirt or polo shirt;
- red cardigan, jumper or sweatshirt;
- red and white dress may be worn in the summer;
- grey or black knee length shorts in the summer;
- red t-shirt and black shorts for indoor PE;
- sweatshirt, jogging trousers and training shoes/plimsolls for outdoor PE.



All children should wear proper sensible black school shoes, not coloured trainers. Only earrings of a close-fitting type may be worn. No other style is allowed for your child's own safety. Only one earring in each lobe is allowed and these should be removed for P.E. Watches may be worn as their use is considered beneficial in learning how to tell the time; however, they should be removed for all physical activity. Hair decorations should be discreet and be in the school colours. During physical activity, long hair must be tied back with a simple hair band and all jewellery must be removed.

To ensure the smooth running of our classes and to cause the least amount of stress (to all), we ask you to ensure that all your child's items of clothing are labelled clearly with their name.

LOST PROPERTY

We encourage parents/carers to label their children's clothes, especially jumpers. If your child does lose an item, please talk to their class teacher as soon as possible.

OUR ACADEMY DAY

Reception classes	Year 1 and 2 classes	Year 3 and 4 classes	Year 5 and 6 classes
8.50 - 9.10am Registration	8.50 - 9.00am	8.50 - 9.00am	8.50 - 9.00am
9.10 – 9.45am Session 1	Registration	Registration	Registration
9.45-10.00am Playtime	9.00-10.00am Session 1	9.00 – 10.00am	9.00 – 10.00am
10.00-10.20am Circle Time	10.00-10.15am	Session 1	Session 1
10.20-11.10 Phonics and Physical Development	Playtime	10.00-11.00am	10.00-11.00am
11.20-11.40 Assembly	10.15– 11.15am	Session 2	Session 2
12.00-1.00pm Lunchtime	Session 2	11.00- 11.15am	11.00- 11.15am
1.00-1.30pm Session 3	11.20-11.40 – Assembly	Playtime	Playtime
1.45-2.00pm	11.40-12.00 – Session 3	11.20-11.40 – Assembly	11.20-11.40 – Assembly
Playtime/Daily Mile	12.00 – 1.00pm	11.45-12.30 – Session 3	11.45-12.30 – Session 3
2.00-2.45pm Session 4	Lunchtime	12.30 - 1.30pm	12.30 - 1.30pm
2.45pm Story Time	1- 2.00pm Session 4	Lunchtime	Lunchtime
3.10pm Home time	2.00-3.00pm – Session 5	1.30 – 2.30pm Session 4	1.30 – 2.30pm Session 4
	3.00-3.10pm Story time	2.30-3.20pm Session 5	2.30-3.20pm Session 5
	3.10pm Home time	3.20pm Home time	3.20pm Home time

Members of staff escort children onto the academy premises. Children must not enter the premises before this time.

Under normal circumstances, the academy operates an 'open door' policy, but it may not always be convenient to have a private conversation at the beginning of the day. All teachers accompany their classes out to greet parents/carers at the end of the day. This is usually a good time to catch up with your child's teacher or to make an appointment that is mutually agreeable. In addition, the Headteacher or a member of the Senior Leadership Team is often available before and after the school day, if you would like an informal chat.

****Please note that due to Covid-19, some restrictions may now apply with regard to access to the academy premises.***



LUNCH TIME

Our school meals are provided by a local supplier at a current cost of £2.30 per day. Children can choose from three different options every day, and dessert/fruit are always included.

Lunches are ordered in advance online via our provider, Ideal Meals. Please contact the academy office for further details.

PACKED LUNCHES

Children having a packed lunch should bring it in a suitable container, clearly labelled with their name. Please do not send your child with fizzy drinks, sweets, chewing gum or bars of chocolate – a Kit Kat is fine! We encourage healthy eating in school and appreciate parents' and carers' support with this. Glass containers and hot drinks are not permitted.



UNIVERSAL FREE SCHOOL MEALS

Under the government's Universal Free School Meal scheme, all children in Reception and Key Stage 1 are entitled to a daily school lunch. Even if your children is taking advantage of the Universal Free School Meals, if you think they may be eligible for free meals because of your current circumstances, we would urge you to apply for formal 'Free School Meals' status (see below). This means that the school would receive additional funding for your child, and you would have access to subsidies for school trips and other school-based events.

FREE SCHOOL MEALS

If you are in receipt of the following support payments, you are entitled to receive a free school meal for your child:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Please contact the academy office in the first instance. Even if you do not wish to take up your entitlement, please let us know that you are entitled, as a major component of our budget is based on the number of families entitled to free school meals.

CONTACTS

The office is open daily from 8.30am to 4pm.

It is important that the academy has a telephone number where you can be contacted during the school day in the case of an emergency, and the name and telephone number of your child's doctor. If there is any change in this information, please notify the academy office immediately.

Telephone: **01522 721156** Fax: 01522 723672

Email: enquiries@redwood.lincs.sch.uk

Website: www.waddingtonredwood.co.uk

ATTENDANCE AND ABSENCE

We are required to set a target for overall attendance. If a child's attendance falls below 95%, parents/carers will be contacted unless there are good reasons for the absence.

If for any reason your child is unwell, please contact the academy to let us know as soon as possible. If we do not hear from you, we will telephone that morning to find out why your child is absent. On their return, please write a brief note explaining the reason for their absence, and any details the class teacher may need to know.

REQUESTS FOR LEAVE OF ABSENCE

A list of academy holidays is available from the academy office and website. This list will help you to plan your own holidays to coincide with academy holidays as far as possible, thus avoiding any loss of schooling for your child. We are committed to providing the very best education possible for your child. There is a close link between attendance and progress.

According to the Education (Amendment) Regulations 2013, Headteachers can only grant leave of absence in 'exceptional' circumstances. If leave of absence is requested, parents/carers must **apply in writing** at least 4 weeks in advance to the Headteacher giving the following details:

- name of the child;
- the child's class;
- name of parent/carer, address and contact details;
- the proposed start date of the leave of absence;
- the proposed end date of the leave of absence;
- the reason for the request, including stating the 'exceptional circumstances'.

Evidence may be requested to substantiate requests e.g. medical appointment card, letter from employer. Granting leave of absence will be at the discretion of the Headteacher taking into account the academy's Attendance Policy, the child's previous attendance pattern, the nature of the absence and the impact on the child's education.

Requests for leave of absence during Statutory Assessment Tests will not be authorised.

The Local Authority can fine parents/carers for taking their child out of school without permission.

CURRICULUM INFORMATION

THE NATIONAL CURRICULUM

At Waddington Redwood, we deliver the full National Curriculum along with Religious Education (RE) and Personal, Social and Health Education (PSHE). It is our aim that every child develops their full potential and the curriculum is delivered with these aims in mind. Our planning ensures that pupils have a wide range of experiences that inform, excite and prepare them for the next stage of their schooling and which provide a foundation for life-long learning. Curriculum newsletters are sent home each term, informing parents of the work their child will be doing and explaining how you can help. They are also available on the school website. We teach the following subjects:

- English (Reading, Writing, and Speaking & Listening);
- Mathematics;
- Science;
- History;
- Computing;
- Geography;
- Art & Design;
- Design & Technology;
- Music;
- Physical Education (PE);
- Religious Education (RE); Parents/Carers have the right to withdraw their children from religious education lessons and collective worship. Please contact the school for further details.
- Personal, Social and Health Education (PSHE);
- Modern Foreign Languages (Spanish).



‘Spiritual, moral, social and cultural education is threaded through the curriculum and underpins the school’s values’ **OFSTED JULY 2017**

E-SAFETY

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

At our academy, we encourage children to follow the SMART rules and you can read more about this and find out more information on how to ensure your children stay safe online by visiting our academy website.

RESIDENTIAL/EDUCATIONAL VISITS

We are committed to providing out-of-school learning opportunities for our children. Educational visits enable us to take children's learning onto a higher level and provide them with learning experiences that they will be telling their grandchildren about! As well as the range of day trips we plan to support the curriculum, we also arrange a residential trip for our Year 4 and Year 6 children.



BEHAVIOUR

We work hard to achieve a pleasant, yet purposeful, 'The behaviour of pupils is atmosphere in which the children develop a sense of outstanding' **OFSTED JULY** personal responsibility and self-discipline, and in which **2017** good attitudes towards work and respect for others are expected.

We have a positive behaviour management policy that we link to our 'Golden Rules.' Children who respect these rules are rewarded and these achievements are celebrated in our Friday assemblies.

MERIT CERTIFICATES

Merit certificates are awarded weekly by class teachers for outstanding academic, sport, social or moral achievement. These achievements are celebrated during our Friday assemblies. When a child receives multiple certificates in one year, they achieve additional awards.

In Reception and Key Stage 1:

- 2 certificates – a bronze owl badge;
- 3 certificates – a silver owl badge;
- 4 certificates – a gold owl badge.

In Key Stage 2:

- 2 certificates – a Merit badge;
- 3 certificates – a Commendation badge;
- 4 certificates – an Excellence badge.

HOUSE POINTS

All our children are placed into one of our four houses: Phoenix, Sphinx, Griffin and Pegasus. Children receive house points for good behaviour, hard work, and kindness to others. At the end of each week, the points from each house are counted and the winning team is celebrated. Points are accumulated and at the end of each term, the winning team is presented with their house colours and a trophy.

HOMEWORK

We believe that children benefit from learning at home. We expect children to spend a certain amount of time on their homework and the time that they spend increases as they move through the school. Homework is handed out on a Friday and needs to be completed by the following Wednesday. Homework focuses on basic skills, including reading, times tables and spellings. In the last week of each term, children will receive a task or mini project to complete linked to their topic work. Homework is not given out over a holiday period except in Year 5 and 6 where work may be given in order to develop self-study skills.

LIBRARY

The academy has a number of well-equipped libraries, as well as reading corners in every classroom and children are encouraged to take books home. We always foster a love of books and a keen interest in learning, which we hope parents/carers will encourage at home. We regard books as one of the essential tools for learning.

SWIMMING

Waddington Redwood is very fortunate to be one of the few primary schools in the county to have our own outdoor, heated swimming pool. The pool, which is used throughout the summer term, is a great asset and is used to teach children of all ages and abilities. In the second half of the summer term, children from Reception to Year 6 have weekly lessons and have the opportunity to work towards accredited badges and certificates.



We employ a qualified and very experienced swimming instructor, who teaches children based on their individual needs, ranging from basic water safety to much more advanced skills and techniques.

SCHOOL COUNCIL

The School Council plays an important role in the life of Waddington Redwood Primary Academy. The Council is made up of a boy and girl from each class from Year 1 to Year 6. The councillors are democratically elected and represent the children in their class. Their views are discussed regularly with the Headteacher and directly impact on school improvement.

ASSESSMENT

The phonics screening check is taken individually by all children in Year 1 in England, and is usually taken in June. It is designed to give teachers and parents information on how your child is progressing in phonics. It will help to identify whether your child needs additional support at this stage so that they do not fall behind in this vital early reading skill.

In Year 2 and Year 6 children take Standard Assessment Tests (SATs).

In Year 2 these are more informal; teachers record a level for reading, writing and maths based on the evidence from children's work. These scores are not published, but your child's teacher will share their progress with you.

In Year 6, the children are tested in a more formal way. They take exams in maths, reading and grammar, punctuation and spelling. The children are tested on a range of skills and knowledge that have been learnt throughout their school career. We ensure that the children are well prepared for these tests, which might mean some extra homework in the build-up. We also provide a Parents/Carers' Information Evening to help you understand how you can help your child prepare and a Breakfast Club for the week of SATs. Children's results are published in July. These results are used by the local authority and the government to judge the effectiveness of the school. For the children, it is just one of the many ways in which we monitor their progress.

The purpose of the Year 4 Multiplication Tables Check (MTC) is to determine whether children can recall their times tables fluently, which is essential for future success in mathematics. It will help us to identify those who have not yet mastered their times tables, so that additional support can be provided.

EXTRA-CURRICULAR ACTIVITIES

At Waddington Redwood, we are committed to creating opportunities for all our children. We provide a wealth of extra-curricular activities for children of all ages before, during and after school. We offer a diverse range that makes the most of our excellent resources and staff knowledge and expertise. Details of clubs on offer are sent out at the beginning of each term.

Clubs are run by staff and outside providers

Please note due to Covid-19, there are restrictions on these activities.

SPECIAL EDUCATIONAL NEEDS (SEN)

At Waddington Redwood, we make provision for children with a wide range of needs: learning, physical, emotional and behavioural. We meet the needs of these children through careful planning of lessons, and provision of specific resources alongside our highly skilled team of teachers and teaching assistants. Our Special Educational Needs Coordinator works with parents/carers, staff and children as well as other agencies to ensure the best possible opportunities are provided for every child with special needs.

We do all we can to ensure that all children, regardless of any special need, are fully involved in academy life. We have an excellent and proven record with our children who encounter some form of difficulty with their learning. We believe that the key to this is building a strong and trusting relationship with parents and professionals.

PUPILS WITH DISABILITIES

At Waddington Redwood Primary Academy, we are committed to ensuring equality of education and opportunity for disabled children, staff and all those receiving services from the academy. We aim to develop a culture of inclusion and diversity in which people feel free to disclose their disability and to participate fully in academy life. The achievement of children with disabilities is monitored and we use this information to ensure inclusive teaching. We make reasonable adjustments to make sure that the academy environment is as accessible as possible. If you have a child with a disability, please contact us and we will be happy to talk to you about what we can offer. We endeavour to accommodate any child, ensuring that they are fully involved in academy life. Some examples of how we do this are:

- Promotion of positive attitudes amongst the whole school community;
- Provision of specialist equipment to ensure participation in PE and swimming;
- Accessibility to all areas of the school;
- Provision of specialist furniture and equipment;
- Provision of fully equipped disabled person's toilet;
- Painted steps and drains to support the visually impaired.

ANTI-BULLYING AMBASSADORS

In 2015, Waddington Redwood became a part of the national Diana Award scheme when we introduced Anti-Bullying Ambassadors in our academy.

We have six trained ambassadors, who are responsible, along with selected adults, for helping to promote strategies to help keep children safe and to provide an outlet to express any worries or concerns.

The Anti-Bullying Ambassadors have implemented a Pupil Anti-Bullying Policy, 'Worry' and 'Sorry' boxes and they have played a major part in running our yearly events such as Anti-Bullying Week, Kindness Day, British Values Day and Children's Mental Health Week.

PARENTS AND CARERS

HOME/SCHOOL PARTNERSHIP

An effective education is based on a good relationship between home and school. It values the ability of both partners to work together to support the child. We firmly believe in this, and always encourage parents/carers to take a full and active part in their child's schooling.

When children start school, we ask parents/carers to carefully read and sign our Home/School Agreement. It states our commitment to you and the commitment that we ask you to make for your child. It also asks children to take responsibility for what is expected of them to maximise their learning.

REPORTING TO PARENTS/CARERS

At the end of each academic term, each child will bring home a written report. This will include information about the progress made and targets for the future. Parents/carers are offered consultation evenings in the autumn and spring terms to discuss their child's progress. In addition, we keep parents/carers informed through termly newsletters, letters, twitter and e-mail. All our communication is posted on the academy website. The academy operates an 'open door' policy and parents/carers can contact staff at any time to arrange an appointment.

FRIENDS' ASSOCIATION

Our Friends' Association are a team of people who organise events and fundraising schemes. The team is made up of parents/carers, staff and friends who voluntarily help at events to arrange many fund raising activities and we are very grateful for the extra funds that enable us to buy a range of additional resources for the children. The committee are always keen to recruit new members. Please contact the academy for details if you are interested.

COMMUNITY COHESION

Community cohesion lies at the heart of what makes a strong and safe community. It must be delivered locally through creating strong networks, based on principles of trust, and respect for local diversity, and nurturing a sense of belonging and confidence in local people. Effectively delivering community cohesion also tackles the fractures in society which may lead to conflict and ensures that the gains that communities bring are a source of strength to local areas.

PARENTAL HELP - EVERYONE HAS A SKILL!

We are very keen to encourage parents/carers into school. Whatever your strengths, teachers are very grateful for help and children can only benefit from the additional support.

Please note due to Covid-19, there are current restrictions in place with regard to visitors and volunteers within the academy.

PARENT/CARER WORKSHOPS

We are keen to share your children's wonderful learning and offer you opportunities throughout the year to take part in learning workshops alongside your children.

CELEBRATION OF LEARNING

During the school year, we invite children's families into school to celebrate with us. This may include: share a story sessions, Harvest Festival celebrations, plays, pantomimes and music concerts. This is a great opportunity to get involved and see what your child has been learning.



HEALTH AND SAFETY INFORMATION

We aim to maintain a high standard of hygiene and children are encouraged to wash their hands after entering the building, after going to the toilet and before eating. Inhalers that are sent to school should be clearly labelled with the child's name and instruction in its use should be given to the child's teacher.

We ask that parents DO NOT park in the school car park unless they are eligible to.

The whole school is a non-smoking area.

Please do not bring dogs onto the site (guide dogs are the exception). The academy has a full Health and Safety Policy available on request.

MEDICINES IN SCHOOL

The administering of medicine to a child is the responsibility of the parent/carer. If the parent/carer is unavailable during the day, then a medical form must be completed, giving permission for a member of office staff to administer the medicine. The academy will only accept prescription medicines that are in-date, labelled, provided in the original container, as dispensed by a pharmacist, and include instructions for administration, dosage and storage. Nonprescription medicines may only be administered by parents/carers if they are needed during the school day. Medicines must be stored safely and **MUST NOT** be kept by the child.

A Medicine Log is kept in the academy office and parents/carers should report to the academy office at the end of the day to retrieve any medication.

HEAD LICE

As in all schools, outbreaks of head lice are all too frequent. Please check your child's hair regularly, and if you do suspect your child has head lice, please treat them with a product from the pharmacy or use the conditioner and wet-combing method. If we discover a child has head lice, we naturally contact parents/carers and inform them. We request the parent/carer treat his/her child as soon as possible.

ACCIDENTS IN SCHOOL

Accidents unfortunately happen in school from time to time. In the event of your child having an accident, you will be contacted and medical attention will be sought. A number of our staff are trained in first-aid. Details of any accidents are sent home with the child.

POLICY INFORMATION

Copies of all policies are available on request from the academy office or can be accessed from our academy website, www.waddingtonredwood.co.uk

CHARGING POLICY

We do not charge for any of the resources or books that we use, however, from time to time there are additional charges where we require a voluntary contribution. Examples are:

- Residential Visits;
- Educational visits off the site;
- Extra-curricular activities delivered by external providers;
- Musical tuition;
- Specialised workshops or visitors to school;
- Art or Design and Technology resources.

While we cannot insist parents/carers contribute, we ask that every effort be made. We take great care to ensure that the activities support your child's learning and keep costs to a minimum. However, if donations do not meet the cost, we may have to revise our plans.

BEHAVIOUR POLICY

Behaviour of pupils at Waddington Redwood is very good and is often commented on by visitors. Children have many opportunities to play together and develop friendships. Our Behaviour Policy is reviewed regularly and is based on praise and reward systems as well as clear sanctions. Sometimes children misbehave. If this happens, we ensure you are informed and if appropriate, asked to meet with the teacher, or a more senior member of staff. Our aim is to keep you informed so that, together, we can support your child in improving their behaviour.

ANTI-BULLYING POLICY

Issues relating to bullying are discussed in every class as part of our Personal, Social and Health Education programme (PSHE). Children are encouraged to tell an adult if they feel they are being bullied. We describe bullying as *'Behaviour by an individual or group, usually repeated over time that intentionally hurts another individual or group either physically or emotionally'*.

At Waddington Redwood such behaviour is totally unacceptable. If you believe your child is in any way suffering from such actions, you should inform the academy immediately. We will listen carefully to any issues brought to us and act to stop any such behaviour. We never underestimate the seriousness of bullying and the negative effects it can have.

SEX AND RELATIONSHIP EDUCATION (SRE)

Children receive Sex and Relationship Education (SRE) throughout their time at school. All pupils follow the science curriculum that explains reproduction in plants and animals. Other aspects are covered as part of our Personal, Social and Health Education (PSHE).

This is done in a very sensitive way that focuses on how happy and caring relationships are the key to fulfilment in life. Teachers use specific age-related resources. Parents/carers do have the right to withdraw their children from Sex and Relationship Education sessions, although this is very rare and normally as a result of a specific religious faith. If this is the case, we ask parents to provide information at home.

DRUGS, TOBACCO AND ALCOHOL EDUCATION

Our older pupils are taught both the benefits of common prescription and non-prescription drugs, along with a basic understanding of substances and drugs such as tobacco, alcohol and caffeine. Our youngest pupils are taught how to be safe in the home. We teach that most drugs are designed to help us become well, but if misused, can cause harm. We also discuss the dangers of addiction and how, in particular, cigarettes and alcohol can damage our health.

With these subjects, our priority is to inform and educate pupils in a caring way to prepare them for the challenges that they might face as adults.

SAFEGUARDING CHILDREN

The academy's Governing Body are accountable for ensuring effective child protection and safeguarding policies, and procedures are in place in accordance with guidance issued by the Secretary of State, the Academy Trust, and locally agreed inter-agency procedures.

COMPLAINTS

We hope that any complaints parents/carers may have can be resolved by the academy. Therefore in the first instance, you should discuss any concerns with your child's class teacher. If after speaking to the class teacher, the issues have not been resolved then please make an appointment to discuss your concern with the Assistant Headteacher responsible for your child's key stage. If your complaint has not been dealt with to your satisfaction or if your concern is about the conduct of a member of staff, then please make an appointment to discuss this with the Headteacher. In most cases, complaints can be dealt with at an informal level. However, if they cannot be resolved in this way, there is a 'Parental Communication and Complaints Policy' available on our website. This outlines the next steps which involves parents/carers submitting their complaint in writing to the Headteacher, who will investigate the complaint and write to advise you of the outcome. If you require any detailed information on the complaints procedure, full details are available on request from the academy office.

ADMISSIONS POLICY

The Local Authority is the admission authority for the school and places are allocated in accordance with our published arrangements. A copy of these arrangements can be obtained from our academy website or by contacting the academy office.

EQUALITY OF OPPORTUNITY, GENDER, DISABILITY AND ACCESS

All the staff work very hard to ensure that all children are given the same opportunities and are able to access these regardless of age, disability, gender, race, religion or belief or sexual orientation. We firmly believe that this is essential to promote a fair and just school. The academy has an Equal Opportunities and Diversity Policy and an Accessibility Plan. A copy of these can be obtained from the academy office or from the academy website.

EMERGENCY CLOSURE OF THE ACADEMY

If the academy is forced to close due to adverse weather, then all parents/carers who have registered a mobile number with us will receive a text message giving information about the closure. You will also receive a message from our e-mail service.

If parents/carers have not registered to receive texts then they should listen to BBC Radio Lincolnshire or Lincs FM, which will broadcast up to date information on schools within the county that have to close. BBC Radio Lincolnshire will also post information on their website at www.bbc.co.uk/lincolnshire and Lincs FM at www.lincsfm.co.uk. You can also access Lincolnshire County Council website for information on school closure. www.lincolnshire.gov.uk/schoolclosures.

DATA PROTECTION

When a pupil is admitted to the academy, information is collected under the Education Regulations 1995. It will be held securely and only be disclosed to staff in the academy, the Education Department and Children's Services.

We will not give information about you to anyone outside the academy without your consent unless the law and our rules permit it.

If you want to see a copy of the information we hold and share about you, then please contact the academy office.

ADDITIONAL INFORMATION

THE LOCAL GOVERNING BODY

The role of the Local Governing Body is to ensure that our academy provides an effective education for our children and meets all the statutory requirements. This is a huge task, and our governors are committed and hard working. The day-to-day management of the academy is delegated to the headteacher and the governors act as 'critical friends' to support any academy improvement. Governors come from many areas of our community; some are parent governors, and some are from local business or industry. If you are interested in becoming a governor, please contact the academy.



LOCAL GOVERNING BODY (LGB)

Mrs Suzie Charman (Chair of LGB)

Mrs Linda Dickinson (Vice Chair LGB)

Mrs Fiona Kent (Headteacher)

Mrs S Milling (Staff Governor)

Cllr Lance Pennell

Mrs Jeanette Wilson

Mrs Josie Jamieson

ACADEMY STAFF

Co-Headteacher

Mrs F Kent
Mrs S Milling

Assistant Headteachers

Mrs S Milling – Reception & KS1
Mrs M Newbould – KS2

SENDCo

Mrs C McGeachie

Teachers

Mrs K Lyons (Reception)
Mrs E Nicholls (Reception)
Miss L Hall (Y1)
Miss J Pavier (Y1/Y2)
Miss R Marrows (Y2)
Miss K Gilman-Abel (Y3)
Mrs S Blockley (Y3/Y4)
Mrs M Newbould (Y4)
Miss L Blinko (Y5)
Mrs C Waite (Y5)
Miss L Chatwin (Y5)
Miss A Daubney (Y5/Y6)
Miss D Belcher (Y6)

Teaching Assistants

Miss A Walker
Mrs L Dodds
Mrs R Shaw
Mrs M Baxter
Mrs A Percival
Mr K Everitt (Apprentice TA)
Mrs L McCullough
Ms A Anthony (HLTA)
Mrs L Gleadhill

Mrs E Foulston
Miss Z Clarke
Mrs L Holcroft
Mr A Brockie
Miss G Turner
Miss D Searle
Mrs V Lo
Mr T Holland

School Administration

Mrs M Frayne (Administrator Manager /Bursar)
Mrs V Brader (Attendance Administrator)
Miss E Thorpe (Apprentice Administrator)
Ms J Whitelaw (Clerk to the LGB)

Learning Support

Mrs P Green (Pastoral and Safeguarding Officer)
Mrs S Buckley (SEND Assistant and Inclusion Officer)

Midday Supervisors (MSA)

Ms A Anthony (Midday Controller)
Mrs L McCullough
Mrs R Shaw
Mrs C Cresswell
Miss A Walker
Ms S Morgan
Mr K Everitt
Miss D Thorpe
Miss K Fyfield

Cleaner/Morning Supervisor

Mrs S Bee

Site Manager

Mr K Hargreaves

