

Parent and Carer Handbook

'Everyday Excellence'

Contact Details

Gawthorpe Community Academy

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Gawthorpe

OSSETT

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Website Address: <https://gawthorpe.ipmat.co.uk>

Headteacher: Mr C White

Assistant Headteacher: Mrs H Dyson

Chair of Governors: Mrs J North

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Our Vision

Gawthorpe Academy—at the heart of the community.

‘Everyday Excellence’

Our mission is to provide a happy, stimulating, inclusive and supportive environment in which all partners are valued and respected and there are equal opportunities for all. The Academy will continue to develop its work in order to provide quality education, rich learning opportunities, high expectations and challenge.

Our Values

Woven together, like the ribbons of the Maypole, around the value of reflection: respect; responsibility; resilience and recognition are embedded in the school’s culture.



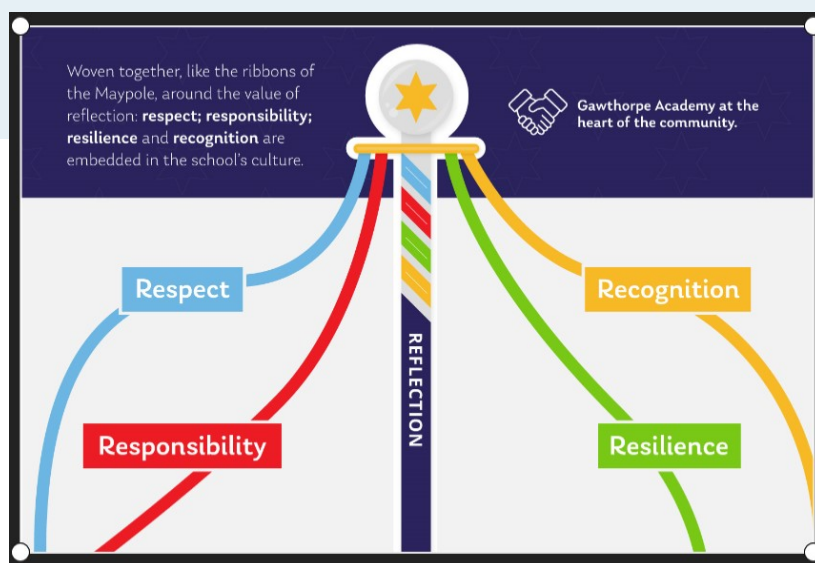
Our Vision

We aim to provide an education which provides pupils with opportunities to explore and develop their own values and beliefs, spiritual awareness, high standards of personal behaviour, a caring attitude towards other people, an understanding of their social and cultural traditions and an appreciation of the diversity and richness of other cultures.

Our school community is a place where pupils can find acceptance for themselves as unique individuals and where forgiveness and the opportunity to start again is fundamental to the ethos of the academy.

British values are promoted through our values curriculum. We provide pupils with the opportunities, responsibilities and life experiences to equip them for the next phase of their learning and for adult life.

Children's understanding of our 5 values is deepened by learning about the breadth of values underpinning them.



Useful Information

Please see Attendance matters information in your Welcome packs.

Session Times

Nursery (part-time) (morning) 8.45am to 11.45am (afternoon) 12.30pm to 3.30pm
Full day care is also offered 8.45am to 3.30pm

School Times

All classes including Reception enter via school gates at 8.35am, gates close at 8.45am and register closes at 8.50am

Breakfast and After School Club

Gawthorpe Community Academy run a Breakfast Club from 7.30-8.40am and an After School Club 3.15-5.30pm in the Dining Room in the bottom playground. Parents are charged for this service. Children are escorted into school in the morning by a member of staff. After school, the class staff will escort children down.

Useful Contact Numbers

Learning Mentor contact via gca-enquiries@ipmat.co.uk

Open Door Policy

Parent evenings are held at the end of the first half term and before the Easter holiday. If you have any worries or concerns during the school year please email gca-enquiries@ipmat.co.uk for an appointment or a call-back as we are always pleased to speak to you and can address any queries you may have. We do request that, unless it is absolutely essential, teachers are seen at the end of the day rather than the start of the Academy day.

In September each class teacher invites you to a 'meet the teacher' event to outline:

- Homework expectations
- Class rules
- Curriculum content including Literacy and Maths
- Planned educational visits
- Information about upcoming formal assessments

For full details on the curriculum please visit our website page:

[Subject Information - Gawthorpe Academy \(ipmat.co.uk\)](http://ipmat.co.uk)

Useful Information Cont'd

OFSTED

In December 2022, the school received a GOOD judgment all round. The school had considerable amount of strengths; including leadership, behaviour, strong curriculum and very strong Early Years development.

Local Governing Body

The Governors of our Academy are very involved in all aspects of Academy life. The Academy has eleven Governors. Four of the eleven are elected by parents to serve as Parent Governors.

Each term governors attend a Local Governing Board meeting and a Governor Development morning in school.

The Governors are committed to continual improvement and the development and maintenance of high standards in all aspects of Academy life.

Child Protection

The named person responsible for Child Protection is the Headteacher. Other designated teachers are the Assistant Head of School, Learning Mentor and the SENCO.

A copy of our child protection policy can be found on our website:-

[Documents & Policies - Gawthorpe Academy \(ipmat.co.uk\)](https://ipmat.co.uk/Documents%20and%20Policies/Gawthorpe%20Academy%20Child%20Protection%20Policy.pdf)

Curriculum

Details of the curriculum can be found on our website:

[Welcome to Reception Class—Gawthorpe Academy \(ipmat.co.uk\)](https://ipmat.co.uk/Documents%20and%20Policies/Gawthorpe%20Academy%20Curriculum%20Overview.pdf)

Behaviour

A copy of our behaviour policy can be found on our website:

[Documents & Policies—Gawthorpe Academy \(ipmat.co.uk\)](https://ipmat.co.uk/Documents%20and%20Policies/Gawthorpe%20Academy%20Behaviour%20Policy.pdf)

Complaints

Details of our complaints procedure can be found on our website:

[Documents & Policies—Gawthorpe Academy \(ipmat.co.uk\)](https://ipmat.co.uk/Documents%20and%20Policies/Gawthorpe%20Academy%20Complaints%20Procedure.pdf)

Charges and Remissions

A copy of our charging and remissions policy can be found on our website:

[Documents & Policies—Gawthorpe Academy \(ipmat.co.uk\)](https://ipmat.co.uk/Documents%20and%20Policies/Gawthorpe%20Academy%20Charging%20and%20Remissions%20Policy.pdf)

Academy Meals

- Academy meals are served on the premises which are delivered from a central kitchen. When restrictions are lifted the meals will be served in the Dining Room on a cafeteria basis which allows some choice. Special dietary requirements e.g. due to cultural, religious or medical needs can be catered for by special arrangement.
- Children can bring sandwiches, although no facilities exist for warming food brought in, or for chilling food, except in exceptional circumstances. Water is provided to drink in the dining room. Children are encouraged to bring their own water bottles. No drinks in lunch boxes please.

Dinner Money

- Dolce/Live Kitchen are our provider for ordering of school meals. Parents will receive an email from Dolce/Live Kitchen requesting parents to register. All parents are requested to order their child's meals on this system weekly/half termly. This ensures there are no discrepancies in what the child has ordered. Payment of meals is via Live Kitchen.
- In the event of a child being absent for whatever reason, the ordered meal will be cancelled.

Free Academy Meals

- Children in Reception, Year 1 and Year 2 are all entitled to universal free school meals. However, parents/carers are still encouraged to apply for free Academy meals based on eligibility even if their child is in Reception, Year 1 and 2 as the Academy can then benefit from additional funding for these pupils, which helps with the our school funding.
- If your child/children are entitled to free Academy meals please inform the Academy, in the strictest confidence whether or not you wish to take up the option. Application forms for assistance for Academy meals are available from the school office.

Healthy Eating

- The Academy promotes healthy eating. **Children are not allowed to bring sweets or chocolate in.**
- The Academy is also part of the government's School Fruit and Vegetable Scheme, which provides a piece of fruit or vegetable for every child in Nursery and key stage 1 each day. Children in Key Stage 2 are encouraged to bring fruit to eat during morning break.
- Children are also strongly encouraged to drink water only. Children are asked to take their bottle home each evening for it to be thoroughly washed. Please provide a water bottle.

Academy Uniform

In our Academy we aim to provide, for all partners:

We believe that children should feel a sense of 'belonging' to our Academy and that they should wear their uniform with pride. We also think that children should feel equal, and an Academy uniform contributes to this. Having a uniform also clearly states what the governors, staff and parents feel to be appropriate clothing for the Academy. It also helps to clearly identify pupils when travelling to or from the Academy on Academy visits - a positive safety factor. It is an expectation that all children wear the official Academy logo jumper/cardigan and a requirement when representing the Academy on official visits.

Our Academy uniform is detailed below:

School Uniform

Navy sweatshirt/cardigan or jumper with logo

Pale blue polo shirt, blouse or pale blue shirt with logo

Plain grey trousers, skirts, shorts, blue and white checked dress or pinafore

Black shoes or black trainers

P.E.

Blue logo top provided by school

Plain black sport shorts

Plain black bottoms for outdoor PE (no logos)

School jumper

(Barefoot work is undertaken)

Swimming (Year 6 children)

Swimming trunks (not shorts)

One-piece swimming costume

Swimming cap

Our official provider is The Box, in Ossett. Also available at other outlets.

Please clearly name all items of your children's clothing. Very few items actually go missing and if clothes have a name, we can quickly find the owner.

The only items of jewellery children are allowed to wear are a watch (no smart watches) and plain studded ear-rings. No jewellery to be worn on PE days.

Academy Health

The school nurse monitors children's hearing, vision, height and weight.

Hair and feet need to be inspected regularly by parents.

Illness/Injury In The Academy

When a child becomes unwell at the Academy parents will be informed and the child should be collected as soon as possible. It is vital that contact numbers (home, places of work, other contacts/carers) are kept up to date. If parents refuse to give emergency numbers the Academy will act 'in loco parentis' should an accident occur. This may result in referral to Family Services.

Attendance is very important to us, however, if your child is unwell please **do not** send them to school.

Teachers do not administer any form of medication. If a child is being treated by a family doctor and has to take prescribed medicine four times a day, this can be arranged subject to parents completing the necessary authorisation form from the school office. Please arrange by appointment.

Should an accident occur at the Academy it will fall into one of two categories - minor or major. With a minor accident basic first aid is carried out. The wound will be cleaned and a dry dressing applied if necessary. A text will be sent home to inform parents/guardians of the first aid administered. With a major accident, e.g. a suspected broken arm/fracture, we will try our best to contact parents or nominated representatives. If, however, no contact can be made the Academy makes the appropriate decision (in loco parentis) advising the parent afterwards. Members of staff will not take a child to hospital. When a child becomes seriously unwell or is injured an ambulance will be called immediately, and parents or relatives informed. Whenever a child sustains an injury or a knock to the head, a form advising of the accident is forwarded to the parent for information.

A list of more common illnesses and recommended absence is shown on page 9.

Disease	Usual incubation period (days)	Usual period of communicability	Exclusion from The Academy
Chicken Pox	13 -17	2 days before rash appears to 5 days after the first crop	5 days from onset of rash
Conjunctivitis	Depends on cause	While eye is red and discharging – up to 2 weeks for viral causes	Until eyes have recovered and discharge has stopped
Dysentery	1 – 7	While diarrhoea persists	Until diarrhoea stops
Food poisoning (including salmonella)	0 – 2 (depends on cause)	While diarrhoea persists	Until diarrhoea stops
German Measles (Rubella)	14 – 21	From 7 days before to 7 days after rash appears	No need to exclude
Glandular Fever (infectious mono)	5 – 7 weeks	Until symptoms disappear	No need to exclude
Hand, Foot & Mouth Disease	3 – 7 days	3 days before rash appears to a few days after	No need to exclude
Impetigo	4 – 10	Until skin is dry	Only if skin is weepy and cannot be covered
Influenza	1 – 3	Day before illness to 7 days after	Until child has recovered
Measles	10 – 15	From a few days before to 7 days after rash	7 days from appearance of rash
Meningococcal Infection	2 – 5	Whilst organism is present in nose and throat	Until recovery
Mumps	12 – 21	From 7 days before symptoms till swelling subsides (often 14 days)	Until swelling subsides (minimum of 7 days)
Pediculosis (lice)	8 days to hatch 8 – 10 days to reach maturity	While lice or eggs remain alive on host	Until treatment has been received
Ringworm of scalp	10 – 14 days	While active lesions still present	No need to exclude
Ringworm of body	10 – 14	While active lesions still present	No need to exclude
Ringworm of feet (Athlete's Foot)	Unknown	While active lesions still present	No need to exclude
Scabies	2 – 6 weeks before itching starts; 1 – 4 days on re-infection	While mites remain alive on host	Until treatment has been received
Scarlet Fever and other Streptococcal Infections	2 – 5	While organism is present in nose, throat or skin lesion	Until recovery
Shingles	Reactivation	One week after rash appears	5 days from onset of rash
Threadworm	2 – 6 weeks for completion of lifecycle	While eggs still being produced. Eggs can survive 2 weeks in the environment	No need to exclude
Whooping Cough (Pertussis)	7 – 10	From start of catarrhal phase to 21 days after onset of paroxysmal cough. Treatment can reduce this to five days	21 days from start of paroxysmal cough. If treated with erythromycin can return after 5 days