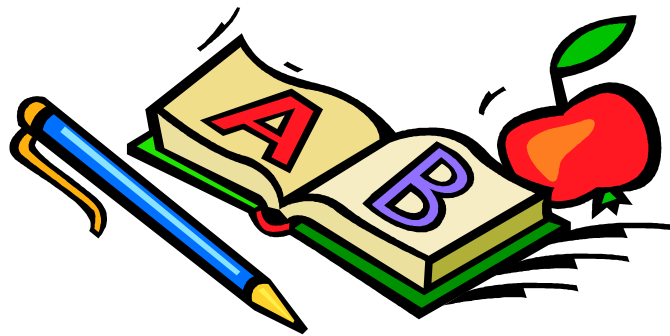


KING INA



CHURCH OF ENGLAND ACADEMY



Guide for parents 2017 - 2018

King Ina Church of England Academy
aims to:

Develop happy, hardworking learners to achieve their full
potential in a secure Christian environment.

Infants:

Etsome Terrace,
Somerton,
TA11 6LY
Telephone: 01458 272537
office@somerton.somerset.sch.uk

Juniors:

School Lane, Kirkham Street,
Somerton,
TA11 7NL
Telephone: 01458 272587
Office @monteclefe.somerset.sch.uk

Headteacher: Mr David Norton

Chair of Governors: Mr David Speed

www.kingina.somerset.sch.uk

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Welcome

Welcome to our new school guide for parents for the academic year starting in September 2017.



Country Dancing on Wells Cathedral Green

We hope this prospectus will provide you with all the essential information you might need about our academy, and also offer a brief insight to what life is like here at King Ina.

King Ina Church of England Academy is for four to eleven year olds, with the additional provision of our Owlets pre-school for children from two years old. Our principle aim is to encourage children to develop important skills, knowledge and attitudes, particularly in English and Mathematics, whilst providing opportunities to further their understanding of the world in which they live. We endeavour to create a supportive and friendly environment within which your child will feel more confident to tackle areas of difficulty and build on strengths. This can be greatly enhanced through support from home, thus providing the child with a secure basis for learning. After primary education at King Ina most children progress to Huish Episcopi Academy at Langport.

We aim, together, to build an atmosphere where all the children have a positive outlook to school life enabling them to reach their potential through encouragement and self motivation. This is supported by our discipline policy and our house system which rewards children for positive contributions to school life. At the end of each week we have an achievement assembly where children are celebrated for their contribution to the school community and merit certificates are awarded.

If you would like to visit the academy please contact the office staff who will arrange a suitable time for you.

David Norton
Headteacher

School Times, Terms and Holidays

The School Day

Children should arrive at school at 8.40 a.m. when the school is opened, and unless engaged in an after-school activity, are expected to be off the premises by ten minutes after the end of school.



KS 1 children at work

School Times:

Session	INFANTS	JUNIORS	BREAK
Morning	8.50 a.m – 12 noon	8.50 a.m. – 12.15 p.m.	11.00 – 11.15 a.m.
Afternoon	1.00 – 3.00 p.m.	1.15 – 3.15 p.m	Infants only

The School Year -2017/2018

Term 1

4th September to 20th October

Term 2

30th October to 21st December

Term 3

8th January to 9th February

Term 4

19th February to 23rd March

Term 5

9th April to 25th May (May Day – 7th May)

Term 6

4th June to 24th July

There will be no school on In-Service Training Days, of which there are normally five in a school year. If a Bank Holiday occurs on a day that would otherwise be a normal school day, there will be no school.

INSET Days for 2017/18: 4th September, 8th January, 22nd June, 23rd and 24th July

Absence during term time

Here at King Ina we encourage our children to attend school every day in order to fulfil their potential as long as they are fit and healthy.

Medical Absence

If your child is absent from school for a medical reason you must phone the office first thing in the morning, if there is no-one in the office a message can be left on the answer-phone.

Absence and Leave in term time

Parents should avoid taking their children out of school for holidays if at all possible.

There are exceptions when leave can be authorised: compassionate grounds; significant family events; strict employment conditions, or Armed Forces personnel.

For full details please see our Attendance Policy – attached to this document.

School Attendance Analysis

September 2016 – June 2017

Group	Total No of Pupils	Authorised Absences			Unauthorised Absences		
		No of Pupils	% of Pupils	% of Sessions	No of Pupils	% of Pupils	% of Sessions
Infants	139	135	97.1	4.7	58	41.7	0.9
Juniors	154	136	88.3	3.3	50	32.5	0.5



KS1 children at work



KS2 and KS1 children working together

Safeguarding Children

We at King Ina take our Safeguarding responsibilities very seriously. This means that we have ensured (and will continue to do so) that everyone working in the school has successfully completed the necessary clearances to enable them to work with your children. All our Academy staff receive safeguarding training and our Designated Safeguarding Lead is Mr David Norton and Deputy Safeguarding Leads are Miss Hedda Walker, Mrs Laura Constanza and Mr Oliver Feltham.

We would always hope to share any concerns we may have about your child with you at the first opportunity. We hope you will also share any concerns with us about your child, or any other child. Part of our legal duty to safeguard your children, may also include us needing to consult with and take advice from other agencies such as the Police or Children's Social Care, should the need arise.

By working closely together with you and our partner agencies, we firmly believe that we will continue to offer a safe learning environment for all our children.

Religious Education

Collective Worship is held daily in the form of Praise Assemblies, Hymn Practice and Class worship.



KS2 trip to Wells Cathedral studying art

Some assemblies are held in the Parish Church on certain Festival days (e.g. Harvest, Christmas and Easter). The Infants Nativity and Junior Christmas Carol Services are held in the church so that as many parents as possible are able to attend.

Although we are a Church of England Foundation, the school fully acknowledges and accepts the responsibility for pupils of other denominations. In accordance with the terms of the Education Act 1944, parents have the right to withdraw their children from receiving Religious Education at school if they so wish. Any parent who wishes to do so must write to the Headteacher.

Since September 2001 the school has followed the agreed County Syllabus for Religious Education.

Sex Education

Parents are sometimes concerned about Sex Education. We believe that the role of the primary school is to ensure that questions are honestly answered at the right level of the child's understanding and without emotional overtones. Our curriculum includes an element of health education. In the sphere of education the school has no intention of usurping the parent's role or duty.

Equally important is the whole ethos of the school and its emphasis on caring relationships and the acknowledgement of other people as individuals. We are always happy to give parents more details of the programme.

Homework

The children will be asked to complete some homework tasks to support the work that is being undertaken in class or to help with the current class project.



KS2 Roman Day



KS1 World Book Day

Each class teacher will send home a letter to confirm tasks to be completed and when work should be returned to school. Children are also encouraged to learn basic maths (e.g. tables) and new words, practise their handwriting, spellings and read at home.

School Excursions

Classes are sometimes taken on excursions during the school day. On each occasion, a letter giving full details of the excursion, including a parental consent form, is sent home to parents.

The Local Authority has established its policy for charging for school activities and the Governing Body has decided to adopt the same charging policy. This policy will be kept under review. A copy of this policy is available at the school for any parent who may wish to consult it.

All trips “mainly in school time” will be supported by voluntary contributions from parents. The school may cancel trips, even those of an educational nature, where sufficient contributions are not forthcoming.



Kestrels visiting Stonehenge for an art project

Throughout the year we also invite theatre companies to visit the school, and the children may also have the opportunity to experience talks by visiting speakers.

Residential Trips

Every year all KS2 children will be offered the chance of taking part in a residential trip. In the last year our years 3, 4 and 5 children have spent two nights away at the Kilve Court Residential Centre, and the year 6 children have spent two nights in London and two nights in the PGL centre at Osmington Bay. Details of residential trips are circulated at the beginning of the School Year.

Years 3, 4 and 5 Residential trip to Kilve Court



Year 6 trips to London and Osmington Bay



Special Educational Needs (SEN)

The education of children with special needs is a key challenge for any school, and important to the creation of a fully inclusive society. Where appropriate, King Ina aims to give special help to children with specific or general learning difficulties **and** to very able children. Pupils are mainly supported within the classroom by their class teacher and teaching assistants. All children have access to the National Curriculum and the work set will match individual pupils' needs and abilities.

Children with particularly severe learning and/or behavioural difficulties may, with their parent's consent, be referred to the Educational Psychologist.

Disabled pupils are given equal access to the school and curriculum as their more able-bodied peers. King Ina is proud of its ability to integrate such pupils and to provide them with a valuable educational experience in a mainstream environment.

Pupils with special needs are supported with appropriate care funded from the Education Funding Agency, Somerset County Council and the school's delegated budget for special needs.

Health Matters

Illness

In the event of a child being taken ill at school the parent will be informed immediately. The school has a medical room on both sites but no resident nurse and therefore parents may be requested to collect sick children as soon as possible. Staff will administer prescribed medicines but only after consultation with parents.

Accidents during School Time

Children who sustain minor injuries such as small cuts, grazes and bruises will be given first aid by a qualified member of staff. In the event of a child sustaining a more serious injury, first aid will be given by a qualified member of staff. Parents will be immediately informed and in the event of parents being uncontactable medical help may be sought from the local GP's surgery or the emergency services.

All accidents will be recorded in our Accident Books.

Head Bumps

All head bumps will be recorded in our Accident Book and the child will come home wearing a dated 'Head bump wrist band'. Serious head bumps will be followed up with a phone call to parents who should follow usual concussion advice being alert to dizziness and sickness.

Head lice

This ongoing problem which affects practically all schools inevitably arises at King Ina. We do request parents to be vigilant in respect of hair cleanliness and any incident of head lice should be treated immediately and the school informed. Information about treatment is available from the school office.

School Uniform, Clothing and Personal Property

The school is justly proud of its pupils and their achievements and our school uniform reflects this. Please select from the following list.



KS1 children meeting a guide dog after a whole school fundraising event.

Blouse/Shirt	White short-sleeved polo shirt* or White Blouse or White Shirt
Jumper/Cardigan	Royal Blue V-necked jumper* or Cardigan*
Skirts/Pinafore Dresses	Kilts and Pinafore Dresses are available from the school office, or plain Grey
Trousers/Shorts	Grey
Socks	White, dark grey or black
Tights	Grey or Black
Shoes	Sensible, in black, or Sandals: Brown or White
Dresses	Royal Blue Gingham check
School Tie (Optional)	Available from the school office
P.E kit	Navy blue shorts, white 'T' Shirts, plimsolls ('daps')/trainers, optional Hoodies* available from the school office.

*Available with school logo from the school office.

Please ensure that all clothing is clearly marked with a name label.

Our uniform is available from the school office and online from School Trends (www.schooltrends.co.uk) and Tesco (<http://www.clothingattesco.com/somerset/king-ina-academy/inv/138541>)

Jewellery

As it is impossible for staff to be responsible for any jewellery worn by individuals, we request that children do not wear any to school.

For reasons of health and safety children with pierced ears must wear 'studs' only during school time, and must remove their earrings during P.E. lessons.

Pupils should not wear nail varnish to school or use coloured hair dye.



Owlets at Play

Lost property

All items should be clearly marked with the name of the child, this applies to lunch boxes as well as clothing. Please check **each term** that the name is still clear.

No responsibility can be accepted for lost items in school such as watches and other personal possessions. Unmarked items will be retained at school for one term only.

Money

We now use the online payment system 'ParentPay' and we would encourage all parents to use this secure system of payment. On joining our Academy, all parents are given log on details to enable them to use this system. All main items of expenditure: lunches, trips, some clubs and uniform, can now be purchased through this site.

However there are still some items where cash will need to be paid in to the school offices, this should be put in a named envelope. Reimbursement of lost money can only be made if the envelope has been given in to the school office.

School Lunches:

The children on each site eat their lunch with their friends in the school hall, with those having hot meals and packed lunches sitting together.



KS2 children helping plant oak trees in Somerton

Hot lunches are produced on the Junior site every day. These are provided free for Infant children under the Universal Infants Free School Meals scheme, and cost £2.50 per day for Junior children, payable one week in advance. All families in receipt of Income Support are entitled to a free hot lunch provided by Somerset County Council providing that the office have been given proof of receipt of benefit.

Menus are sent out every half term and must be ordered the week before they are required on the Parentpay system or the school offices.

Pupils may also bring in packed lunches, our Healthy Lunch guidance leaflet is available from the school offices.

Children are only allowed to remain in classrooms at break or lunchtimes if supervised.

Other Activities & Facilities

House System

On entry to the Junior site the children are divided numerically into four houses. House points are awarded for work, conduct, social behaviour and effort. There are a variety of inter-house competitions held throughout the year covering all aspects of the sports curriculum.



KS1 children attending the Wells Cathedral Country Dancing Festival

Club Activities

King Ina offers some breakfast, and after-school clubs on both sites, the Junior site also has some lunchtime clubs. Details of each club and any cost involved together with a parental consent slip are sent home with the children at the end of each half term ready for the club to start at the beginning of the next half term.

Music Tuition

Individual musical instrument tuition can be arranged on the Junior site with Mrs. Faulkner and Champion Music Group.

A range of instruments are offered, however, parents are required to pay for these lessons.

Details are available from the school office.



KS1 children at work

Accelerated Reader Scheme

The Junior site operates the Accelerated Reader Scheme which can be accessed at home and school. Further information about this scheme will be sent out at the beginning of each school year.

Sports Fixtures – on and off site

Our children regularly take part in home and away sports fixtures, these fixtures are usually against other schools in the Huish Community Learning Partnership.

Details of these are sent home to those parents whose children are involved in these fixtures, with a parental consent return slip. No pupil is allowed to take part without the permission of his or her parents.

Due to current guidelines parents need to make their own transport arrangements to away fixtures, by sharing lifts with other parents or transporting their own children. A list of those children taking part will be included on the letter sent home so that parents can make arrangements.

Charity Fundraising

We encourage the children to think about events in the wider world and throughout the year the academy will take part in charity fundraising days.

We encourage all the children to take part in these events but there is no obligation. Most of these events involve a mufti day with a payment which goes direct to the charity. Last year we supported 'Children in Need', 'British Legion Poppy Appeal', 'Christmas Jumper Day' and 'Red Nose Day'.

Parents & Friends Association

The school is currently fortunate in having two Parent and Friend associations which exist to provide each site with a link between the academy, the parents and the wider community.

The PFAs have an important role within the life of the school, as well as providing invaluable fund raising activities, and social activities for the whole school community.

The funds raised enable the academy to provide extra resources to enrich the curriculum of the school.



Owlets at play

Elections to the committees are held at the Annual General Meetings at the beginning of each educational year. The committees are supported by a group of helpers who help at events throughout the year.

All parents are members of the Association and we hope that you will be able to support the Committee and the events organised. All the monies raised are used for the benefit of the pupils.

Complaints

We sincerely hope that your child will be very happy at King Ina, and that day to day problems can be sorted out quickly by contacting the school. Nevertheless, there is a formal complaints procedure to deal with complaints from parents in relation to the curriculum, religious worship in schools, or indeed other school matters.

Please contact the school office if you wish to have more information.

Privacy Notice - Data Protection Act 1998

We, King Ina Church of England Academy, are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

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

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE)

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

If you require more information about how the Local Authority (LA) and/or DfE store please contact these institutions directly at the following addresses:

- CYPD Information Officer, Children and Young People's Directorate, Somerset County Council,
County Hall, Taunton TA1 4DY
Email: educfoi@somerset.gov.uk
Tel: 01823 355959
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

Staff Information:

Headteacher:	Mr David Norton
Deputy Headteacher:	Miss Hedda Walker
Class Teachers:	Mrs Nicole Billenness
	Mr Lee Butt - EYFS
	Mrs Laura Constanza
	Miss Paula Denning
	Mr Oliver Feltham
	Mrs Jo Gay
	Mrs Laura Ruddle
	Mr Brian Smith
	Miss Louise Smith
	Mrs Jodie Stock
	Mrs Lisa Thompson (SENCO)
	Mr Chris Tune
	Miss Ruth White
Business Manager	Mrs Lisa Watts
School Secretary	Mrs Jenny Bown
Office Manager	Miss Kate Pettemerides
Finance Officer	Mrs Jackie McArthur
Caretaker	Mrs Vanessa Raybould
Catering Manager	Miss Jill Scott
Designated Safeguarding Lead	Mr David Norton
Deputy Designated Safeguarding Leads:	Miss Hedda Walker
	Mrs Laura Constanza
	Mr Oliver Feltham
Chair of Trustees	Mr David Speed

King Ina Church of England Academy

Policy for Attendance

Introduction

We expect all children on roll to attend every day when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Under the *Education (Pupil Registration) Regulations 1995* the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

Definitions:

Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent writes a note or telephones the school to explain the absence.
- Only the school can make an absence authorised. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Unauthorised absence

- An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.
- Absence is unauthorised if a child is away from school without good reason, even with the support of a parent.
- An absence is marked as unauthorised if parents do not inform the school of any reason for absence.

Lateness

Registration is at 8.50 am. Arrival of a child between 8.50 and 9.05 am will be recorded as late but authorised, arrival between 9.05 and 9.20 will be recorded as unauthorised

lateness. The school expects all children to be school by 8.50 am as lessons start immediately after registration.

Should there be a consistent pattern of lateness parents will be invited to discuss this with the Headteacher to see whether support is needed from Social Services.

If a child is absent

When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office.

Parents or guardians should inform the academy of absence on the first day by telephone call or email to the office or by sending a note giving reason for absence. A note may be sent to the school prior to the day of absence, for example, if a child has a medical appointment. If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then endeavour to contact the parent or guardian in order to check on the safety of the child.

If the absence remains 'unexplained', being that no contact has occurred between school and home, the school will write to parents on the third day requesting an explanation of the absence. If the absence remains unexplained, after the fifth day the ESW (Education Social Worker) will be informed.

Attendance is monitored and if it falls below 90% it will be regarded as a matter of concern and parents will be given an appointment to discuss this matter. Should they decline to do so and attendance does not improve it will be referred to the Education Social Worker.

Requests for leave of absence

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there can be exceptional circumstances where a parent may legitimately request leave of absence for a child to attend. Reasons would include:

- Compassionate grounds
- A significant family event (usually overseas or some considerable distance from South West England). These could include a close relative wedding, a close relative receiving an award like a graduation, seeing elderly or poorly relatives who live overseas perhaps with limited scope to see them again etc
- Very strict / restrictive employment conditions of service eg. Armed Forces personnel and Emergency Services personnel who have no / very little say over when they can take 'leave'. Or where the parent's livelihood is dependent on the tourist / holiday trade during school closure times which results in them not being able to holiday with their own children when school are closed. Even having said

this, the parent needs to demonstrate that she/he cannot take their 'sole' family holiday during any of the 14 weeks the schools are closed.

A 'sole' family annual holiday is not reason enough by itself. The above guidance applies.

In addition, the child must also have an exemplary school attendance level, have had no exclusions and not be at a critical phase in his/her school career i.e. near taking SATS or at the beginning of an academic year.

The vast majority of term-time leave requests involve choice on the part of parents and the absence could be avoided. These will be unauthorised absences if the parent nonetheless takes their child out of school.

Warning Penalty Notice

The Local Authority's position is that a Warning Penalty Notice may be issued to the parents of a child who has accumulated more than 10 unauthorised days of school absence in a 12 month period. This could ultimately result in a £50 per parent fine per child, or £100 if not paid within a set time-scale.

We expect parents to contact the school at least a month in advance to explain the exceptional reason for absence.

If a child has an unauthorised absence for a period longer than 10 days, the ESW will be informed.

Long-term absence

If a child is absent from school because of illness for a period of more than five days medical confirmation will be required from the doctor. When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

Repeated unauthorised absences

If a child has a repeated number of unauthorised absences, the parents or guardians will be informed by letter of concerns and asked to visit the school to discuss the problem. If the situation does not improve, the school will then contact the Education Social Worker, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation and help meet their responsibility.

The Local Authority will consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

Persistent lateness or irregular attendance

The following steps will be taken before referral to the Education Social Worker.

- Letter to parents/guardian raising concerns about attendance or persistent lateness.
- Second letter inviting parents/guardians to meeting if attendance remains a concern.
- Discuss/refer to Education Social Worker if attendance does not improve after meeting.
- Inform parents of the referral in writing.

If a referral is made to the Education Social Worker the school will supply:

1. A fully completed Multi Agency Referral Form
2. Up to date attendance printout
3. Copies of any letters sent to the family.
4. Minutes of attendance meeting and telephone calls.
5. Copy of the letter sent to the parents informing them of the referral.

Monitoring and review

- It is the responsibility of the governors to monitor overall attendance, and the headteacher will report attendance figures at the beginning of a new academic year for the previous year.
- The school will keep accurate attendance records on file for a minimum period of three years.
- The ESW will make regular visits to the school to monitor attendance.
- The rates of attendance will be reported in the annual governors' report. Individual pupils attendance figures will be included in annual reports to parents. The attendance policy will be included in the prospectus for all new parents.

The Headteacher and Office Administrator will be responsible for monitoring attendance in the classes, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the parent immediately. If there is a longer-term general worry about the attendance of a particular child the Headteacher will discuss this with the parents and if necessary refer to the ESW.