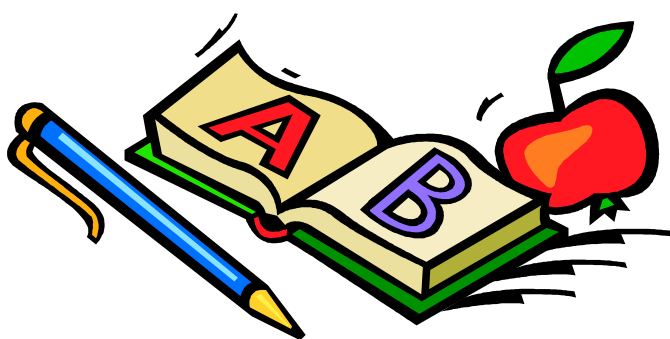


# KING INA



CHURCH OF ENGLAND ACADEMY



## Guide for parents 2016 - 2017

*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](http://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 2016.

We hope this prospectus will provide you with all the essential information you might need about our school, 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. 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. This 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 awarded.

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

*David Norton*

Headteacher

## Disabled Pupils

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 main stream environment. Although the junior site is split level, entry to all aspects has been provided for every pupil.

Disabled pupils are supported with appropriate care funded from both the County Audit System (School Action Plus) and the school's delegated budget for special needs. (School Action)

## 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. Morning session - 8.50 am – 12.00 (Infants) 12.15 pm (Juniors) with break from 11.00 to 11.15. Afternoon session – 1 pm – 3 pm (Infants) 1.15 pm - 3.15 pm (Juniors).

School lunches are taken in the school hall. Hot lunches are available and are provided free for Infant children and cost £2.45 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. Pupils may also bring packed lunches which are either eaten in the dining room, classroom or outside if the weather is suitable. Children must only be allowed to remain in classrooms at break or lunchtimes if supervised, or on medical grounds.

### The School Year -2016/2017

#### **Term 1**

1<sup>st</sup> September to 21<sup>st</sup> October

#### **Term 2**

31<sup>st</sup> October to 16<sup>th</sup> December

#### **Term 3**

3<sup>rd</sup> January to 10<sup>th</sup> February

#### **Term 4**

20<sup>th</sup> February to 31<sup>st</sup> March

#### **Term 5**

18<sup>th</sup> April to 26<sup>th</sup> May  
(May Day – 1<sup>st</sup> May)

#### **Term 6**

5<sup>th</sup> June to 24<sup>th</sup> 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 2016/17:** 1<sup>st</sup> & 2<sup>nd</sup> September, 10<sup>th</sup> February, 2017.

There will be 2 further inset days to be confirmed at a later date.

## **Absence during term time**

If your child is absent from school for any 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.

## **Holidays in term time**

### **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 the children to be in at 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 of absence on the first day by telephone call 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

## School Attendance Analysis

September 2015 – May 2016

### Infants

Group	Total No of Pupils	Authorised Absences			Unauthorised Absences		
		No of Pupils	% of Pupils	% of Sessions	No of Pupils	% of Pupils	% of Sessions
Totals	90	82	91.1	4.5	31	34.4	0.6

### Junior

Group	Total No of Pupils	Authorised Absences			Unauthorised Absences		
		No of Pupils	% of Pupils	% of Sessions	No of Pupils	% of Pupils	% of Sessions
Totals	158	145	91.8	3.1	42	26.6	0.5

# **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. It also means that we have staff members who are specifically trained and nominated as the Designated Child Protection Person with school. The persons to contact are Mr Norton, Miss Walker and Mr Feltham.

We would always hope to share any concerns we may have about your child with you at the first opportunity as we hope you do with us about your, 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.

## **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 but no resident nurse and therefore parents may be requested to collect sick children as soon as possible. Staff are not normally allowed to administer medicines or tablets of any kind to pupils.

### **Minor accidents**

Children who sustain minor injuries such as small cuts, grazes and bruises will be given first aid by a member of staff qualified to do so.

### **Other Accidents**

In the event of a child sustaining a more serious injury, first aid will be given by a member of staff qualified to do so. Medical help from the local GP's surgery may be asked for if necessary and with the consent of the parent.

### **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 at the school office.

## **Religious Education**

Morning assembly is held in the Parish Church on certain Festival days (e.g. Harvest, Christmas and Easter) and at the beginning of each term. The Junior Christmas Carol Service is held in the church during an evening 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 follows 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 pattern of homework is set out in our homework policy. Each class teacher will send home a letter each half-term outlining the topics for that period. Children are encouraged to learn basic maths (e.g. tables) and new words, practise their handwriting, spellings and read at home in line with the recent new Government initiatives. The school will keep parents informed of any requirements. Parents may wish to help teachers in the classroom, for example with reading or library work.

## **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 Classteacher and Teaching Assistants. All children have access to the whole 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.

# 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.

**Blouse/Shirt:** Royal Blue jumper with white short-sleeved polo shirt (both with the school logo - available from the school office) or White Blouse or White Shirt

**Skirts:** Kilts available from the school office, or plain Grey

**Trousers/Shorts:** Grey

**Socks:** White, dark grey or black, or Tights: Grey or Black

**Shoes:** Sensible, in black, or Sandals: Brown or White

**Dresses:** Royal Blue Gingham check

**P.E kit.** Navy blue shorts, white 'T' Shirts, plimsolls ('daps')/trainers.

**Optional School Tie:** available 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](http://www.schooltrends.co.uk)) and Tesco (<http://www.clothingattesco.com/somerset/king-in-a-academy/inv/138541>)

## Jewellery

As it is impossible for staff to be responsible for any jewellery worn by individuals, it is best 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.

## Lost property

All items should be clearly marked with the child's name, 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. Unmarked items will be retained at school for one term only.

## Money

Any cash payment must be paid in to the office by an adult, cheques can be placed in an envelope with name, class and purpose of content clearly marked on the front. Reimbursement of lost money can only be made if the envelope has been given to a teacher.

## **Other Activities & Facilities**

### **Club Activities**

Added to the work of the normal school day, clubs are held after school and at lunchtimes. Details with a parental consent slip are sent home with the children at the beginning of the school term.

Individual musical instrument tuition can be arranged on the Junior site with Mrs. A. Faulkner and Champion Music Group, and a range of instruments are offered, parents are required to pay for these lessons. The school also has a Samba after-school Club for the junior children.

### **Accelerated Reader Scheme**

The school operates the Accelerated Reader Scheme which can be accessed at home and school.

### **House System**

On entry to the school, 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.

### **School Excursions and Activities**

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 to parents.

Theatre companies visit the school each year and the children may also have the opportunity to experience talks by visiting speakers.

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.

### **Sports Fixtures – on and off site**

Details of these are sent to parents of children involved in matches with other schools, with a parental consent return slip. No pupil is allowed to take part without the permission of his/her parents.

## **Parents & Friends Association**

The school is fortunate in having a flourishing association which exists to provide a dialogue between the school, the parents and the wider community. The PFA has an important role within the life of the school, as well as its invaluable fund raising activities, and it provides social activities for the whole school community. The funds raised enable the school to provide extra resources to enrich the curriculum of the school. Elections to the Committee are held at the Annual General Meeting at the beginning of each educational year.

All parents are members of the Association and we hope that you will support the Committee, when elected, in their endeavours for the pupils of our school.

## **Further Information**

Parents who wish may have access to the following documents at the school. DfES Statutory Instruments relating to Curriculum Work Schemes/Syllabi, and latest OFSTED Report.

## **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.

# School Staff

Title	Infants Site	Junior Site
Headteacher	Mr. David Norton	
Deputy Head	Miss Hedda Walker	
Senior Teachers	Mr O Feltham	Mrs N Billenness – Lower Junior
		Mr C Tune – Upper Junior
Teachers	Mrs L Thompson	Mr B Smith
	Mrs L Ruddle	Miss R White
	Miss L Dibble	Miss P Denning
	Mr L Butt	Miss L Smith
	Mrs Fildes	Mrs L Costanza
	Ms J Stock	Mrs J Gay
HLTA	Miss K Holm*	Mrs L Langdon*
	Mrs C Lawrence*	Miss Callow*
	Mrs S Coombes*	
Business Manager		Mrs L Watts
School Secretary		Mrs J Bown
Office Manager	Miss K Pettemerides	
Finance Officer	Mrs J McArthur	
Teaching Assistants	Mrs J Chorley	
	Mrs H Childs	Mrs J Bright
	Mrs K Elliott	Mrs E Cox*
	Mrs A Schofield	Mrs L Edwards*
	Miss R Long	Ms S Huggett
	Mrs D White*	Mrs S Patten
	Mrs J Slade*	Mrs J Whitwham
		Mrs V Raybould*
		Miss M Cannon
Caretaker	Miss T Shore	Mrs V Raybould
Cleaners	Miss E Fear	Mrs S Hunt*
	Miss T Shire	Mr R Powell
		Miss A Jones
		Mrs J Pompa
Midday Supervisors	Miss T Lawrence	Mrs S Thomas
*also midday supervisors	Mrs J Brett	Mrs J Alderson
		Mrs A Perry
		Mrs M Peppard
Catering Team	Mrs T Tucker	Miss J Scott
	Mrs J Williamson	Mrs L McKellar

## 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 <sup>1</sup> 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 Jenny Bown.

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](mailto: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](http://www.education.gov.uk)  
email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0870 000 2288