



St Ursula's E-Act Academy



Parent Handbook

Contents	Pages
Principal's letter	3
Preparation for the first day at school	4
The School day	7
Term dates	10
The Curriculum	11
Communications	15
Standards	17
Useful numbers	20



Welcome to St Ursula's E-ACT Academy

At St Ursula's we are passionate about supporting and encouraging our pupils to achieve their full potential in pursuit of their individual goals and aspirations.

Our mission is to Learn together to become the best we can be, in a happy and inspiring community. St Ursula's is a special place whose staff team provide a stimulating, proactive and structured environment, where pupils are supported to become equipped with the skills required to function within a complex and ever changing world. Our culture is one of empowerment through inspirational education. There is a vibrant and creative energy here and we are proud to welcome more and more pupils to the school each year.

Parents are an important part of life at St Ursula's. We believe education is a partnership and that the more we work together, the greater the benefits for the children. There are regular meetings where parents are invited to hear what is going on and can ask questions and comment. However, if you have specific questions relating to your child/children, you are always welcome to come and see us.

I look forward to working with you and your child/children and hope that they will be happy and thrive during their time at St Ursula's.

Principal

Preparation for the first school day

Getting ready for the first day of school can seem quite overwhelming. There is so much to organise and assimilate in the weeks approaching the start of the first term. Each day can bring another thing to remember! We hope that this section will give you some clear guidelines on what to buy, what to bring and how to get your child to school feeling prepared for everything.

Things to buy - The Uniform

The St Ursula's uniform is a distinguishing feature of the school and helps to instil a sense of belonging in the children. The school requires all pupils to wear the standard uniform. All items, including footwear must be labelled.

Boys

Plain black blazer with school badge sewn onto breast pocket

Mid-grey trousers

Mid-grey shorts

Red and gold striped tie

Grey pullover with black neck trim

White collared shirt

Mid-grey or black socks

Black shoes with a back (no flashing shoes)

Plain black or red coat and/or raincoat with no logos

Other

School badge

Book bag

Girls

Plain black blazer with school badge sewn on to breast pocket

Mid-grey pinafore dress (Reception to Yr 6)

Mid-grey skirt (Yr 4 onwards)

Red and gold striped tie

Grey pullover with black neck trim or grey cardigans

White collared blouse

Mid-grey socks / tights

Black shoes (no boots and flashing shoes)

Plain black or red coat and/or raincoat with no logos

PE bag or rucksack

Girls have the option to wear a golden yellow/white striped dress, grey or white cardigan and white ankle socks as summer uniform. Summer uniform is worn from

Easter to the October half term. However, the weather is uncertain so please choose the right clothing for the weather outside.

Things to buy - The PE kit

All children have two sessions of PE each week. They need to have the following items of clothing for inside and outdoor use. The playing field is used as much as possible in good weather for sports. The school therefore recommends that, if possible parents purchase trainers, as they are better suited to outdoor sports. Again, all items including footwear must be labelled.

Sports

Plain white polo shirt

Plain black shorts (or optional skirts for the girls)

Plain black sweatshirt

Plain black jogging bottoms

Black plimsolls or black or white trainers with non-marking soles (no flashing trainers)

Reception children only

Reception children need to bring in wellies and a wet weather anorak. These should be left at school.

The only bags a child needs at St Ursula's are the book bags and the PE bag. A school rucksack is also available to purchase. No other bags are permitted at school.

Where to buy

The tie, jumper and summer dress - items specific to St Ursula's - can be purchased from Famous School Branches at 190 Henleaze Road, Bristol BS9 4NE.

The book bags and PE bags or rucksack are available to purchase from the School Office or the School Uniform Shop.

The School Uniform Shop sells school coats (red and black), raincoats (red and black), winter hats, scarves, caps and rucksacks. It also holds a variety of nearly new uniform.

It is open on the **first Wednesday of every month** from 8.40am - 9.15am and 3.00pm - 3.30pm. Alternatively requests can be emailed to shop@stursulasptfa.org.uk

Other items can be purchased from high street retailers.

What to bring - lunchtime, snacks and drinks

The children need refreshments twice during the day, at mid-morning break and lunch time.

Your child will need to bring the following on a daily basis:

Free school milk is provided until the child's fifth birthday, after which parents will be given the opportunity to buy milk through the School Milk Scheme. Details of this will be given to you during the autumn term.

If your child is having a school lunch, the lunch menu is sent out each Friday in the bulletin. It is a three-week menu, with a hot, cooked meal served every day. There is a vegetarian and a Halal option every day. There is a choice of a hot pudding and custard, yogurt, jelly or fresh fruit for dessert.

The school meals are served in the Refectory. Our caterers are very accommodating, will happily discuss all dietary requirements and are aware of children with allergies.

Children who bring a packed lunch eat in either the Refectory or in the School Hall.

Jewellery

Children are not permitted to wear jewellery. Should a pupil have pierced ears, small, gold or silver studs are acceptable. However, for health and safety reasons they should be removed or taped over for sports activities.

ParentPay

ParentPay is an online system used by parents to pay for school lunches. Instructions for registering will be sent to parents before the beginning of term.

The School day

Below is an outline of the school day.

Breakfast Club

Breakfast Club is available from 8.00am. It is held in the Refectory and its location is clearly indicated outside the front entrance of the school. Children should be taken directly to the Refectory where a member of staff will be waiting to register them. There is currently no charge or booking necessary for the Breakfast Club.

Drop-off

All children should arrive at school between 8.40am and 8.50am. Year groups have been allocated different entrances to the school to reduce congestion and to ensure that the 'drop-off' runs smoothly. There are separate entrances for Reception, Year 1-2 (KS1) and Years 3-6 (KS2) and these will be clearly marked on arrival.

The dropping off procedure is as follows:

Reception parents

Term 1	Parents bring children into the classroom
Term 2	Parents leave children at the classroom door
Term 3	Children come into class independently

Year 1, Year 2 and KS2

The Parents are asked to drop their children off at the respective entrance.

Entrances

The entrances will be clearly indicated at the beginning of term and they are listed below:

Reception	Side entrance on the left hand side of the main building, opposite the adventure playground.
Year 1	Year 1 block accessed via the Main Entrance.
Year 2	In the main building on the first floor
KS2	The side entrance to the right of the main entrance then upstairs to the top floor

Playtime & snack

Years 1-6

Morning playtime and snack takes place between 10.45am and 11.00am.

Reception

Snack is given to the children mid-morning; however there is not a specific playtime as much of their learning is through play, both indoors and outdoors.

At the end of the morning break, all classes are collected from the playground by their class teacher.

Lunch

The children are accompanied by their class teacher to the Refectory. After eating, they return to the playground to play. They are then collected from the playground by their class teacher at the end of the lunch break.

Pick-up

The school day ends at 3.30pm. Class teachers lead their children to the exit for that year and ensure a safe handover to parents/carers.

Shine after-school club

The after-school club facility is in the Sports Hall. It is run by Shine Sports and is open from 3.30pm until 6.00pm. Qualified staff offer sports coaching and art and craft sessions on a daily basis.

Shine after-school club sessions must be booked in advance using the forms provided in the School Office or online at www.shinesportscoaching.com. There are two sessions - one from 3.30pm to 4.45pm, then from 4.45pm to 6.00pm. Charging for after-school care starts promptly at 3.35pm until 6.00pm.

Children booked in for Shine after-school club are taken to the Refectory where they are collected by a member of staff from Shine. They are then taken across to the Sports Hall.

Shine Sports also runs a holiday club and information is sent out to parents with advance notice. Please be aware that the holiday club is popular and is open to children from other local schools.

Lunchtime and after-school clubs

At St Ursula's, the intention is to help your child develop their full potential in every aspect of their school life, not just academically. The extra-curricular programme aims to do just that, fostering and developing children's skills and interests. Pupils are encouraged to attend at least one after-school activity.

Teacher-led after-school clubs run from 3.30pm - 4.30pm. They are very popular with the children. These clubs are free to join and are varied. They include anything from Lego, chess, art and craft, construction and storytelling to sports, performing arts and code breaking. Lunchtime clubs include badminton and choir. We aim to provide something for every child.

At the beginning of each term, an updated list of school clubs is sent home and parents are asked to sign up via the School Office. Parents will be notified individually of the clubs their child has been allocated each term.

Fee-paying after-school clubs

Dance, fencing and Karate clubs are run by outside coaches and a charge is made for these. If you are interested in these classes, please contact the School Office and you will be given the teacher's contact details so that you can book your child in directly.

- Fencing** Fencing club is available for pupils in Years 1 to 6. This is run during the lunch break.
- Music Lessons** All pupils have a music lesson during the week. In addition, pupils may choose to have **music lessons** on an individual or small group basis with one of the peripatetic teachers. Lessons are given on the following instruments: violin, recorder, flute, clarinet, piano, guitar, trumpet, saxophone and drums. Singing lessons are also available.

Should you wish your child to have lessons on these instruments, please contact the School Office and you will be given the teacher's contact details so that you can book your child in directly. There is a charge for peripatetic music lessons and please note that **a full term's** notice is required to stop any music lesson

Safety and security at pick-up

The safety and security of your child is of paramount importance. At the end of the day children can only be collected by adults other than parents, or a nominated adult, if we have received your permission in advance. Please notify the class teacher in writing if the person collecting your child is unknown to us. Details of the person must be given and a password system used.

Please tell your child who will be picking him/her up at the end of the day. This information is obtained in the morning when taking the register, so the teacher is aware of who is collecting your child at the end of the day.

The gates of the school open at 8.00am and are locked at 9.00am. They are unlocked at 3.15pm for parents to wait for their children.

Access to school outside standard hours

Should you wish to visit the school at any time during the day, you will need to use the intercom system on the main gate and sign in at the School Office.

Getting to school

Parents are strongly encouraged to bring their children to school on foot or by bike.

Bikes

There is a bike shed on the left hand side inside the school entrance gate. Bikes and scooters can be left there during the day. The school strongly recommends that bikes are locked as they are left at the owner's risk.

Parking

Parking for the Academy is in the surrounding streets. At drop-off and pick-up times the area is very congested.

If you do have to drive, please respect the double yellow lines, the zigzag lines and local residents' driveways and avoid parking on them. The area is regularly patrolled by traffic wardens and police who will not hesitate to issue parking tickets.

Term dates

Term dates are prepared annually and can also be found on the website. Dates for 2014 to 2015 are as follows:

Autumn Term 2014 Tuesday 2nd September – Friday 19th December

Staff training day 1	Monday 1st September
Term starts	Tuesday 2 nd September
Staff training day 2	Friday 24th October
Half term break	Monday 27 th October – Friday 31 st November
Back to school	Monday 3 th November
End of term	Friday 19th December

Spring Term 2015 Tuesday 6th January – Friday 27th March

Staff training day 3	Monday 5 th January
Term starts	Tuesday 6 th January
Half term break	Monday 16 th February – Friday 20th February
Back to school	Monday 23rd February
End of term	Friday 27th March

Summer Term 2015	Monday 13th April – Monday 20th July
Term starts	Monday 13th April
May Day Bank Holiday	Monday 4 th May
Staff training day 4	Friday 22nd May
Half term break	Monday 25 th May – Friday 29 th May
Back to school	Monday 1st June
Staff training day 5	Monday 20th July
End of term	Monday 20th July

Important dates for the forthcoming term are listed in the school bulletin (every Friday). These dates include class assemblies, parents' evenings, curriculum crash days, school concerts, etc. The school endeavours to keep to these published dates; however, there may be occasions when it is necessary to change them. Should this be the case, parents are informed and changes are noted in the bulletin.

Holidays

Holidays during term time will not be authorised

The Curriculum

The foundation subjects are taught through the International Primary Curriculum (IPC). The IPC ensures full coverage of the foundation subjects. Teachers actively explore opportunities to enrich this curriculum by drawing on the children's own experience and heritage ensuring that they celebrate their culture in the process. More detail about the curriculum is given at the information evenings in June and also in the curriculum guidance that you will receive at the beginning of each term.

Reception The Reception classes follow the Early Years Foundation Stage Curriculum, which includes a large element of outdoor education.

Years 1-6 Pupils in Years 1 to 6 follow the appropriate National Curriculum programmes of study.

The different year groups at the Academy, from Reception to Year 6, can be broken down into **three key stages**:

Reception:	Foundation Stage Two
Year 1-2:	Key Stage One
Year 3-6:	Key Stage Two

Reading

Learning to read is a complete process and different children have different learning styles. We use an approach which places an early emphasis on phonics and focuses on building up children's experience of everyday language patterns and their understanding of story format.

In Reception, the books a child brings home may not contain any words, but it is vitally important to spend time with your child talking about the pictures, predicting what might happen next and asking questions about the characters.

The school follows a Phonics scheme called the 'Bug Club' which helps provide a secure foundation for reading and writing. More information about Bug Club is given later in this section. It teaches the letter sounds in an enjoyable, interactive way, and enables children to gain independence in their writing at an early age.

When the children have settled into school and their literacy skills have been assessed they are given books and appropriate key words to practise reading at home. Each child has a reading record which can be used by both parent and teacher.

Children are involved in reading activities every day. They read with an adult at the school and books are changed when the teacher feels it is appropriate. On days when a child does not read individually to an adult, he or she still takes part in other reading activities e.g. big book work, group reading activities and guided reading. All of these are of equal importance for developing the child's reading ability and for their love of books.

Numeracy

Children in Years 1-6 have a numeracy lesson every day. Teachers make lessons practical, stimulating and engaging. Pupils' activities are differentiated, meaning that each child works at a level that will help them improve.

Teachers' planning is adaptable, enabling them to revisit areas the pupils have struggled with or move on quickly when it is clear that the whole class has understood an aspect of numeracy.

The school has two online numeracy resources, 'Mathletics' and 'Espresso', both of which help to improve numeracy attainment in a stimulating way for the children.

The numeracy homework that is given relates to what the children have been learning about in their class that week.

French

French is taught from Reception through to Year 6. An interactive teaching programme called 'Tout le Monde' is used.

Information and Communications Technology (ICT)

The ICT used at St Ursula's is Apple computing. St Ursula's pupils have access to iPads from Reception through to Year 6. They are used throughout the curriculum to improve attainment.

Music

All children from Reception onwards have a class music lesson and there are a number of other opportunities for singing, instrument-playing and listening to music throughout the week. There are informal concerts and an annual concert which parents and friends are invited to attend. Christmas plays take place every year and a Carol Service is held in a local church.

Sport

At St Ursula's a considerable emphasis is placed on sport and staying healthy. The children are given the skills with which to enjoy taking part in physical activity, whether as part of a team or as individuals. Shine sports professionals deliver all PE the Sports Hall and Playing Field are fantastic facilities. PE lessons and the extensive sports programme run by Shine After School Club means that there are opportunities for sport every day.

Assembly

From Reception onwards, there is a form of assembly each day.

The theme for the week extends into classroom discussion and is reinforced afterwards within the class setting. Every year, parents are invited to attend a class assembly. It begins at 9.00am, usually lasts about 15 minutes and is followed by refreshments in the Refectory.

Homework

At St Ursula's, homework is given to all years. There are clear objectives for homework which prove very successful if followed properly.

Reception Simple, small amounts of homework are given and these centre on Phonics and Reading, including reinforcement sound work, tricky word recognition and simple reading books.

Year 1 Homework is extended to include simple spelling lists based on phonetic patterns; an appropriate number of words are given to each child according to their ability. Numeracy homework and Topic work are set on a weekly basis.

Years 2-6 Homework includes reading, grammar, topic research and numeracy.

The Department of Education recommends that the following time is spent on homework each evening:

Reception:	10-15 minutes	Year 3 & Year 4	40 minutes
Year 1 & Year 2	30 minutes	Year 5 & Year 6	1 hour

If you are unclear about anything connected with homework, please ask your child's teacher.

Bug Club

The Bug Club phonics scheme is used to provide a secure foundation for reading and writing. The scheme is interactive and encourages children to learn their letter sounds in a fun way.

Parents are given a user ID and password for the 'Bug Club' portal when they arrive at St Ursula's. This enables them to access the books their children are working on. Later there are simple games to reinforce numeric patterns. Parents are then able to work with their children encouraging excellent home/Academy links.

School trips

School trips to places of interest are undertaken to extend the children's knowledge and enjoyment of topics being covered in class. Recently these have included St Fagan's Museum of Welsh Life in Cardiff, The American Museum in Bath, Westonbirt Arboretum, Chepstow Castle, Wookey Hole Caves, Bristol Museum and Bristol Zoo.

The class teachers endeavour to take their class on at least one school trip a year and are accompanied by a number of parent volunteers who support and assist our children and teachers.

Assessment and reporting to parents

In the Early Years Foundation Stage (EYFS), children work to achieve the Early Learning Goals. Some children will move beyond these into the National Curriculum as they near the end of the Reception year. In Years 1-6, teachers assess each pupil every half term on their levels of attainment in the core subjects of English, maths and science.

When a child first arrives in Reception at St Ursula's, it is important to find out what developmental level has been attained by each child. This enables the staff to ensure that the teaching is relevant to the abilities of individual children. During the first few weeks of the autumn term, each child's understanding of early reading and mathematics will be assessed, as well as their personal, social and emotional development. Having a baseline assessment on entry ensures that their progress can be monitored as they move through the school.

Throughout the year, children's progress is assessed using the Early Years Foundation Stage Profile. This is a statutory assessment that helps to monitor achievement against the early learning goals.

The Academy's Special Educational Needs (SEN) coordinator will liaise with class teachers if pupils are not making the expected progress. Parents will then be contacted and an action plan will be put in place.

Reports

Reports are sent to parents as follows:

Interim: December March

Full report: July

Individual children's targets are shared with parents.

There are two parents' evenings where all parents can meet with their child's class teacher to discuss progress.

Communications

Regular and effective communication with parents is vitally important. Close links with parents are valued as a way of creating an effective partnership between home and school. There are various forms of communication with parents, including:

Daily message books/reading records

Weekly bulletins

Three reports

Two parents' evenings

Termly Curriculum letters

PTFA meetings

Invitations to special events, concerts and celebrations

Academy website

Email is used as the main form of written communication for letters and other documents. As such, it is vital that the School Office is informed if your contact details change.

In the event of an emergency, for example, school closure, all parents will be notified immediately by email. A message will also be placed on the school website.

Parents are invited to a class assembly every term followed by refreshments. This is an excellent opportunity to meet other parents from your child's class.

In June, parents are invited to meet the teacher for the next academic year.

Never be afraid to ask

If you have any concerns regarding your child at the Academy, your first point of contact is your class teacher. If you subsequently need to take your concerns further, please make an appointment to see the Principal, via the School Office.

Teacher availability

In Reception, parents may frequently have short queries or need to pass on a brief message to the teacher. The Early Years staff are always available after school hours to answer these queries. However, if you would like to talk more privately, or at greater length, please make an appointment with them.

Teachers in Years 1 to 6 are available to meet with parents after school and an appointment can be made through Jane McKimm in the School Office. Remember, if you have a query or concern, please do not hesitate to ask any member of staff. We are all here to help your child make the very best of their time at school.

PTFA

The Academy has a thriving Parent, Teacher and Friends Association (PTFA). The association organises events and raises money during the school year for additional equipment required by the school. In the past the PTFA have contributed to furnishings for the library, equipment for the after-school clubs, classroom equipment such as visualisers and 'refurbishing' the playground. By getting involved, parents will help make their child's school as good as possible through events organising and raising money during the school year.

It is a good way to meet other parents from all years and to get involved in school life. Any amount of time that can be given is well spent and is much appreciated.

The events programme is a mix of large and small events, some of which are aimed at parents and some of which are run for the benefit of the children. The events include fireworks, a Christmas Fayre, an Easter event and a summer Fayre.

An AGM is held in October at which Committee positions and Class Reps are elected for the year. Details of these are sent out in the school bulletin in September. All parents are welcome to attend the PTFA meetings and dates and times are posted in the weekly bulletin.

The PTFA also runs the School Uniform Shop, which is managed by parent volunteers.

Standards

St Ursula's has a positive approach to discipline in all areas of school life, in which praise and reward are the main strategies for providing maximum learning and promoting good behaviour. The school ensures consistency of care and a secure environment for all children to thrive in, with established standards of behaviour that motivate all to learn academically and socially.

The school believes that treating all pupils with respect, being fair and being seen to be fair, as well as having clear expectations of pupils, creates a positive community that strives to exceed the school aims.

School rules

Always follow directions

Respect children, adults and their property.

Allow others to learn

Playground rules

The Golden Rules apply in the playground, although additional guidelines are given to the children to encourage safe and thoughtful play. These are:

Play safely

Be considerate to others

Share equipment

Use the areas of the playground properly

Tell an adult if you have a problem

Listen to adults and follow instructions

Look after equipment and clothing

Reward systems

St Ursula's uses a variety of reward systems giving children alternative ways in which they can be rewarded for good behaviour.

House points. House points are given out in a variety of ways throughout the week and in assembly each week the winning house is announced. A cup is awarded for the winning house at the end of term.

Years 1-6. In Years 1-6 the school operates a behaviour 'traffic light' system. All pupils begin the day on green. If they display more than one example of poor behaviour then their name is moved to the amber card. Good behaviour allows them to move back to the green card. Continued poor behaviour will mean that a pupil on amber will move onto red and this will result in a loss of the pupil's playtime.

Manners

Good manners and respectful behaviour is encouraged throughout the school. This is observed in general behaviour, in classrooms, during lunch breaks, in the wider environment and in their interactions with their peers and with adults.

Complaints policy

St Ursula's prides itself on the quality of the teaching and pastoral care provided to its pupils. However, if a parent has a complaint, he/she can expect it to be treated by the Academy in accordance with the complaints policy, a copy of which is available to view on our website.

Criticism of professional or personal behaviour is an extremely sensitive matter which needs to be handled with discretion. Nevertheless the Academy will regard any such allegation as extremely serious.

Sickness and absence

If your child is absent from school, please contact Jane McKimm in the School Office before 9am on each day of your child's absence on 0117 962 2616, or leave a message on her voicemail.

Non-emergency doctor or dental appointments should be made outside school hours. Should an appointment be required during the school day, please fill in an absence form, which is available from the School Office, or email Jane McKimm via jane.mckimm@stursulase-actacademy.org.uk

If a child has had an upset stomach with sickness and/or diarrhoea, please keep your child away from school for at least 48 hours after the last episode has passed.

Should prescribed medicine need to be administered to a child, the school requires a consent and authorisation form to be completed that provides written instructions signed by a parent/guardian. These forms are available from the School Office.

If a child requires an inhaler at any time, or may be liable to an anaphylactic reaction, the appropriate in-date medication **must** be given to Jane McKimm with full written instructions for its use. Two inhalers/epi-pens are required - one for the School Office and one for the classroom.

Please ensure that the School Office has all your **up-to-date** telephone contact numbers in case of sickness or accidents during the school day. Please notify the School Office if your phone numbers, your address, or your email changes.

Accidents

If your child has an accident at school the Academy will follow these procedures:

- Minor injuries will be dealt with at school and you will receive an accident report.
- Minor head injuries will be dealt with by the school and a courtesy call will be made to the parent.
- For head injuries or accidents requiring hospitalisation, an ambulance will be called and parents notified immediately.

School closure

For unexpected school closures an email will be sent to all parents and a notice will be put on the website. BBC Radio Bristol and Heart FM radio stations will be contacted.

Photographs

Individual pupil photos are taken in the autumn term and class photographs in the summer term.

Photographs are often taken to record events at school. Parents are asked to sign a form giving consent or non-consent for photographs to be used for promotional purposes. Children whose images do appear will not be named.

Lost items

Lost property can be found outside the PTFA room and is accessible at any time within school hours. At the end of each term, any uncollected, unnamed items are disposed of due to lack of storage space.

Birthdays

Some children like to share special times with their friends. Birthday cake or fruit can be brought to school to celebrate special occasions. Please be aware that there is a 'nut free' policy at the Academy.

Bringing items to school

Toys are not allowed at school unless the children are specifically asked to bring them in.

Many classes have 'show and tell' days when small items that are relevant to the class topic can be brought in 'to show'. Larger items that the children wish to show their class must be arranged with the class teacher, e.g. larger toys that have a definite connection to the children's current topic.

Useful numbers

St Ursula's E-Act Academy

Telephone number: 0117 962 2616
Fax number: 0117 962 2616
Address: Brecon Road, Westbury-on-Trym,
Bristol BS9 4DT
School Office email: jane.mckimm@stursulase-actacademy.org.uk

Shine Sports

Telephone number: 07746773312 (mobile)
Email: shineasc@hotmail.co.uk

Inspection

The Academy is subject to Ofsted inspections. St Ursula's was inspected by Ofsted in January 2013. The Ofsted report and the action plan are available on the website.