



Parent Handbook September 2016



I'm delighted to welcome your child as a pupil at Isaac Newton Academy Primary. We believe that every one of our pupils has the potential to excel and our aim is to help them to do so. That will require hard work from pupils and staff but our aim is to ensure that every pupil enjoys themselves and has a great deal of fun at Isaac Newton as well as becoming a high achiever academically and socially.

The purpose of the handbook is to outline some of the daily school routines that will ensure we have the smoothest running, most efficient, and consequently happiest school possible.

In enabling young people to achieve their best you, their parents & carers, will be our most important partners. I hope this handbook will answer some of your questions about how the school runs and about how your child can get the best out of their time with us. I hope also that you will not hesitate to get in touch with me or your child's teachers if you have any concerns you would like to discuss with us.

With best wishes for the coming year,

Ms Tam Broadway
Head of Primary

Our Core Purpose

At Isaac Newton Academy our aim is to equip every child with the knowledge, learning power and character necessary for success at university and beyond.

Our vision is for every child at Isaac Newton Academy Primary to fulfil his or her potential. We will do everything possible to ensure that every child achieves year level expectations and above, every year. We won't accept excuses and we won't make any either. We take responsibility for nurturing and developing the personal qualities of every child and will emphasise the importance of exemplary behaviour.

We provide our staff with the tools and support to instil a strong learning culture in their classrooms. Our team of dedicated teachers is committed to all our children's success.

We believe that children whose parents are involved and interested in their learning do well. We involve parents and carers in their children's learning and encourage them to be active members of the school community. Parent communication is organised to encourage wide participation and honest conversation. We expect all parents to support their children's educational aspirations and achievements.

What do Ark Schools stand for?

- High expectations
- Exemplary behaviour
- Excellent teaching
- More time for learning
- Depth before breadth
- Every child known

All children need a firm mastery of English and Mathematics as early as possible. Our first priority is to build a secure foundation in literacy and numeracy as the basis for all other learning. The children are taught to read, write and work with numbers fluently and confidently. Where pupils need additional support it is provided, to ensure that every child reaches and exceeds nationally expected standards.

Each half term the children work around a particular topic. A parent information sheet is sent home at the beginning of every half term with information on how parent & carers can support at home

To achieve our goals, we need to extend learning time. Our pupils benefit from a slightly longer school day. We start at 8.45am and end the day at 3.45pm. Additionally every child is expected to participate in one enrichment activity after school each week, these run from 4.00 – 5.00pm.

The Reception School Day

8.25 The gate is opened by the staff

8.45 Pupils line up in the courtyard area

8.45 Registration (including Self Registration)

9.00 Maths Meeting (Assembly time on Mondays and Fridays)

9.15 Literacy Lesson

10.00 Morning Break

10.15 Phonics

11.00 Fruit, Daily 'Talk Time'

11.15 Maths Mastery

12.0 Lunchtime

1.00 – 1.30 Handwriting & Guided Reading

1.30 – 3.25 Lessons including Topics and Themed Learning eg. Music, PE, RE, Drama, Independent Learning Time)

3.25 – 3.40 Story Time

3.45 – Home Time

School closes early every Tuesday at 3.00pm and no enrichment clubs run on this day.

Arrival to School

The main gate opens at 8.25am and all pupils are expected to arrive via this entrance each morning. Parents are welcome to come in to the playground and wait with their child until the whistle is blown at 8.45am, signalling the time for all pupils to line up outside their classroom.

The children are then met by their class teacher, who will lead the class into the classroom.

Pupils who arrive after 8.45am when the gate is shut, will need to go to the main office reception to sign in as late. Parents will be asked to write the reason for their child's late arrival.

The End of the School Day

The children are dismissed at 3.45pm (3.00pm on Tuesdays). The main gate will open to allow parents & carers in to the playground to collect their child.

If a child has to leave school during the day it is vital that the School Office is informed at the time so that we are aware of where all our children are in case of an emergency.

At the end of the day, parents/carers of children should collect their child from the classroom at 3.45pm. Any children remaining on the premises will be taken to the office where they can be collected by parents/carers.

Parents/carers collecting their children after 4.00pm or 3.15pm (Tuesday only) will be asked to sign the 'Late Collection' book, held by the member of staff on duty. The Head of Primary will check this book every half-term and will invite parents/carers who are regularly late to collect their children to a meeting to discuss how we might help to reduce these incidents.

If any parent/carer knows that they will be late collecting their child, we would be grateful if they could inform the School Office as early as possible, so as to avoid any unnecessary concern for the child.

A child may only be taken from school by an adult known to us. It is the parent's responsibility to ensure that the school is introduced to anyone who may collect the child ahead of time. The safety of our children is paramount, so any changes to their pick-up arrangement must be reported in advance.

Breakfast Club and After School Club

We are committed to providing before and after school care for any pupil who attends Isaac Newton Academy Primary. Breakfast Club will start at 7.45am through to the start of school day at 8.45am and costs £2.50 per day.

Our After School provision will start at the end of the school day at 3.45pm (3.00pm Tuesday only) and continue through to 6.00pm. The cost is £5.50 per hour; this includes a light snack.

All bookings can be made via Wisepay and prepayment is essential.

Absence

If a pupil is unable to attend school due to illness or other circumstances, parents/carers should contact the School Office before 8.15am for every day of the child's absence. If the academy has not heard from you by 9am, we will contact you directly. The school must report any unauthorised or continued absences to the Educational Welfare Service, who will then contact the family to discuss the reasons for the absences.

If a pupil is likely to be absent from school for a long period of time due to illness, parents should speak to the school to explain the situation. The academy will be happy to discuss any support needed to ensure they keep up to date with what is taking place in school.

Holidays

No child will be permitted to take a holiday during term time. However, it is acknowledged that there may be special circumstances where a parent feels that their child needs to be taken out of school. In these circumstances, parents should write to the Headteacher, requesting absence, clearly stating the reasons for the proposed absence. The Headteacher will then consider the circumstance and write in response. Where the decision is taken to refuse permission, the absence will remain unauthorised should the parent ignore this. In addition, there is risk that the school, through consultation with Redbridge Council, will issue a penalty fine. Appointments for doctors, dentists, opticians etc., should be made out of school hours wherever possible and medical evidence provided of any appointments made.

Holidays should only be booked outside of the school term dates.

Medicines

Members of staff are permitted to administer medicine with written authorisation from a parent/carer. All inhalers and epi-pens should be labelled with your child's name and class name and a second inhaler/epi-pen kept in the School Office as an emergency back-up. If a child is on medication, parents/carers are asked to see the school administrator and complete a disclaimer giving a nominated person permission to administer the medicine.

Uniform

Our uniform policy reflects our values and reinforces our academy's culture of high expectations and academic achievement. All pupils must dress according to the Uniform Policy. By wearing the full school uniform, students at INA demonstrate visually that they belong to the school community. Their uniform is a symbol of equality, identity and allegiance to the institution, its aims and vision. Smartness and high standards of appearance are expected at all times.

Girls	Boys
Blazer* : Light Grey with INA Green Trim, academy logo on front left chest (Optional for Reception, compulsory for Year 1 – Year 6)	Blazer* : Light Grey with INA Green Trim, academy logo on front left chest* (Optional for Reception, compulsory for Year 1 – Year 6)
Skirt or Trousers : Grey	Trousers : Grey Shorts (summer term only) : Grey
Jumper, Tank Top or Cardigan* : Grey with INA green trim)	Jumper, Tank Top or Cardigan* : Grey with INA green trim
Shirt : Plain white with a collar. Long or short sleeve. Tucked in at all times and top button done up.	Shirt : Plain white with a collar. Long or short sleeve. Tucked in at all times and top button done up.
Tights or Socks : Grey or White	Socks : Black, Grey or White
School Tie* : Elasticated, 3 repeating stripes – green, grey and silver £3.00	School Tie* : Elasticated, 3 repeating stripes – green, grey and silver
Shoes : Black (NO TRAINERS)	Shoes : Black (NO TRAINERS)
Black Coat	Black Coat

PE Kit Girls & Boys	Additional Items
Sweatshirt* : Purple with INA embroidered logo on front left chest	Book Bag* – Purple with embroidered INA logo, carrying handle and adjustable shoulder strap
Jogging Bottoms* : Purple to match with sweatshirt	Winter Hat -INA green with two-tone pom pom (optional)
Polo Shirt* : White cotton with purple stripe trim on collar and cuffs with embroidered INA logo	PE Kit Bag
Shorts* : Purple with shadow stripe design, elasticated waist with drawstring	Ruck Sack – Purple with embroidered INA logo
Footwear : Appropriate footwear is essential for PE lessons. Black trainers can be worn for outdoor sessions and black plimsolls or bare feet for gymnastics or indoor lessons.	

It is very important that all items of clothing should be clearly labelled with the student's full name.

Family Dining

At Isaac Newton Academy we believe we have a role to play in educating students in healthy eating to support learning and ensuring a balanced diet. We aim to support students in making sensible food choices from within a range of healthy options. We aim to introduce students to fresh and sometimes new ingredients and recipes. We respect students' cultural, religious and moral dietary requirements.

Lunch is freshly cooked on site every day to provide every child with a healthy, balanced meal. Lunchtime is a really important part of the school day which gives our staff and children an invaluable opportunity to share, talk and listen to each other's experiences. For this reason, every child is expected to eat in school each day; pupils will not be allowed out at lunchtime. Every child in Reception, Year 1 and Year 2 is entitled to a free meal every day.

Lunch is served in a formal family dining manner with children sitting in groups. The children will not queue for food, but instead communal dishes are placed on their table. It is expected that the pupils will become increasingly independent and serve themselves and others as they progress through the primary academy.

Break Times

We believe in encouraging the children to eat healthily. A daily piece of fruit and milk is free to every child in Reception.

Every child is expected to have a plastic water bottle from which they will be encouraged to drink water throughout the day. A number of children have allergies to various different food types; it is therefore important that the children do not bring their own food on to the academy site. Everything that your child needs will be provided for them.

The Early Years Curriculum

We provide a broad and balanced curriculum which develops the individual child. In addition, we are committed to providing significant opportunities for pupils to master literacy and numeracy skills. The children in Reception work towards and are assessed every half term against 17 Early Learning Goals in the following key areas:

- Personal, social and emotional development
- Communication, language and literacy
- Problem solving, reasoning and numeracy
- Knowledge and understanding of the world
- Creative development
- Physical development

A report is sent to parents & carers at the end of every term informing you of your child's progress and attainment. This is followed by a Parent Progress Meeting with your child's class teachers.

Home/ Independent Learning

Home / Independent Learning tasks provide an opportunity for children to consolidate their skills, knowledge and concepts at home. They are also an opportunity for you to support, if necessary, and get involved with your child's learning.

Each week the children are given the following:

Reading

- A guided reading book
- A home reading diary

Parents must sign and date the reading, to show that their child has read the book to them or that they have read the book to their child. Parents can also record any comments for their child's teacher on the reading diary. Teachers check the reading diary weekly.

Phonics

Children are to be encouraged to practise their phonic sounds and words as often as possible

Maths

Weekly maths work is provided to support your child with their current learning.

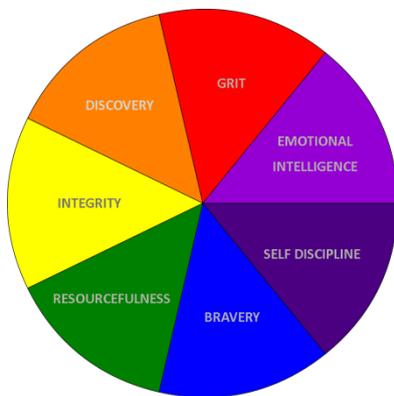
BRIDGES in the Primary Phase

“We build too many walls and not enough bridges.” Isaac Newton

BRIDGES are habits of mind or learning characteristics that develop a pupil's character and learning power and enable him/her to grow into a well-rounded individual and resilient learner.

There are seven BRIDGES habits that we will be working on, which will rotate on a weekly cycle throughout the year. The BRIDGES habit of the week will always be introduced at the beginning of the week during the Monday assembly and reinforced throughout the week across the curriculum. Each class teacher will award a certificate to a pupil that they feel has demonstrated the BRIDGES focus for the week.

Each week we will update you via the Primary Newsletter on the BRIDGES habit that will be introduced in the coming week and offer some top tips on how to reinforce the habit at home too. Please also refer to the Primary BRIDGES wheel below.



BRIDGES Dispositions and Characteristics

B = Bravery

R = Resourcefulness

I = Integrity

D = Discovery

G = Grit

E = Emotional Intelligence

S = Self Discipline

