

ADMISSIONS

A School Year runs from **1st September** to the following **31st August**.
This school admits children on an annual basis.

If your child was born between **1st September 2012 and 31st August 2013** he/she can start at our school in **SEPTEMBER 2017**

If your child was born between **1st September 2013 and 31st August 2014** he/she can start at our school in **SEPTEMBER 2018**

Parents who are interested in sending their children to this school are invited to contact the Headteacher, Mrs Laura Suffield. A visit can be arranged together with a tour of the school. There will also be an opportunity to meet staff and pupils, ask questions and discuss admission procedures. Likewise, parents are invited to an evening with the Headteacher and some of the staff when we provide an insight into the early days of your child's time in our Foundation Stage at Chestnut Street.

SCHOOL CLOTHING

We ask for your co-operation in maintaining a suitable standard of clothing and footwear for school. Jeans, football shirts, or casual clothing are not considered acceptable. No jewellery, other than ear-studs, health information bracelets or adornments for religious reasons, may be worn.

Ear studs should either be removed or taped over for PE and sports sessions. Pupils wearing studs need to be capable of dealing with the situation themselves. Alternatively, they should not wear studs to school on PE/sports days or come to school with them taped over.

The school's official uniform is as follows :-

Red sweatshirt with school logo.

White shirt or blouse or red or white polo shirt**

Grey or black trousers/skirt/tunic

Sensible footwear (*preferably black indoor shoes - trainers are only worn for PE sessions*)

(There is no objection to girls wearing trousers in winter months or to anyone wearing long shorts and T shirts in the summer providing the school's colour scheme is adhered to.)

Children are encouraged to bring hats to school to wear outside during the summer.

*** These items can be purchased through the school, Uniform Direct Lincoln on 01522 510016 or www.uniform-direct.com or from Tesco's www.schooloffice.co.uk/120693 by using this link or from Sleaford Clothing opposite the Market Place

Uniform can also be purchased from The Friends of the School at our Uniform Shop via the School Office. Book bags/back packs and other items are also available.

SCHOOL GOVERNING BODY

Mrs D Summers - Chair of Governors

Mrs L Suffield - Headteacher

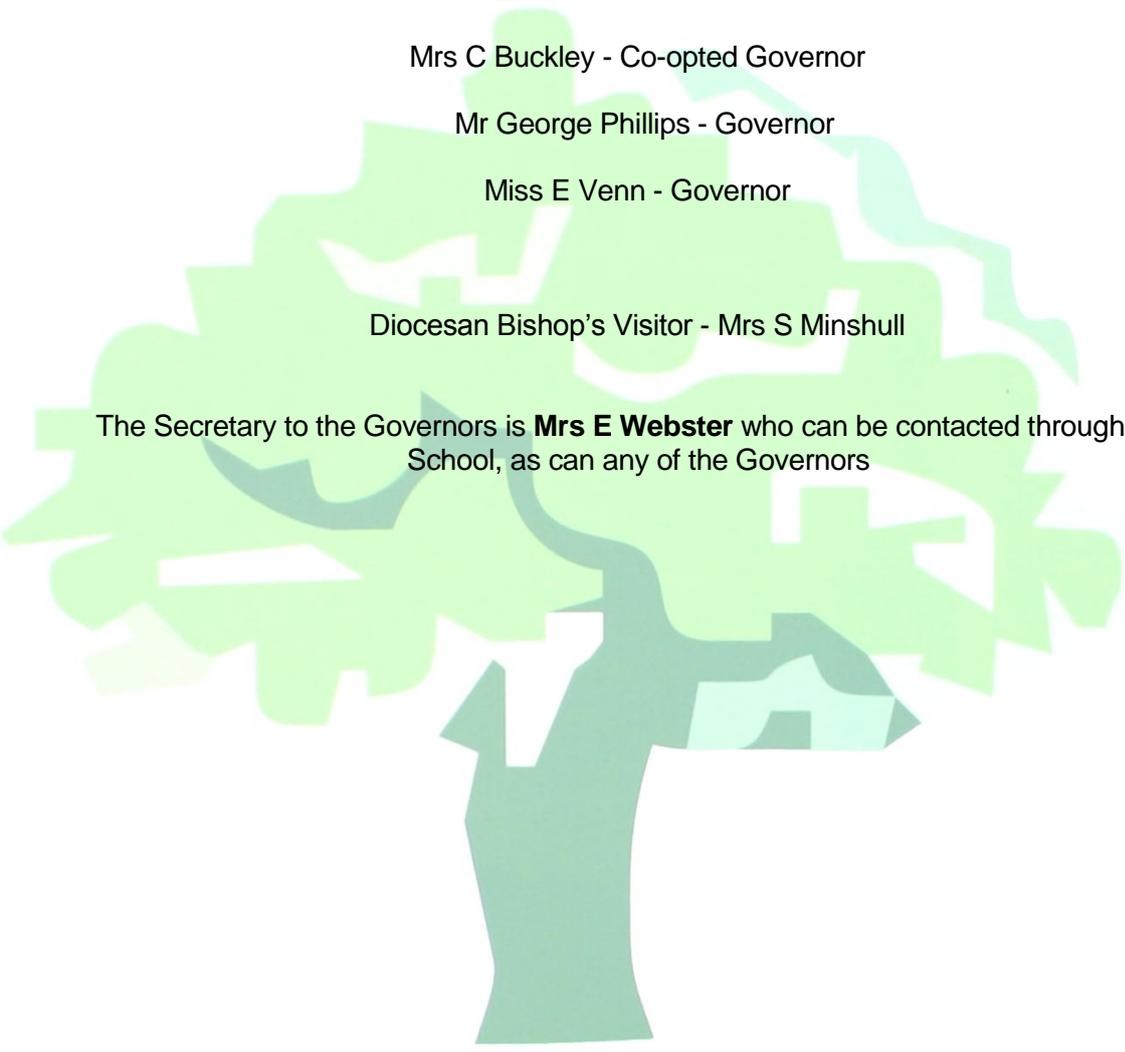
Mrs C Buckley - Co-opted Governor

Mr George Phillips - Governor

Miss E Venn - Governor

Diocesan Bishop's Visitor - Mrs S Minshull

The Secretary to the Governors is **Mrs E Webster** who can be contacted through the School, as can any of the Governors



PERSONNEL

Teaching Staff

Mrs L Suffield	Head teacher
Mrs C Buckley	Deputy Headteacher, Upper School Leader
Mrs L Cook	Class Teacher - Lower School & Inclusion Leader
Miss A Antoniadou	Class Teacher
Mr D Baguley	Class Teacher
Mrs C Bailie	Class Teacher
Mrs J Courtney	Class Teacher
Mrs S Crook	Class Teacher
Mrs S Darling	Class teacher
Miss N Litowczyk	Class Teacher
Mrs L Maddick	Class Teacher
Miss E Edwards	Class Teacher
Mrs N Ring	Class Teacher
Miss C Smith	Class Teacher
Mrs N Walton	Class Teacher
Miss J Stephenson	Class Teacher
Miss S Fogg	Qualified Teacher for hearing Impaired Children
Mrs D Gregory-Jones	Qualified Teacher for Hearing Impaired Children

Support Staff

Mrs D Dickinson	School Administrator
Mrs E Webster	Administrative Assistant/Secretary Govs
Mrs J Phillips	Finance Assistant
Mrs P Fry	Child and Family Support Worker
Mrs D Blyton	Teaching Assistant
Mrs D Bigland	Teaching Assistant
Miss E Parker	Teaching Assistant
Mrs D Fisher	Teaching Assistant
Mrs L Green	Teaching Assistant
Mrs R Handford	Teaching Assistant
Mrs L Harmison-Hawkins	Teaching Assistant
Mrs K Jeffery	Teaching Assistant
Mrs D Keay	Teaching Assistant/Midday Meals Supervisor
Mrs S Mansi	Teaching Assistant
Mrs C Moore	Teaching Assistant
Mrs D Oglesby	Teaching & Learning Assistant
Mrs S Wilson	Teaching Assistant
Mrs C Budge	SEN Teaching Assistant for Hearing Impaired
Mrs J Harvey	SEN Teaching Assistant for Hearing Impaired
Miss L Hulme	SEN Teaching Assistant for Hearing Impaired
Miss S Lawson	SEN Teaching Assistant for Hearing Impaired
Mrs K Dunn	Midday Meals Supervisor
Mrs D Else	Midday Meals Supervisor/Before School Club Leader
Mrs M Fixter	Midday Meals Supervisor/Cleaner
Mrs M Henry	Lunchtime First Aider/ /Before School Club Leader
Mrs J Osborne	Midday Meals Supervisor
Mrs J Simner	Midday Meals Supervisor
Mr B Short	Caretaker
Miss F Jones	Cleaner
Mrs T Skinner	Cleaner

SCHOOL GROUPINGS ORGANISATION – 2016/17

The school is divided into single-aged classes as follows :-

Year Group	Class and Teacher
Pre-Reception	Little Conkers: Mrs Courtney
Reception	Chestnut: Mrs Cook
Year 1	Willow: Mrs Darling
Year 1/2	Elm: Mrs Maddick
Year 2	Lime: Miss Litowczyk
Year 3	3B: Mr Baguley
Year 4	4A: Miss Antondiadou
Year 5	5P: Miss Edwards
Year 6	6S: Miss Smith 6C: Mrs Crook



DATES AND TIMES

Throughout the school year, letters are sent home to parents informing them of various events and activities. Information is sent via email if an e-mail address has been provided or a hard copy if this is not possible.

SCHOOL TIMES:

Morning Session: Key Stage 1 8:50am –12.00pm
Key Stage 2 (Y3-6) 8:50am - 12.00pm

Afternoon Session: Key Stage 1 1.00pm -3:15pm
Key Stage 2 1:00pm – 3:30pm

The hours spent on teaching during a school week at Chestnut Street excluding daily collective worship, registration and breaks are:

KSI	22 hours	KS2	24 hours
The government's recommended hours are:			
KSI	21 hours	KS2	23.5 hours

Term Dates for the Academic Year 2016/17 (Lincolnshire operates a six term academic year)

		2016	
Term One:	Monday 5 September	-	Friday 21 October
Term Two:	Tuesday 1 November	-	Tuesday 20 December
		2017	
Term Three:	Wednesday 4 January	-	Friday 10 February
Term Four:	Monday 20 February	-	Friday 31 March
		BANK HOLIDAY – MONDAY 1 MAY	
Term Five:	Tuesday 18 April	-	Friday 26 May
Term Six:	Monday 5 June	-	Wednesday 19 July

TERM DATES FOR THE ACADEMIC YEAR 2017/18

		2017	
Term One:	Tuesday 5 September	-	Friday 20 October
Term Two:	Tuesday 31 October	-	Tuesday 19 December
		2018	
Term Three:	Wednesday 3 January	-	Friday 9 February
Term Four:	Monday 19 February	-	Wednesday 28 March
Term Five:	Tuesday 16 April	-	Friday 25 May
		BANK HOLIDAY – MONDAY 7 MAY	
Term: Six	Monday 4 June	-	Wednesday 20 July



Chestnut Street Academy Enhanced Resource Provision for Hearing Impaired Children

Chestnut Street Academy welcomes its new Enhanced Resource Provision for hearing impaired children. We specifically cater for the needs of hearing impaired children as an integral part of the mainstream school. Our aims are to provide support from a range of specialist staff to ensure the needs of the hearing impaired pupils are fully met within the daily life of the school.

The culture and ethos of the school promotes the inclusion and achievement of hearing impaired children and this is fully reflected in the school's policies and plans.

Mission statement for the Enhanced Resource Provision

We believe every hearing impaired child is an individual and we aim to differentiate our teaching, the support and methods of communication according to their needs so that they can:

- Become confident communicators
- Achieve their full potential at home and in school
- Make good academic progress
- Extend their use of English as much as is possible
- Achieve a positive self identity and build confidence
- Partnership with SESS.

The Enhanced Resource Provision involves a partnership with the Sensory Education and Support Service [SESS] who provide Qualified Teachers of the Hearing Impaired* [QTHIs]. This enables access to a variety of staff that can provide support for children with a severe or profound hearing loss, with a range of needs including aural and signed communication.

Staffing.

The Provision's staffing ration is on average one Specialist Teacher of the Hearing Impaired to 6 hearing impaired children[depending on need of the children], and specialist teaching assistants are employed for individual children according to their specialist needs outlined in their Statement. Chestnut Street Academy is a unique school with a commitment from all staff and children to work closely together in promoting an inclusive environment for both hearing and hearing impaired children.

Communication Policy.

The Provision has an approach to language learning which is individually tailored to the child's needs. Hearing impaired children learn language through meaningful intervention in the same way as their hearing peers although often at a later stage. Some children may need more specific language programmes to target individual difficulties. Some Hearing impaired children will use sign language as part of a Total Communication (TC) or British Sign Language (BSL) approach. Where this approach is appropriate for the child it will be specified in the child's Statement of Special Educational Needs.

Links with other services.

The teachers of the hearing impaired maintain positive relationships with other services such as audiology, speech and language therapy, educational psychologists, cochlear implant centres and SILCs to ensure that hearing impaired children receive the holistic support required to meet their needs and help them progress. Chestnut Street Academy has an improved acoustic environment in most areas of the school and audiology training for all staff is offered as part of hearing impaired awareness staff meetings.

Admissions arrangements.

Admission into our Reception Unit in September is the responsibility of the Local Authority (LA). Online applications can be completed usually around November and you will receive notification of places March/April. During other times of the year pupils may be admitted by contacting the school office and in consultation with the Head Teacher, subject to the schools ability to meet the needs of the child and the availability of places.

All pupils in the Enhanced Provision have a statement of Special Educational Needs and generally have a delay in language development.

[*Qualified Teachers of the Hearing Impaired are required to have a diploma of Hearing Impairment and at least level 2 in British Sign Language.]



PHYSICAL EDUCATION

The school aims to promote a fair attitude to sporting activities with enjoyable participation being a key element. We aim to implement the government's recommendation of 2 hours PE a week. Team attitudes and sporting skills are developed in the PE curriculum and fostered through the organisation of extra-curricular sporting activities, after school clubs and participation in local sporting events and leagues. We have had considerable success in these tournaments in recent years.

Each summer, we hold sports days on the school field; these take the format of a traditional competitive sports day with a programme of races for KS2 and activities for KS1.

Indoor P.E. Kit (Stored in a draw string bag)

P.E. Shorts - plain black, red or white

White T shirt

Plimsolls (**NOT trainers**) NB Slip on plimsolls are easier for young pupils.

Outdoor PE Kit

T-shirt or football shirt

Shorts or gym skirt

Outdoor sports shoes or/trainers/plimsolls

Tracksuit (not essential) ***

Pupils are allowed to wear track suits for outdoor sports in winter months but these are not to be worn in school during other school lessons.

Please make sure that all clothing is clearly marked with your child's name and that PE kit is kept in a suitable bag.

A wide range of sports activities and competitions are offered through the use of Sports Premium, and in conjunction with Carre's Sports Outreach Programme.

COMPLAINTS

Any complaints related to the education or wellbeing of your child in school should be directed initially towards the class teacher, as many issues or concerns can be resolved swiftly at this point. If the class teacher is unable to resolve the matter you can then speak to the Key Stage Leader. If you remain unhappy with the response you should contact the Deputy Headteacher. If after this you still remain dissatisfied you then have the option of contacting the Headteacher either verbally or in writing.

If you are not satisfied with the response given by the Headteacher, you are advised to put your complaint, in writing, to the Chair of Governors.

LUNCHES AND FOOD IN SCHOOL

Hot school meals are provided at Chestnut Street, by “The Farm Kitchen” and children place orders from a varied and imaginative menu each week. Meals can be ordered on line at www.thefarmkitchen.com The meals are currently £2.50 a day. Children may bring a packed lunch to school in a suitable container. Drinks should be in an unbreakable container. Water is provided for children not bringing a drink.

Please do not send hot drinks as part of your child's packed lunch.

Children in Foundation stage, Year 1 and Year 2 are entitled to a free lunch and parents must order this online at the above address.

Full midday supervision is provided for children eating lunch at school. At present, all children eat their lunch at school but, if you would like your child to come out of school at lunch time on any occasion, please let us know.

Sweets are not encouraged in school at any time, for obvious health reasons. A break time snack is quite acceptable but in order to promote a healthy attitude, crisps, biscuits, sweets or other similar packet snacks are not allowed at morning break; additionally, nuts are not allowed. Alternatively you may send your child with money to buy, fruit bags, yoghurt, cereal bars, and soren bread from the school's Healthy Tuck Shop at between 30p and 50p per item.

The school has been awarded Healthy Schools' status and as part of this initiative children are provided with their own water bottle to ensure they have access to water in the classroom. Children should take their bottles home each night for cleaning. Replacement bottles and tops are available to order from the school office.

If a child forgets his/her lunch, we normally try to contact parents. If this is not possible then food is purchased for the child and a charge made.

If you think you qualify for free school meals because you receive Income Support or Family Credit benefits please contact the school office. Free school meals are freshly prepared each day as part of the hot meals provision.

SICKNESS, MEDICINES AND ABSENCES

If your child is absent from school, please contact us as soon as you can. For safety reasons, we operate a thorough absence monitoring procedure, so early notification is crucial.

If your child is ill during the school day, we make every effort to contact parents or the named emergency persons.

If we consider qualified medical treatment is necessary, then a doctor is contacted with parents being notified as soon as possible. We have a lunchtime first aider and a well equipped medical room so your child will be in a very safe position in the event of injury or illness. All reported incidents requiring First Aid are logged in a specific First Aid book.

Children suffering from an infectious disease or illness should not be in school until fully recovered. Your doctor will normally advise you when your child should return to school after an illness but, if in doubt, please contact us and we will refer to the NHS Guide for recommended exclusion periods.

Children suffering from conditions requiring antibiotics **should contact the school office regarding treatment and medication.**

School staff permitted to give any form of medicine includes the Head and the School Leadership Team, with prior arrangement, or certain designated staff supporting specific pupils with medical conditions. In such cases where a designated staff member administers medication, parents are required to complete a consent form for this purpose, and a care plan is drawn up in school.

If an occasion arises where a child needs to be given medicine, parents are welcome to come into school and administer the dosage personally.

Exceptions are in the case of chronic illnesses such as asthma and hay fever when medicine may be stored in school. Such medicines must be prescribed by a registered Medical Practitioner and clearly labelled with the child's name and dosage instructions. A log of the administration of medicines is kept. All medication **must** be signed in at the school office.

Inhalers are kept in the classroom and children have access to them at all times.

All medicines which require administering during the school day **MUST** be prescribed by a doctor and **MUST** be signed in at the office.

Personal Property on School Premises

Pupils are responsible for the security of their personal possessions, and are not encouraged to bring valuable items into school. Pupils are not allowed to have mobile phones in school unless there are extenuating circumstances which require a child to make contact with an adult outside school. This **must** be agreed **in advance** with the Headteacher. On these occasions, the phone will be kept in the school office during the school day.

LEAVE OF ABSENCE

In September 2013 the Government removed the right for Headteachers to give permission for pupils to have leave of absence during term times for family holidays. Leave of absence can only be granted in exceptional circumstances as agreed by the Governing Body. These exceptional circumstances are listed below;

- Forces deployment
- Compassionate leave for bereavement and illness;
- Family Wedding and civil ceremonies;
- Funerals;
- Relocation to different areas;
- Religious circumstances e.g. confirmation;
- Attending award ceremonies, e.g. Graduation

Parents must seek approval from the Headteacher prior to the leave being taken.

No leave of absence without authorisation will be granted.

*Such requests for absence, if approved, will be recorded as an "Authorised Absence".
Such requests must be made in advance; retrospective applications cannot be considered.
Any of these absences not agreed in advance will be treated as "Unauthorised" and may result in a Fixed Penalty Fine.*

If your child needs to leave school for any reason during the normal day, we need to be notified in advance. In the interests of safety we do not allow children off the premises unaccompanied. We, therefore, ask you to arrange to collect your child from school if he/she needs to leave the premises during school time.

Absence for Y6 will not be granted during the academic year, especially during SATs week. **The school is committed to keeping absence to a minimum to avoid disruption to children's learning.**

EDUCATIONAL VISITS & CHARGING

Children in all classes take part in visits to places of interest outside the school on a regular basis. The school also organises visits on to the premises by musicians, touring theatre companies, lecturers and demonstrators to enhance the curriculum.

Older children are offered the opportunity to take part in extended residential visits of up to a full week away with teaching staff.

Charging for school activities is in line with government legislation.

A charge for residential visits is made and parents are notified of this at the appropriate time. *
All correspondence to parents on matters concerning educational visits carries a reminder of the school's charging policy.

The school provides and pays for ingredients, materials and equipment for all practical subjects. However if children wish to keep the finished product, the school has the right to make a charge for materials and/or ingredients.

The school governors also reserve the right to make a charge for damage to, or loss of, equipment, materials or property of the school.

** Families in receipt of Income Support may be eligible for exemption.*

FURTHER INFORMATION

Religious Education

This is a Church of England school. The school celebrates the major festivals of the Christian calendar and has excellent links with All Saints Church, Ruskington's Anglican place of worship. Collective worship is held daily in school, and each week Rev Pennock visits school to talk to children in class.

The delivery of R.E. within the school reflects the wide range of faiths in Britain. The emphasis is mainly Christian but also includes the teaching and practices of other religions. Parents have the legal right to withdraw their children from attendance at acts of religious worship, after discussion with the Headteacher has taken place.

Sex and Relationships Education

Sex and Relationships Education takes place, with the sensitivity the subject demands, and at a level appropriate to pupils' ages, in line with the requirements of the National Curriculum.

Inclusion

The school has its own Inclusion Leader. The assessment system within the school allows teachers to monitor all pupils' progress and, where necessary, provide additional support and guidance. This extra support is part of the school's "intervention" programme.

Whenever a child is identified as being in need of Special Educational Needs support, parents are automatically advised and regularly updated on their child's progress.

We have to make it known that, in dealing with child protection issues, the school will follow the procedures set out by the Lincolnshire Safeguarding Children's Board and take account of

guidance issued by the Department of Children, Schools and Families. All staff regularly receive safeguarding training.

