



Plains Farm Academy Brochure

Author's Name	Miss L Cassidy
Date Written	September 2017
Review Date	September 2018

Date Ratified by Governing Body	Autumn 2017
---------------------------------	-------------

SIGNATURES:

Headteacher	
Chair of Governors	



Plains Farm Academy

BROCHURE 2017 - 18

PLAINS FARM ACADEMY

Academy Address:

Plains Farm Academy
Tudor Grove
Sunderland,
Tyne and Wear
SR3 1SU

Tel: 0191 5536041

Fax: 0191 5536044

E-mail: plains.farm@inspiremultiacademytrust.co.uk

Website: www.plainsfarmacademy.co.uk

Executive Director People's Directorate - Mr Neil Revely

Sunderland City Council
Children's Services
Grindon Lane
Sandhill Centre
Sunderland
SR3 4EN

Executive Headteacher

Academy Headteacher
Deputy Headteacher

Mrs J West - Designated child protection officer

Miss L. Cassidy- Designated child protection officer
Miss C. Orchard- Deputy designated child protection officer

Governing Body:

Chair of Governors

Mr S Ruffell

Mrs E. Ashton Designated Child Protection Governor

Mrs J Quinn (Community Gov)

Cllr M Essl (Local Authority Gov)

Ms B Taylor (Parent Gov)

Miss C Orchard (Staff Gov)

Miss L Cassidy (Head Teacher)

Mrs L Dodds (Staff Gov)

Mrs J West (Executive Head Inspire Multi Academy Trust)

Pupils on roll January 2017

222

Nursery full time

25 (full time)

Staffing September 2017-18

Senior Leadership/Management Team

Responsibility Area

Mrs Joanne West	Chief Executive Headteacher
Miss Lesley Cassidy	Academy Headteacher – Designated child protection officer, Quality of Leadership and Management and Learning and Teaching, School Ethos, Behaviour and Safety of pupils, EVC leader, Performance Manager, Attainment/Standards/Progress/Achievement
Miss Caroline Orchard	Deputy Headteacher – Deputy designated child protection officer, Leadership and Management, Learning and Teaching, Performance Manager, Attendance, SENCo, Curriculum, CPD Leader, School Ethos, .
Mrs Jenna Downey	TLR2b- Deputy designated child protection officer, Quality of Leadership and Management and Learning and Teaching, School Ethos, Performance Manager, Staff Meeting Minutes, Students and NQT Mentor.
Miss Vicky Latimer	TLR2b- Learning and Teaching, KS2 Data Overview, SIP Leader, School Ethos, Outdoor Learning, The Arts, TLR Reporting Support, Coaching Co-ordinator, Attendance, Staff Meeting, Weekly Diary.
Ms Allison McCully	Executive Bursar – Leadership and Management, School Ethos, Budget/Pupil Premium, SLA's, Academy Policies, Risk Assessments, Health and Safety, EVC Leader.

Middle Leadership/Management Team – TLR's

Mrs Beth Dunn and Mrs Joanna Owen

Teaching Staff

Miss M Lay	Nursery	Miss V Latimer	Year 3
Mrs B Dunn	Reception	Miss K Charlton	Year 4
Miss L Wright	Year 1	Mr M Stewart	Year 5
Mrs J Owen	Year 2	Miss S Wilkinson	Year 6

Teaching Assistants

Mrs K Quill HLTA			
Mrs K Cowley			
Mrs M Douglas		Miss S Burnett	Mr R Thompson
Miss G Graham		Mrs L Walker	Miss J Oxberry
Miss R Griffith		Miss T Hodgson	Miss S Grotz

Support Staff

Mrs L Dodds	School Bus Mgr	Mr K Byers	Site Manager
Miss L Willcock	Admin Asst	Mrs J Gowans	Cook in Charge
Mrs M Barrass	Admin Asst	Miss A Ayre	Breakfast & ASC Club

Lunch Time Supervisory Assistants

Mrs S Dugan - Midday Supervisor	Mrs S Stephenson
Mrs P Anderson	Miss C Sharratt
Miss A Ayre	Miss L Conlin

1 About the Academy

Plains Farm Academy is a co-educational community primary day Academy providing for boys and girls of all abilities from 3-11 years of age

The Academy is situated in the middle of Plains Farm estate. The Academy grounds are extensive with large play yards, a wide range of playground equipment, A MUGA and a large Academy playing field. **The Academy is surrounded by security fencing to ensure the safety of pupils during the Academy day and security cameras are installed for extra protection**

2 Admission

The Academy's admission procedure is in line with the Local Authority policy and presently has an intake number of 30. Parents of children starting the Academy in Nursery or Reception are required to bring with them a copy of the child's Birth Certificate to comply with Authority regulations.

Admissions to the Foundation Stage Unit for Nursery aged children are dealt with at the Academy. Names are accepted from a child's second birthday. Full details about admissions are contained in the booklet "Information for Parents" available free from the Local Authority.

Parents of children starting the Academy in September will be invited to attend a meeting with the Foundation Stage practitioners in the June/July preceding the September start as well as home visits from Nursery staff.

Home visits for every Reception child who have not attended the Nursery are organised in conjunction with other nurseries.

Parents considering sending their child to Plains Farm Academy should contact the Academy to make arrangements for a preliminary visit. The occasion gives parents the opportunity to see the Academy at work, meet the Headteacher and staff and raise any questions concerning education at Plains Farm Academy.

Presently, we are a feeder Academy for Sandhill Academy and within the Autumn term Year 6 parents will need to complete an admissions form stating their preferences for their children's Key Stage 3\4 education.

3 Academy Day

Parents are asked to see that their children attend the Academy regularly and punctually. The Academy day is made up of two sessions:

Morning

Nursery

9.00 am – 3.00 pm

Reception, KS1 & KS2

8.50 am – 3.15 pm

Mid-morning break is at 10.45 am – 11.00 am. There is no afternoon break.

On days of inclement weather, children should time their journey to the Academy so that they arrive around 8.45 am for the morning session and no more than ten minutes before the start of the afternoon session.

4 Absence

Our expectation is that pupils will attend the Academy for **100%** of the Academy year and leave of absence for pupils will only be granted under **exceptional circumstances**. Plains Farm Academy strictly follows the Local Authority Non Attendance Procedures, details of which can be found on the Academy website.

- On a child's first day of absence, parents are asked to contact the Academy office by 9.30 am in order that we can record an "authorised absence".
- Children should only be withdrawn from the Academy during the day for dental, doctor or hospital appointments (preferably these should be arranged outside of Academy time). Parents must bring a copy of the appointment card and sign pupils out at the main office and before taking pupils out of the Academy.
- Any unexplained or long absence will be followed up by the Inclusion officer. This also applies to persistent lateness.
- In accordance with the Education (Pupils, Attendance Records) Regulations 1991, the following unauthorised absences were recorded for the academic year ending July 2016.

Number of pupils 222

% of days missed Unauthorised absences: 2.3%

% of days missed Authorised absences: 4.1%*

5 Curriculum

a) General Aims:

- We aim to ensure that we make provision for appropriate conditions to enable pupils to learn.
- We aim to make provision for a framework from which the whole curriculum may be developed.
- We aim to foster positive attitudes to Academy work and to encourage enjoyment of learning within the setting of a happy, lively, safe and stimulating environment.
- We aim to develop qualities of mind, body, spirit, feeling and imagination, which will help pupils develop their own identities.
- We aim to take account of equal opportunities in all aspects of Academy life.

No one will be discriminated against on grounds of disability, gender, religion, race, colour, nationality or ethnic origin. We aim to develop the Academy curriculum and education in order that inclusion issues are addressed by being fully accessible to all.

The comprehensive curriculum aims incorporating; intellectual, creative, aesthetic, physical, moral and emotional developments are available from the Academy.

b) Early Years

Children entering Foundation Stage will follow Early Learning Goals through seven areas for learning:-

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

National Curriculum

All children between the ages of 5 and 11 years follow the revised National Curriculum as laid down by the Education Reform Act.

The following courses are offered:

<i>Mathematics</i>	<i>Geography</i>	<i>Physical Education</i>	<i>English</i>	
<i>History</i>	<i>Science</i>	<i>Computing</i>	<i>Science</i>	
<i>Design & Technology</i>	<i>Music</i>	<i>Art</i>	<i>PHSE</i>	<i>RE</i>

Programmes of study and attainment targets for each of the subjects listed above are implemented in line with documentation from the National Curriculum Council

The subjects account for an average twenty three and a half hours out of the twenty seven and a half hours children spend in Academy and excludes time taken over registration, assemblies, breaks and religions education.

There are also policies for cross-curricular issues such as Citizenship, Personal and Social Education, Environmental education.

c) Religious Education and Assemblies

The Academy is not affiliated to any particular religious denomination. We follow the Agreed Syllabus of Sunderland Local Authority. Each Academy day has an act of corporate worship, though this has no denominational bias. Throughout the year, parents will be invited to attend their child's class assembly and afterwards, spend time in the Academy if they wish. It is, of course, the right of any parent to withdraw a child from any periods of religious worship or instruction. Provision is made for the supervision of pupils withdrawn from religious education or worship.

d) Personal, Social and Moral Education

Personal, Social and Moral Education appear as a timetabled course and is also promoted through Speaking and Listening work in English and the pastoral care delivered by each member of staff. In the context of Plains Farm Academy, it is an aspect of the Academy's thinking, planning, teaching and organisation, which promotes the personal social and moral development of each child.

Personal, Social and Moral Education prepares children for an informed and active involvement in family, social, economic and civic life and brings breadth, balance and relevance to the curriculum.

The Academy's policy on sex education follows the guidelines given in the Academy's Curriculum Policy Statement and DES circular 11187. Copies of this statement can be obtained, along with other curricular details from the Academy. In all respects, Plains Farm Academy is an equal opportunities Academy.

e) Academy Council for pupils

The Academy council meets every week with representatives from all classes from Year 1 to Year 6. All classes are included in the special Academy council assemblies, which take place each half term. Pupils express their views and ideas concerning improving the Academy.

f) Monitors

Year 6 children have an important role to play in the Academy as they set the standard of behaviour. They are all monitors in the Academy and should wear their badge with pride. The whole Academy children will vote for a head girl and boy and deputy head girl and boy. They will represent our Academy at important events or meeting special visitors. They should wear Academy colours at all times always set a good example to the rest of the Academy.

g) Music Lessons

All children are encouraged to learn to listen to and enjoy music. We have singing within assemblies, Academy productions and provide guitar tuition, music & drama and beatbox.

h) Homework

Children are encouraged to do a certain amount of homework. This varies from reading and writing to learning spellings and tables, to personal reading and research.

The shared reading scheme, which begins in the Reception class is the starting point to develop children's attitude towards taking Academy activities home and all parents are encouraged to participate.

Taking an active interest in your child's homework will not only increase his/her motivation to do well but will provide you with an excellent method of monitoring his/her progress. We also consider that homework:

- ***strengthens the partnership that exists between home and the Academy***
- ***extends the learning environment beyond the Academy context***
- ***reinforces the value attached to Academy work***
- ***provides children with an opportunity to practise skills learned at our Academy***
- ***encourages children to organise their own time***

i) Discipline

The Academy has adopted assertive discipline to form its Academy behaviour policy. All staff have received training to carry out the policy with a consistent approach throughout the Academy. The pupils' class code which is based on reasonable behaviour, involving courtesy, friendliness, respect and consideration towards others is created at the beginning of the Academy year. Pupils have a clear understanding of the consequences of inappropriate behaviour. They receive a great deal of praise for appropriate choices in how they act and behave which result in good behaviour.

Appropriate and good behaviour are rewarded in a number of different ways including immediate rewards of praise and longer term rewards such as access to "treasure chests", books and certificates which are presented in assemblies.

The Academy has a policy to deal with bullying. All reported instances are immediately investigated and dealt with.

The Academy follows the regulations of the Local Authority with regard to corporal punishment. The Head Teacher or the Deputy Head Teacher deals with more severe problems and parents will be informed of action, which is to be taken. Good liaison between home and our Academy has proven to be a first class mechanism for developing children's self discipline.

j) Educational visits

Throughout the year teachers organise educational visits to support the curriculum in the classroom. For visits, which are made within the local community, we seek parental permission when they enter the Academy. For visits, which are planned to take the children out of the local community, parents will be notified in writing prior to the visit for their consent to take their child out of Academy.

The cost of educational visits, transport, insurance and admission (where necessary) is met through voluntary contributions made by parents to the Academy.

k) Assessments

According to the Governments "Parents Charter" (Circular 9/96) the Academy is required to publish end of Key Stage test results.

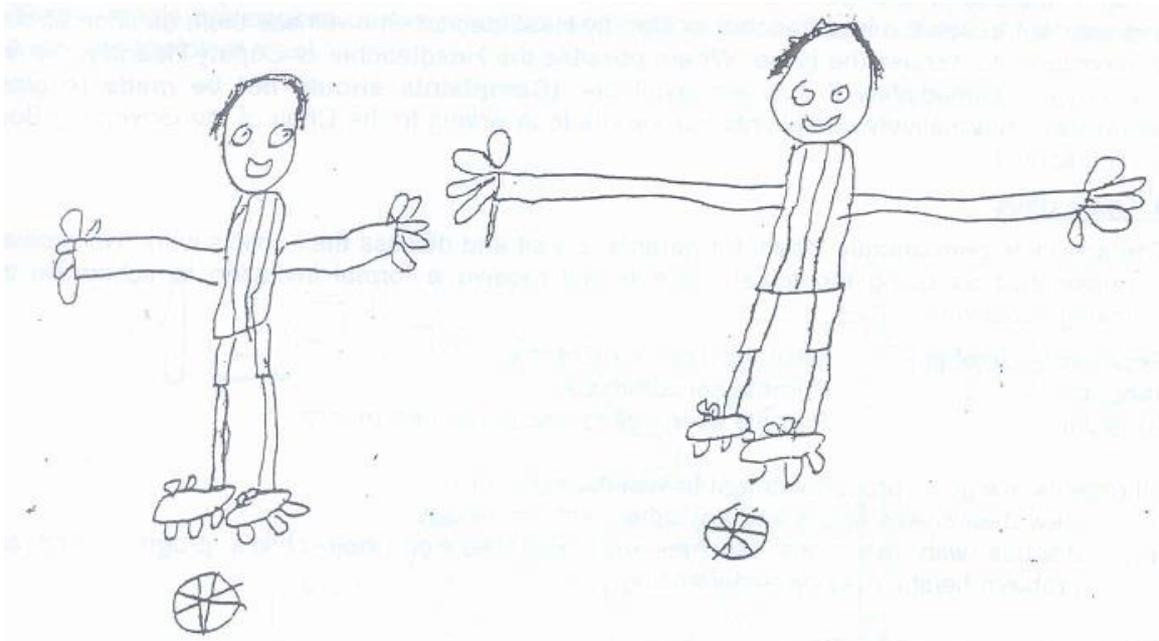
6 Sport Provision

Sport is one aspect of the curriculum used to help develop team spirit pupils experience a full range of sporting activities throughout the planned PE curriculum. All staff are trained to teach PE.

Each year the Academy pays for most pupils to receive specialist coaching from football coaches. Additional coaching for some pupils include rugby, cricket, netball, hockey, tennis, basketball and swimming.

The Academy has a very large playing field, which is fenced in to create a safe playing area.

There is an Academy football club and in the summer there are athletics events. Every year we enter the swimming gala. Years 5 have regular swimming lessons.



7 Plains Farm Academy Out of Hours Clubs

There are a number of study support and out of hours clubs organised:-

After Academy Clubs Include:
Football
Football matches
Maths and English
ICT
Reading

Out of hours Academy clubs are subject to change from term to term.

Extended Academy Club

The Academy has childcare facilities before and after Academy hours. Full details of these are available from Miss A Ayre (Academy Club Co-ordinator).

8 Parental Concerns

Under Section 23 of the 1988 Education Act, every Academy has to provide a parent or carer with an opportunity to raise concerns about curriculum-related matters with his or her son or daughter's teacher or head teacher. This is nothing new and all Academies would encourage this kind of 'discussion' to take place whenever there is cause for concern in order to avoid further anxiety for both parent and pupil. In the great majority of cases, parental concerns are satisfied in this way.

The procedure for making a formal complaint on curriculum matters can be obtained from the Academy or from the Director of Children's Services whose address is at the front of this brochure.

In all instances where parents have reason to make a complaint they should initially speak to the class teacher and then if appropriate make an appointment to see the Headteacher or Deputy Headteacher who will see them as soon as they are available to discuss the issue. Where possible the Headteacher or Deputy Headteacher will see anyone immediately if they are available. Alternatively complaints can be made in writing to the Governing Body c/o the Academy.

9 Open days

The Academy is permanently 'open' for parents to visit and discuss their child's work. No problem is considered as being too trivial. Parents will receive a formal invitation to the Academy on the following occasions.

Autumn	Meet the Teacher Evening
Spring	Parents consultations
Summer	Parents evenings to discuss written reports.

All parents are given an appointment to visit the Academy to:

- (i) view their child's books and any other work on display.
- (ii) discuss with the class teacher and head teacher, their child's progress and any problem he/she may be experiencing.

All parents are invited to attend the Academy;

In December	Carol Concerts
In June/July	Sports Activities Day
Summer	End of year plays for Year 6 leavers
All year	Assemblies, open days ie: Science week, Family Learning Days Social and fundraising events throughout the year.

Our annual sports activity day is held on the Academy field. Parents are welcome to come and watch their children participate in traditional styled sports events where all children are rewarded for taking part and trying their best.

a) Assemblies

During the year, parents will receive an invitation to attend their child's class assembly, after which they will be given the opportunity to stay for a cup of coffee and talk to the children about the assembly.

b) Governors reporting to parents

Information about our Academy can now be found on the www.education.gov.uk/schools/performance.

c) Pupils' Reports

Parents will receive a written report on their child's achievements in July of each academic year. These reports will be sent out to parents. Parents are invited in to the Academy to discuss their child.

d) Academy Lunches

Academy meals are cooked on the premises and menus are displayed daily so that pupils can plan their choice of a healthy meal. Throughout the year various "themed" days may take place linking to various celebrations or curriculum topics.

Healthy packed lunches are very much encouraged and we request that no chocolate, sweets or fizzy drinks be brought into our Academy. We have found that by eliminating such items at lunchtime, children have an improved level of concentration and focus on their work.

We really would appreciate your help and support in this matter.

For administration purposes children who intend to stay for an Academy meal must bring the full payment for the week on a Monday morning in an envelope or coin bag marked with the child's name and class, (or online via the website). Pupils may change their lunch requirements (two weeks notice is required) however it is very important that the office is informed to allow records to be changed.

10 Academy Governors

The Academy's governing body meet at least once a term. Parents are encouraged to serve on the governing body. The names of parent governors appear at the front of the brochure.

11 Academy Dress Code

The governors have agreed to adopt a dress code for the Academy and pupils are expected to wear it whenever possible. Academy colours are red sweatshirts with grey or black skirts or trousers, white or red polo shirts or blouses and red gingham dresses in the summer with black shoes, PE kits consist of white polo or tee shirt with navy shorts and black gym shoes. We would request that PE kits are brought into school at the beginning of each half term and left on children's pegs as some PE sessions/slots are flexible throughout each week. We have almost 100% of our pupils wearing Academy uniform or Academy colours. It is expected that children do not wear their hair inappropriately which includes inappropriate hairstyles, colours or patterns. We do not permit false nails or nail varnish in school, for health and safety reasons.

The basic uniform items are available to order from the Academy or online via our website and are as follows:

Embroidered red sweatshirts and cardigans, short sleeved polo shirts, red fleece or waterproof jackets and PE kits. We also have book bags and back packs.

12 Personal Details

(a) Data Form

Data forms given to all pupils in September or when a new child is admitted should be completed by parents and returned to Academy as soon as possible. This information is very necessary for the care and welfare of your child.

If there are any changes in the information provided, the Academy should be contacted as soon as possible to enable us to amend our records.

(b) Medicines - Academy Policy

There are occasions when children are considered, by the doctors, to be **fit** enough to return to the Academy but still need to take their medication. In this instance parents should ask their GP for medication which can be administered in 6 hourly doses or alternatively parents will need to come in to the Academy to administer the medication themselves. In difficult circumstances parents should always consult the Headteacher.

(c) Jewellery Policy

It has been decided that children will be allowed to wear 'stud' ear-rings whilst in the Academy. Unfortunately, no other type of earring will be acceptable and we insist that children do not wear them for any PE activities due to health & safety risks. On PE days children should not wear ear-rings or they will be asked to remove them (staff will **not** be able to remove them). Children will not be allowed to wear stud ear-rings until a Disclaimer Form (available at the Academy office) has been signed by their parent and returned to the Academy office.

13 Car parking

The car park is for Academy staff and visitors only. Please note that no parking is permitted within Academy hours on the Academy premises. Parents bringing pupils by car should park on the roadside and accompany pupils through the pedestrian gates. Parents leaving and collecting children from the Academy should park on Tudor Grove in a manner, which will not cause danger to pupils in our Academy and should avoid the yellow zig zag lines near the Academy gates.

14 Health and Safety

For health and safety reasons governors have decided that dogs are not allowed on Academy premises. This is applicable even if the dog is on a lead or being carried. Dogs may cause considerable nuisance or distress to pupils.

In line with the City of Sunderland's No Smoking Policy on any council premises **NO SMOKING** is allowed in or on the Academy premises including the Academy grounds. This is also a requirement of the Healthy Academy Award which our Academy achieved in 2009.

15 Charges and Remissions

In accordance with Education Reform Act (1988) and the Charges and Remissions Policy of Sunderland the Academy makes no charges for any educational activity which takes place during the course of the Academy year. Extra-curricular activities, educational visits and other special events are organised for children throughout the year, the cost of which are met from voluntary contributions sought from parents.

The use of Academy premises by local organisations and parent groups is charged for in agreement with the Academy. Any enquiries for hiring the Academy facilities including the sports hall and field should be made through the Academy office.

16 Accident or Illness

Please make sure that phone details are correct and up to date. In case of illness or injury at Academy, the following action will be taken:

- (i) The home will be contacted
- (ii) Nominated adult will be contacted
- (iii) Parents workplace will be contacted

If the parent or emergency contact is unavailable the pupil is kept in the Academy. Parents will be informed when collecting children from the Academy or by a standard letter to inform about the situation. If an accident occurred or your child was ill but recovered sufficiently and therefore does not require the Academy to contact you immediately, you will be informed by the teacher or a standard letter will be sent to inform you, with your child.

NOTE: All incidents which require first aid are dealt with by an experienced and first aid trained member of staff.

17 Signing Out

All pupils leaving the Academy building during the Academy day (dental or doctors appointments etc) must be signed out when they are collected from the main Academy office and an appointment card must be shown.

18 Academy Security

All external doors are locked at 8.50 am and the only way into the Academy is through the main Academy entrance where pupils must be signed in. Parents are requested to ensure their children arrive at our Academy before classroom entrances are locked.

To ensure the safety of staff and pupils all visitors, parents and carers must register and sign in at the main Academy office and wear a visitors badge if they wish to enter the building. Mobile telephones must be switched off and not used within the Academy building. If parents need to use their mobile telephones this must only be done at the main Academy office reception area or in the car park.

Parents wishing to consult with teachers must make an appointment, which does not interfere with their teaching commitment.

19 Charity Work

The Academy regularly supports a variety of charities. Children are reminded about the legacies of War through commemorating November 11th by buying poppies. School Council discuss and agree which charities to support throughout the year.

20 Safeguarding Children

Parents should be aware that the Academy will take any reasonable action to ensure the safety of its pupils. In cases of pupil's inappropriate behaviour, staff have been trained in Positive Handling and will inform parents and record in SENCO file any incidents as they occur. (Practices are DfE compliant). In cases where the Academy has reasons to be concerned that a pupil may be subject to ill treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children Services Social Care of their concern.

'Plains Farm Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'

21 Photographs

To support our safeguarding of children we ask all parents to complete a parental consent form for the use of photographs of children. The use specifically of a mobile camera phone during Academy time is not permitted; this is to ensure that photographs or images of children are not used inappropriately by third parties.

22 Emergency Academy Closure

If an emergency arises outside of Academy hours, parents will be contacted by text message and messages will be put out on local radio. If the Academy needs to close during Academy hours, parents will be contacted by text message or telephone as quickly as possible. We request that parents support our Academy by passing the message to as many of our families as possible to ease the load of trying to contact over 200 parents.

We have always found word gets to the community quickly and we are proud of the support and co-operation given to our Academy in times of emergency. Pupils must be collected from Academy by parents or carers or nominated adults to ensure their safety. Older pupils will be allowed to go unaccompanied if the Academy has been given parental permission for them to do so.

The information in this brochure was correct at the time of publication (June 2017). The Academy reserves the right to add, amend or delete any items or details as necessary throughout the year.

Copies of policies referred to in this brochure are obtainable on request, from the Academy or the Local Authority.