

PARENT PROSPECTUS



learning
academy
partnership

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DEAR FAMILIES

It is my pleasure to welcome you and your child to our family of schools, The Learning Academy Partnership (School Trust). It is a privilege to welcome your child to Marhamchurch C of E Academy.

Starting school is an important step in your child's journey, through education and by working together we will be able to ensure that your child flourishes and has the very best start to their school life.

As a parent or carer, you can be assured that by choosing a school in the Learning Academy Partnership, you are joining a School Trust that constantly strives to provide children with the very best educational offer and experience. Your child will be cared for, inspired, and have fun through an exciting curriculum offer and they will be part of a community where they will achieve academic success.

As the Trust Lead, my role is to be accountable for ensuring that our schools provide an exceptional education experience for your child. I do this through ensuring that we seize all the benefits and opportunities that being part of a School Trust brings. By working together, as a large family of schools, we can achieve and offer so much more for your child than if we work alone.

The School Trust began in 2012 and has grown to a family of schools across Cornwall, Devon and Torbay. We are successful because we work together as a collective to serve our local communities and empower our children to be the best that they can be. We do this by offering you and your child remarkable leaders, teachers and staff who will ensure that your child has a flying start to their school life.

Our children benefit from the fact that we are a National English Hub, which means the Department for Education recognises our expertise in developing reading and early language, every child in our School Trust is a reader.



TRUST LEAD WELCOME

Each year we produce our [Annual Report for Parents](#) which captures the impact that we have on children's education. You can find out how we use our funding, impact of children's outcomes and how we work as a School Trust.

You can find out more about our School Trust on our website www.lapsw.co.uk. We pride ourselves in being rooted in the communities that we serve. Each of our schools is unique and distinctive and we celebrate this through the education that your child will receive.

We are at the very beginning of the relationship that we will build with you as a family and I encourage you to become involved in the school community, come along to parent events, be part of the parent teacher association and use your opportunity to give feedback and help us continually improve on what we offer your child.

Once again, I would like to thank you for trusting us with your child's education by choosing a school within the Learning Academy Partnership family. We are committed to ensuring the very best for your child during their time with us in order that they have all the tools, opportunities and choices available to them when they take their next leap on their school journey, into secondary education.

Tracey Cleverly, Trust Lead

OUR VISION & VALUES



OUR MISSION

Flourishing Futures

To be an exceptional School Trust. We do this by investing in people, enabling every child to be taught by the very best teachers so that we can achieve social change and all children flourish.

(John 10:10 He came so that they may have life and live it to the full.)

OUR SCHOOL VISION

'Life in all it's fullness' John 10:10. At Marhamchurch C of E Academy, we want every child to live life to the full with the best opportunities for learning. *Life in all its fullness* is about living a varied and full life full of learning, growing, helping, reward, joy, excitement and caring for each other.

OUR CHRISTIAN VALUES

Our six core values are - **RESPECT, FRIENDSHIP, COURAGE, COMPASSION, THANKFULNESS** and **HOPE**. We aim to bring these values to life in all that we say and do.

TRUST VALUES

Excel: We champion opportunity and equality for all and in all that we do.

Empower: We invest in each other and our communities.

Together: We are one team and agree to work as one family.

HEAD TEACHER WELCOME

Dear Parents/ Carers,

I am delighted to welcome you to Marhamchurch Church of England Academy. Your choice of school is so important and our wonderful staff team and I are privileged that you have chosen to become part of our school community and Trust family.

Marhamchurch C of E Academy is a small, church school nestled in the beautiful village of Marhamchurch, overlooking the stunning Cornish coast. We are an inclusive school with five mixed age classes. Through our broad, balanced and enriched curriculum, we aim to foster a love of learning in our children which encompasses our local surroundings whilst looking outwards to the wider world.

Our Christian vision for our school is: *'Life in all it's fullness'* and we underpin our work by our core Christian values – Respect, Friendship, Compassion, Hope, Courage and Thankfulness. At Marhamchurch, we aim to provide all children with the foundations that enable them to flourish in all that they choose to do. Within our distinctive community, our Christian school nurtures growth, giving courage to face challenges, and abundant opportunities for learning. Everyone feels valued, has a sense of belonging and has the skills to make wise choices.

I look forward to working together with you and to getting to know your child better as they join us at Marhamchurch C of E Academy.

Mrs Deirdre Petersen



CHURCH STATEMENT

Our Governing Body aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. This is an explicit part of life at Marhamchurch C of E Academy.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experiences it offers to all its pupils.

Our mission statement, through our core values of Respect, Friendship, Compassion, Hope, Courage and Thankfulness, is to:

- Live and experience our values at the heart of all we do.
- Encourage an understanding of the meaning and significance of being part of a faith community through the experiences we offer.
- Achieve excellence for every child: wanting the best for everyone.
- Work in partnership with each other, with home, church and the wider community.

We believe spirituality is an ongoing, reflective journey which looks to explore our relationships and connections between ourselves, others, the world and beyond.

The Church of England's Vision for Education states a core desire that children will experience life in all its fullness (John 10:10).



WELCOME TO
MARHAMCHURCH
C OF E ACADEMY



Term Dates

2023 – 2024

Autumn Term 2023

- Non Pupil Days: 4 & 5 September
- Start: 6 September
- Half Term: 23 – 27 October
- Non Pupil Day: 30 October
- End: 19 December

Spring Term 2024

- Start: 4 January
- Half Term: 12 – 16 February
- Non Pupil Day: 28 March
- End: 27 March

Summer Term 2024

- Non Pupil Day: 15 April
- Start: 16 April
- Bank Holiday: 6 May
- Half Term: 27 May – 31 May
- End: 24 July

OUR SCHOOL DAY

Morning session:	08:45 – 12:15
Lunch:	12:15 – 13:15
Afternoon session:	13:15 – 15:15

SCHOOL:

Start of the school day:

Gates open at 08:35 and children go straight to their class and the school day begins at 08:45. Gates close at 09:00.

Children who miss all or part of the registration period can feel very unsettled and unsure about what is happening the rest of the day, so please make sure your child arrives at the school on time.

Lunch time:

Whole school: 12:15 – 13:15

End of the school day:

Whole school: 15:15

COLLECTION AT THE END OF THE DAY:

If a parent or carer is going to be late collecting a child, it is vital to let us know as soon as possible by ringing the school office.

We understand that sometimes there are unavoidable delays, but it can be distressing for a small child to be left, even for five minutes, after the other children have left. They become anxious that they have been forgotten or that something has happened to the person collecting them.

If there is a change in the collection arrangements, please inform the school office or your child's class teacher. Children are not allowed to leave unless accompanied by a known adult.

UNIFORM

Marhamchurch C of E Academy places great emphasis on helping all of our children to flourish. Our drive to realising these standards encompasses all aspects of academy life, ranging from teaching and learning, our relationships and how we interact with our community. We believe that wearing the correct, smart uniform is a big part of this. We highly value the support of families in this. It is very important that all clothing is clearly labelled.

Boys Uniform

- black or grey trousers or shorts
- Sky blue polo shirt with academy logo
- Royal blue sweatshirt with academy logo
- Grey or black socks

Girls Uniform

- black or grey skirt, trousers or pinafore
- Blue and white checked dress (summer)
- Sky blue polo shirt with academy logo
- Royal blue sweatshirt or cardigan with academy logo
- White or blue socks or tights

Uniform with the academy logo can be ordered directly from Brigade at www.brigade.uk.com

Footwear should consist of black, flat sensible shoes that support growing feet. Fashion shoes, boots and trainers are not considered to be appropriate footwear in school.

Please remember that jewellery must not be worn to school, but watches are permitted. Pupils may not attend school with visible nail varnish.

All children must have an appropriate kit for PE, sports and Forest School. These items may be kept in school in a bag on your child's peg so they are prepared each week.

Sports Kit:

- Plain navy or black shorts
- White T-Shirt (with academy logo optional)

- Trainers
- Plain tracksuit (optional for winter PE sessions)
- PE bag

Forest School Kit:

- Warm clothes (hats, scarf and gloves in colder weather).
- Water proofs (trousers and overcoat).
- Correctly fitting Wellington or walking boots.
- A water bottle.
- A sunhat and sunscreen (in hotter weather).

Book Bag:

It is essential your child has a book bag or backpack with them every day. Reading books and important information will be transported daily in this bag between home and school. If your child does not have a bag you may miss out on some vital information and in some cases we will not be able to send books home without one.

Please make sure your child knows if there is something important to be handed in. Also please make sure someone at home checks the bag as children cannot always be relied upon to remember that there may be important information in there.

KEY CONTACT DETAILS

Marhamchurch C of E Academy
Helebridge Road
Marhamchurch
Bude
EX23 0HY

- Tel: 01288 361445
- Email: marhamchurch@lapsw.org
- Website: <https://marhamchurch-lap.co.uk/>
- Twitter: @MarhamchurchLAP
- Facebook: <https://www.facebook.com/Marhamchurch-C-of-E-Academy>

EYFS

Early Years

Foundation Stage



INTRODUCTION

Our vision is 'Life in all it's fullness' which underpins the enriched curriculum that we provide for all our wonderful pupils. We believe that all our children are unique and aspire for them to live their life to the fullest. Our children are safe and happy in EYFS and well prepared for their transition into Key Stage One. They spend their days sharing, talking, singing, problem solving, being playful and questioning the world in which they live. Through play, they practice new skills, investigate the world around them and challenge themselves to succeed. Our team of expert practitioners nurture the children's character, building the foundations of confidence, resilience and a love of learning.

SETTLING IN

We invite all our new starters to join us (with their grownup) for enhanced transition sessions, the term before they start in our school. These sessions are for the afternoon and give your child an opportunity to familiarise themselves with the school environment and meet some of their new friends! The idea is that by the time September comes, the children are already used to their school setting and feel happy and safe to come when they start.

TOILETING

We expect our children to be toilet trained; however, we accept there may be exceptional circumstances. Please encourage independence in this area such as wiping, flushing and hand washing.

All parents are asked to provide a change of clothes/ underwear in a plastic bag for their child. This is in case there is an accident/ your child gets wet/ muddy. Please make sure child's name is on all items of clothing and plastic bag.

ATTENDANCE

Developing good attendance patterns 'early on' gives your child a head start and sets them up for the future. Failure to attend school regularly later can have a major impact on young people's education, their future and their life chances.

We encourage regular attendance by:

- providing a caring and welcoming learning environment and learning that is such fun so that children will not want to miss it.
- responding promptly to a child's or parent's concerns.
- marking registers accurately and punctually during morning and afternoon registration.
- celebrating good and improved attendance.
- monitoring pupils, informing parents/carers in writing of irregular attendance, arranging meetings with families if necessary.

We expect that you will:

- ensure that you contact the academy office whenever your child is unwell and unable to attend.
- contact us promptly whenever any problem occurs that may keep your child away from school.

SICKNESS

Parents and carers should keep a child at home if they are too unwell to attend. If a child has vomited or has diarrhoea, they should be kept at home for 48 hours after the last bout of illness.

Parents are required to report recent illness to the nursery staff. We will contact parents without delay if your child becomes unwell to prevent cross infection to the others. Parents can obtain a list of communicable diseases and recommended exclusion periods from school.

SCHOOL



INTRODUCTION

The Reception year follows the Early Years Foundation Stage Curriculum to build on children's Nursery and pre-school experiences, preparing children for the start of the National Curriculum in Year 1.

When children start in our Reception classes, we support our families by providing information to ensure a smooth transition into school. It is crucial that we build relationships with our families and to do this we endeavour to communicate as much information as we can to support parents with the induction process; including opportunities to visit school and 1:1 meetings to get to know our families better.

There is lots of information on our school on our website but if you have any questions at all prior to your child starting school then do please contact the school office.

ATTENDANCE

The school must, by law, follow laid down procedures with regard to punctuality and attendance, authorised and unauthorised absences. Our Attendance and Absence Policy is available on our website <https://marhamchurch-lap.co.uk/governance/policies/> or from the school office.

Please phone the school immediately if your child is unable to attend school. The school strongly discourages any absence during the academic year and the Trustees endorse this.

If it is necessary to collect your child during the school day you must sign your child out at the school office.

Good attendance is noted and rewarded. Registers are regularly checked by the Attendance Officer who follows up on any high number of absences/or lateness of children. Good attendance is celebrated in the Celebration Assembly each week.

All requests for absence including medical appointments, must be made by completing a 'Leave of Absence form' as well in advance as possible, of the date of absence. This form is available from the website <https://marhamchurch-lap.co.uk/parents/> or from the school office. Please be aware that a school can only grant leave in 'exceptional circumstances'.

Where the decision has been made not to authorise a request for leave of absence, and there are 10 or more unauthorised absences within any six-month period (each morning and afternoon is one session, therefore each day comprises two sessions) a Penalty Notice referral may be sent to the Local Authority, who will then make the final decision about whether a Penalty Notice should be issued.

Local Authority Penalty Notice Code of Conduct:
<https://www.cornwall.gov.uk/media/i4rov1t4/code-of-conduct-for-issuing-penalty-notices.pdf>



EXTRA-CURRICULAR ACTIVITIES

We run a variety of clubs on a termly basis. For more information, please visit our website <https://marhamchurch-lap.co.uk/parents/clubs/> or contact the academy office.

EDUCATIONAL VISITS

The curriculum is supported and enriched by a planned schedule of events and outings, and we encourage the children to learn from first-hand experiences. We therefore on occasions, will organise an offsite activity for the children, related closely to the work they are doing in the classroom. Often, the visit will entail a short walk around the local area, and we ask parents to complete the Parental Permission slip for Offsite Activities when their child joins our school.

On occasions, the trip may be further afield. We will always notify parents of such trips, and a permission slip will be sent home seeking parent's permission (S0E3).

Residential trips (overnight) are offered annually, normally to children in Years 3, 4, 5 and 6.

CHARGING FOR ACTIVITIES

We aim to provide activities that build on the subjects of the Early Years Foundation Stage and the National Curriculum and are important to pupils' experiences. The school does not receive extra funding for these activities and may ask parents for a voluntary contribution for activities such as educational visits, visiting speakers and entertainers. No child will be excluded from such activities if a contribution is not received, but the visit may be cancelled if insufficient voluntary contributions are received. If there is a specific reason you are unable to make a contribution and you would like to discuss this with the Head Teacher, please feel free to make an appointment to do so.

If there is a small profit of less than £2 per child, this will be used to subsidise future activities. If a profit greater than £2 is made, we will inform you and you can decide whether you would like a refund.

<https://marhamchurch-lap.co.uk/governance/policies/>

PLAYTIMES & TOYS

Playtimes are an opportunity for the children to go out into the playground and enjoy our play zones, where they can play with the playground toys, run around, interact with friends and sit in the quiet areas.

We take children out to play and for fresh air in most weathers, as this supports their readiness for the next stage of learning, so they always need a coat.

Please do not let your child bring in toys from home to the school.

CELEBRATING ACHIEVEMENTS

The achievements that children make within our school are celebrated in a variety of ways, some more formal than others.

These include stickers, team points, Star of the Week, P.E. Awards, Reading Awards, Times Table Rockstars and Attendance.

We celebrate our achievements on a Thursday in Celebration Worship. These are all in addition to any class arrangements.

FAMILY SUPPORT

We value our relationships with parents and understand that sometimes parents, as well as children, need support. We have a Family Support Worker available to help and signpost parents when they join our school family.

COMMUNICATIONS

We believe that parents, children and teachers should all work together in partnership. Two-way communication is very important. There are various ways by which information is sent from school to home. We will share information with you about the school, trips, key dates, news, weekly and monthly newsletters. Please ensure your contact details are kept up to date to ensure you don't miss anything.

<https://marhamchurch-lap.co.uk/parents/newsletters/>

We value our parents and carers contribution to school in many ways and your views and ideas for improvement are welcomed at meetings, as well as through questionnaires and surveys.

We hold are three separate consultation meetings during the academic year, each term, and these are an opportunity to discuss your child's progress and targets. Parents and carers will also receive full end of year written reports in the Summer term.

Your class teacher should always be your first point of contact, and we are always happy to meet with parents at other times during the school year should you have a query. Please contact the office for an appointment.

DATA PROTECTION

We are committed to a policy of protecting the rights and privacy of individuals, including pupils, staff and others, in accordance with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act.

We need to process certain information about our staff, pupils and other individuals with whom we have a relationship for various purposes to enable us to fulfil our official functions and meet legal requirements.

Visit <https://marhamchurch-lap.co.uk/governance/gdpr/> to find out more including the types of data we collect and our lawful basis for processing.



HEALTHY EATING



INTRODUCTION

We are committed to giving children the opportunity to make healthy eating choices. The school enjoys all the benefits of in-house catering: delicious meals that are freshly prepared, nutritionally balanced with locally sourced ingredients. We actively promote our school meals and encourage our children to take full advantage of them. As a school, we recognise the commitment to providing healthy food and food education and therefore, through our wider curriculum, we educate the children on the origin and sourcing of food and developing lifelong cooking skills and healthy eating habits.

WATER: Following research showing the beneficial effects of water on health and brain activity, we actively encourage the children to keep up their water intake. Children are encouraged to bring in a named water bottle every day. These are kept in the classroom for easy and frequent access.

FRUIT: As part of the 'Fruit for Schools' scheme the Reception and Key Stage 1 children are offered a piece of fruit each day.

MILK: This is available to every child and is free to children under the age of five.

SCHOOL LUNCHES

All children in Reception, Year 1 and Year 2 are eligible to receive **free school meals** and will be provided with a hot meal of their choice or a packed lunch from our Catering Team.

From Year 3 onwards, children whose parents are in receipt of specific benefits are entitled to free school meals. Visit <https://marhamchurch-lap.co.uk/parents/healthy-eating-lunch/> to find out more.

There is currently a choice of main meal, including a vegetarian option or jacket potato, served with vegetables or salad, fresh bread, a

pudding, fruit or yogurt lunch. You can view the current menus on our website <https://marhamchurch-lap.co.uk/parents/healthy-eating-lunch/>

If you are not entitled to a free school meal, then a hot meal or packed lunch can be booked and paid for via the school's MIS/Cashless payment system.

There's so much we consider when developing a primary school menu – variety, colour, taste and texture are all vital to the success of a dish when it comes to our primary school customers. For the younger ones we use taster portions to encourage them to try something new or different. Once the unfamiliar food becomes recognisable, the children are more likely to expand their food choices. Look out for our theme days that will bring together our school lunches and the curriculum!

PACKED LUNCH: Children are welcome to bring packed lunches. **Please do not include sweets or chocolates.**

TREATS: As we sometimes have children in school with food allergies please do not send in sweets / cakes / chocolates for birthdays or treats, without discussing with the class teachers.

The school understands that some children have special medical needs and/or dietary requirements which fall outside our normal policy and the Head Teacher will discuss the needs of these children with parents on an individual basis.

FREE SCHOOL MEALS

Parents and guardians are encouraged to apply for free school meals when they enrol their child in school as this can also help their child's school to attract additional 'pupil premium' funding to support learning. Please see Registration Form for more information.

**ADDITIONAL
INFORMATION**



PARKING & ROAD SAFETY

Where possible we ask families to walk to school, but if you need to drive please park considerately and safely at the top of the car park, thinking about the children's safety and the local residents.

Please escort your child safely until they are at the top of the school steps and can get safely into school where an adult can safeguard them.

GENERAL SAFETY

SITE SAFETY: The proper use of the playground and play equipment is important. We would ask parents not to allow their children to use the play equipment before and after school.

DOGS: Please do not bring dogs onto the school grounds or tie them up near the gate where parents and children are coming in and out.

JEWELLERY: In the interests of safety please could you make sure that items of jewellery are not worn for school. Children are physically very active and nasty accidents can result from earrings, rings and necklaces becoming caught or pulled. Watches can be easily lost or damaged.

LONG HAIR: In the interests of health and safety please could you make sure that if your child's hair is long, it is tied back during the school day.

SUN SAFETY: The prime message for children and staff is stay out of the sun as much as possible. Cover up with clothing and hats. Use a high factor sun block.

Children and staff should use a high factor sunscreen on any exposed skin, particularly the ears, neck and face even if hats are worn. Sunscreen should be applied by parents at the beginning of the day. Staff cannot be responsible for applying sunscreen unless there is a medical condition.

BEHAVIOUR

Our school is a community where we believe that behaviour is based on mutual respect, courtesy and consideration for others. We expect all children to appreciate their own and others' roles and responsibilities. We have an agreed Positive Behaviour Policy, which is available on our website <https://marhamchurch-lap.co.uk/governance/policies/>.

SAFEGUARDING & CHILD PROTECTION

The school has a duty to ensure that all parents understand our responsibility to safeguard the wellbeing of all pupils, and that this responsibility requires us to have a child protection policy and procedures. If there are concerns about a child, the school may make a direct referral to the statutory child welfare agencies and/or Social Services.

Please see our Safeguarding & Child Protection Policy for more details <https://marhamchurch-lap.co.uk/governance/policies/>



HEALTH ISSUES

EMERGENCIES: It is essential that the school is kept informed of any changes of address or telephone number. Please ensure that the Administrator has a number where a parent or nominated person can be contacted during the day. It is very distressing for your child if we are unable to contact anyone in cases of sickness or injury.

If a child is hurt during the day, they will receive basic first aid treatment and a telephone call will be made if it is a head injury. Ice packs may be applied and antiseptic wipes. Please let the office know if your child has any allergies.



MEDICINES: If your child has a chronic condition, such as asthma, please let us know and advise us about the medication and complete an 'Administration of Asthma Inhalers in Schools' form from the school office. If a doctor has specifically requested that medicine for any other condition should be administered during the day, please see the Administrator. You will be asked to complete a consent form.

Do not send medication into the school in your child's book bag. Throat lozenges, cough sweets, etc. should not be sent into school.

Please remember to let the office know if there is any change to your child's medication.

ILLNESS AND ABSENCE: We know that children very often want to come to school even if they are not really well enough to cope with the demands of the day. Please let them stay at home for 24 hours after any attacks of vomiting or diarrhoea. If your child has been prescribed antibiotics, it means they have an infection and may need time at home for the medication to take effect.

Please phone the school for each day your child does not come into school. If your child is absent for three days or more a doctor's note or medical evidence will be required.

HEAD LICE: Information is available regarding identifying and eradicating the little beasts. If your child is unlucky enough to pick up head lice (and it happens to us all at some time or other) please treat them straight away. If head lice are detected during the school day, you will be asked to collect your child, treat the head lice and then your child can return to school.

SPARE CLOTHES: We have a small supply of spare clothes for children for those little accidents which sometimes occur. We would ask you to wash and return any borrowed items as soon as possible.