

# PARENT HANDBOOK





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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 Insert School Name.

Starting nursery and 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



TRUST LEAD  
WELCOME

in developing reading and early language, every child in our School Trust is a reader. 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](http://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

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

## OUR VISION

To be an exceptional School Trust. We are committed to social mobility and a culture of belonging. 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.

## OUR 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.

## WE BELIEVE

**We are Stronger Together:** We deliver and achieve more than we could ever do individually.

**In a Sense of Belonging:** Every member of our School Trust matters and knows that they belong.

**In Removing Barriers:** Ensuring that where you begin does not limit your horizons.

**In Realising the Possible:** You cannot be what you cannot see.

# HEAD TEACHER WELCOME

Dear Families,

I am delighted to welcome you to Bovey Tracey Academy. Your children will be supported on their journey through our Academy by our whole team of dedicated and passionate teachers and learning support assistants.

I have been Head of Bovey Tracey Academy (formerly Bovey Tracey Primary School), for the last 11 years. Prior to this, I was the head teacher at Bishopsteignton Primary School.

Our school is a medium sized primary school on the edge of stunning Dartmoor, in the centre of Bovey Tracey - the gateway to the moors. We have a reputation for being a supportive and caring community where our children feel a sense of belonging.

BTA: Providing the gateway to fulfil an ambitious, flourishing future.



We are: Stronger together: We have developed the culture of the whole team working together so that collectively we focus on the very best outcomes for all children.

We all share a Sense of Belonging

have built a shared understanding amongst all staff of the importance of their role so that everyone contributes towards the achievement of all children.

We help everyone Realise the possible:

We ensure a coherent curriculum offer is in place so that all children have equal access to high quality teaching and learning in their classroom.

We Remove barriers:

We place the highest priority on our most vulnerable pupils so that they progress in their learning alongside their peers. This ensures all participate and learn well. We study how children learn, and this enables staff to deepen the understanding of children.

By providing the opportunities and experiences to nurture children's curiosity and knowledge, we will support them to develop the skills they need to move through their education and into the world beyond. We believe in providing the children with a rich, vibrant, and progressive curriculum which enables them to gain knowledge and confidence to develop skills but also grow as a learner, preparing them for the next step in their journey. We believe that our children need to explore a variety of experiences throughout their time with us and our curriculum offers enriching opportunities for all children to learn.

We are a happy school; we care about each other, and we are proud of how we work together as part of a wider community. We live our values CHEERS:

Compassion, High Aspirations, Equity, Excellence and Enjoyment, Resilience and Self -Belief

We look forward to working in partnership with you to enable your child grow and flourish. We are providing the gateway to enable your child to fulfil an ambitious, flourishing future.

Louise Prywata



## TERM DATES

### 2024 – 2025

#### Autumn Term 2024

Start	5th September 2024
Half Term	28th October – 4th November 2024
Last Day of Term	19th December 2024

#### Spring Term 2025

Start	7th January 2025
Half Term	17th February – 21st February 2025
Last Day of Term	4th April 2025

#### Summer Term 2025

Start	23rd April 2025
Bank Holiday	5th May 2025
Half Term	26th May – 2nd June 2025
Last Day of Term	24th July 2025

<https://boveytracey-lap.co.uk/parents/term-dates/>

## OUR SCHOOL DAY

### SCHOOL:

Our school is open for 32.5 hours per week.

#### Start of the school day:

Gates open at 08:40 and children go straight to their class. The school day begins at 08:50 with our gate closing at 08.50.

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

#### Lunch times:

Between 12.00 – 13:00

#### 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.

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

Wearing the correct school uniform is essential and a smart dress code benefits everyone. It creates a sense of belonging and unites us as a community, giving us all an identity to be part of and proud of.

### Uniform

- Sweatshirt /pullover with school logo (logos optional)
- Maroon cardigan with school logo (logos optional)
- White polo shirt
- Grey trousers or shorts (summer)
- Red or pink and white checked pinafore dress (summer)
- Plain dark or white socks. Plain black, grey or maroon tights
- Plain dark enclosed shoes

### PE and Games

- Polo shirt – yellow gold (logos optional)
- Maroon shorts
- Dark coloured tracksuit - optional.

- Trainers
- Bag to keep PE kit in (nothing too large).

Children should not wear trainers except for P.E. All items of clothing should be clearly named.

### Jewellery and hairstyles

No necklace, rings, or Smart watches. However, the following are acceptable:

- A watch.
- A medical alert bracelet.
- No more than one stud in each ear.
- Artificially brightly coloured or bleached hair is not permitted in school.
- All long hair must be tied back using school friendly, discrete accessories.

### Where to purchase it

The branded items (jumper, cardigan, and optional PE T-shirt) can only be purchased from the following supplier:

Thomas More Toymaster, 102/104 Fore Street, Exeter, EX4 3JB  
[http: www.thomasmooretoymaster.com/bovey-tracey-primary-school-73-c.asp](http://www.thomasmooretoymaster.com/bovey-tracey-primary-school-73-c.asp)  
My Clothing  
<https://myclothing>  
PMG [Schoolwear](#)

All other items can be purchased more widely, from high-street retailers and supermarkets, as well as from the suppliers above.



## KEY CONTACT DETAILS

Bovey Tracey Academy  
Abbey Road  
Bovey Tracey  
TQ13 9HZ

- Tel: 01626 833257
- Email: [boveytracey@lapsw.org](mailto:boveytracey@lapsw.org)
- Website: <https://boveytracey-lap.co.uk/>

## OUR SCHOOL DAY

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 Year1.

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.

Parent's meetings are held prior to your child starting school so that we can share information with you and answer any questions you may have.

### Attendance

The school must, by law, follow procedures with regard to punctuality and attendance, authorised and unauthorised absences. Our Attendance and Absence Policy is available on our website 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 with Certificates. Registers are regularly checked by the Attendance Officer who follows up on any high number of absences/or lateness of children. All requests for absence 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 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: [School absence penalty notices: Code of conduct – Education and Families \(devon.gov.uk\)](https://www.devon.gov.uk/education-and-families/school-absence-penalty-notice-code-of-conduct)

## WRAP AROUND CARE

We understand the pressures that working parents have juggling work and school and because of this we provide our parents with a childcare service from 7.45am until 6pm. This service is available for Reception children to Year 6:

Breakfast Club - Tel/text 07811825707

After school Club Tel/text - 07854063169

Application forms can be found outside the school office.

## EXTRA-CURRICULAR ACTIVITIES

We run a variety of clubs on a termly basis. Further information will be emailed during the year.

## 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 (TS0E3).

Residential trips are offered annually, normally to children in Year 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.

[Charges and Remissions Policy](#)

## PLAYTIMES

Playtimes are an opportunity for the children to go out into the playground or in the field (weather permitting), where they can play with the playground equipment, 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, Presentation Awards, Certificates, Head Teacher badges, Times Table Rockstars .

Friday is the Celebration Assembly where awards are presented. These are all in addition to any class arrangements.

## 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, the main

one being via the schools MIS system where we send information to you about the school, trips, key dates, news, weekly and monthly newsletters.

<https://boveytracey-lap.co.uk/parents/letters-parents/>

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 three separate consultation meetings during the academic year, one 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 or speak to the class teacher.

## 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://boveytracey-lap.co.uk/governance/policies/> to find out more including the types of data we collect and our lawful basis for processing.

FOBS



# HEALTHY EATING



## INTRODUCTION TO HEALTHY EATING

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 involve the children in growing their own produce and educate them on the origin and sourcing of food and developing 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. In EYFS children also have access to self-serve water throughout the day.

**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. Please see the Cool Milk leaflet - [Cool Milk](#)

### 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://boveytracey-lap.co.uk/parents/https-school-dinners/> to find out more.

There is currently a choice of main meal, including a vegetarian option, served with vegetables or salad, fresh bread, a pudding, fruit or yogurt, or a packed lunch. You can view the current menus on our website <https://boveytracey-lap.co.uk/parents/https-school-dinners/>

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 schools MIS 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. 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, chocolates, nuts, nut spread or fizzy drinks.

**TREATS:** As we sometimes have children in school with food allergies please do not send in sweets / cakes / chocolates for birthdays or treats.

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 the Registration Form for more information.

## PARKING & ROAD SAFETY

Please always park considerately and safely. There is a road restriction system which operates at drop off and pick up times. Only permitted drivers are allowed to drive through such as blue badge holders. The police have the power to prosecute anyone disobeying the order.

Where possible we ask families to walk to school, but if you need to drive, please park considerately and safely, thinking about the children and showing respect to the local residents.

## 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 with a sensible hairband.

**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 other roles and responsibilities. We have an agreed Positive Behaviour Policy, which is available on our website <https://boveytracey-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://boveytracey-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 i.e. plasters etc.



**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 well enough to cope with the demands of the day. Please let them stay at home for 48 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 or 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 may 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.

## FOBS

Welcome to FOBS (Friends of Bovey School)

We would like to personally welcome you to into the school community. We have children at the school in various year groups. As a new parent at Bovey Tracey Academy, you're automatically a member of FOBS. It's a great way to get to know parents and carers of children in other years and members of staff.

Our goal is to provide the funding to help enhance and further the children's learning experiences and opportunities. Our funds benefit all the children and come from the fundraising initiatives and events we hold during the school year.

We hold many events throughout the year including non-school uniform days; school discos; quiz nights; bingo and our annual Summer Fair. This year, we're funding 4 groups (art, drama, sporting activities and circus skills) to deliver sessions to the children. We've also donated £200 to each class to spend on whatever they choose.

You don't even have to wait until September to start fundraising. Join The Giving Machine

(<https://www.thegivingmachine.co.uk> sign-up code: [58901](https://www.thegivingmachine.co.uk)) and you will raise money for us simply by doing your online shopping.

We all have something to give. Even if you have younger children at home or only a small amount of time, could you come to a meeting, help set up an event, serve food or design a poster? Perhaps you have a professional skill you could help us out with? You don't have to come into the school; many of our volunteering tasks can be done from home. The most important skills you can bring are enthusiasm and a willingness to get stuck in.

Look out for our termly newsletter. If you would like to know more about the kinds of things we run and the events we hold, please join our Facebook group, look at our website or email us – <https://facebook.com/boveyfobs>; <https://www.pta-events.co.uk/btspta/>; or email: [boveyfobs@gmail.com](mailto:boveyfobs@gmail.com).

We look forward to getting to know you,

Chris Yeo and Kate Willett

FOBS Chairpersons