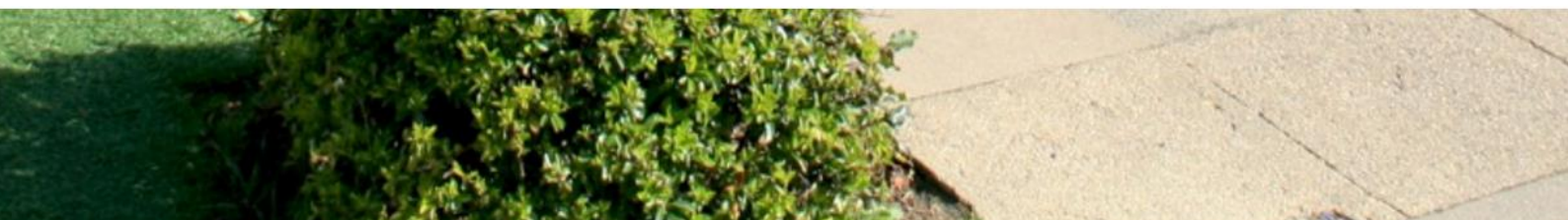




# WELCOME TO YEAR 5



**Biggleswade**Academy







# Biggleswade Academy

## WELCOME BOOKLET - Y5 PARENTS AND CARERS 2018

### Thank you for choosing to send your child to Biggleswade Academy for the next stage of their education.

We have always worked hard to make the transition from lower school to middle school as smooth as possible, however our experiences working across the 2-13 age range have really helped us develop our understanding of what a smooth progression for your child should look like.

Consequently, we now believe we can secure the 'best of both worlds' for your child by providing much improved consistency and emotional security for them to help ensure their academic progress and emotional well-being, whilst still ensuring we harness all the positives of moving into a more 'middle school' environment with all the resource benefits and additional opportunities that brings.

Year 5 pupils follow a 'primary' style timetable during the morning sessions, following much evidence over the last few years that this approach has significant benefits for our pupils. This approach means less initial movement around the school site, greater daily development of core skills (phonics, spelling, punctuation, grammar etc....) along with full hour lessons for Literacy, Numeracy and a set time to promote and develop the importance of reading.

In addition, afternoon sessions provide high quality opportunities for specialist teaching and experiences through curriculum areas such as Humanities, Science and PE.

The outline of the school day for 2018-19 will be the same for all pupils within KS2 (with greater opportunity and flexibility to meet personalised class needs at the discretion of the class teacher).

<i>Before School Clubs and Activities</i>	08:00
<b>Gates open for all pupils</b>	<b>08.30</b>
<i>Daily 'Starter' and registration</i>	08.45-09.00
<i>Period 1</i>	09.00-10.00
<b>Morning Break</b>	<b>10.00-10.20</b>
<i>Period 2</i>	10.20-11.20
<i>Period 3</i>	11.20-12.20
<b>Lunch</b>	<b>12:20-13:20</b>
<i>Period 4</i>	13.20-14:10
<i>Period 5</i>	14:10-15:10
<i>Assembly</i>	15.10-15.25
<b>Registration - home preparation</b>	<b>15.25-15.30</b>
<i>After school clubs and activities</i>	15.30-16.30

### Tablets in Education

We are very pleased to confirm the continuation of the 1:1 Mobile Learning Scheme launched in 2014. Through this scheme, pupils are invited to bring a tablet (iPad or android device) to school to support their learning.

### The scheme has the following aims:

- To transform learning and teaching through the introduction of 1:1 devices.
- To lead innovation in the development of a 21<sup>st</sup> Century pedagogy.
- To bring parents, pupils and school into closer partnership to support learning projects.

### These are our scheme outcomes:

- Empower pupils by encouraging creativity, problem-solving and independence in their learning.
- Provide an increasingly high degree of personalised feedback to pupils and their families.
- Bring pupils into closer partnership with teachers in the development of learning pathways and learning materials.
- Systematically share learning materials with pupils and parents in order to empower their support for learning anytime, anywhere.

Please email  
[byod.support@biggleswadeacademy.org](mailto:byod.support@biggleswadeacademy.org)  
for more information...



## Assemblies

All Schools and Academies are required to hold daily assemblies. Assemblies at Biggleswade Academy take place between 3:10pm and 3:25pm and will be a combination of Class, Year, Key Stage and 'Family' assemblies.

Our children will regularly be asked to present and take part in assemblies and on these occasions, we will often invite parents to join us to see the high quality of their contributions.

Parents who wish to withdraw their child from assemblies or Religious Education lessons on grounds of conscience, may do so, but are asked to contact Mr Steer (the Vice Principal) in writing at the beginning of the school year to discuss the alternative requirements.

## Extra-Curricular Activities

An extremely wide range of clubs, sporting and otherwise, are organised during lunchtimes and after school. Pupils are encouraged to join these. If a child wishes to join an after-school club, written consent must be given by the parent/carer, so that we are reassured that you know where your child is after school. If your child is involved in matches at other sites you will be informed and again your written consent will be requested. We would welcome any support you feel able to give on such occasions.

## Instrumental Lessons

Biggleswade Academy is a creative place to be! We have many ensembles which take place either free of charge or for a small fee where external staff are required. Pupils are encouraged to play a variety of instruments within and outside of lessons and there are lots of opportunities to perform.



Instrumental lessons are available and usually take place once a week (minimum of 33 lessons a year), in school time. If your child would like to

learn to play an instrument, details are available from the Music Department or directly from 'Inspiring Music' at [www.inspiringmusic.co.uk](http://www.inspiringmusic.co.uk). Please note there is a termly fee to help cover the costs. Pupils are able to borrow certain instruments for their time at the Academy at least while they are having lessons.

Pupils must be responsible for checking the notice board for the time of their lesson and must be prepared to show commitment!

## Attendance

Regular and punctual attendance is necessary if a pupil is to make their maximum progress and, whilst aiming for 100%, we set a clear minimum acceptable attendance rate of 96%.

In the unusual event that your child is ill and unable to attend school we ask you to ensure you make contact with the Academy office before 10:00am on each day of absence. This is an essential feature of our safeguarding procedures to protect your child. We need to ensure that pupils who left for school in the morning arrived as expected. When your child returns to school we also ask you to send in a brief note of explanation. This is a legal requirement for both parents and the Academy.

## Medical Appointments

Medical appointments for children should be made outside of school hours wherever possible to avoid interrupting their education. If it is essential for them to leave school to attend these, please inform your child's class teacher or the Academy office 24 hours in advance of the appointment and provide an accompanying appointment letter. If an appointment needs to be during Academy hours, pupils should attend school before the appointment and return after the appointment.

## Signing Out Procedures

For security reasons, pupils should remain on the premises. However, if they do have to leave during the day they must report to the office where they will have to sign themselves out and be collected by an adult. When pupils arrive back in school, they should sign in so that we have a full record of who is on the premises.



## Leave of Absence - Family Holidays

Guidance from the Department for Education advises that unless special circumstances are identified then term time holidays must not be authorised. Any holidays taken without consultation or school authorisation will, by definition, automatically be unauthorised.

The Education (Pupil Registration) (England) Regulations 2006 expect schools not to authorise holidays because of:

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holidays period
- Overlap with the beginning or end of term

These are not considered to be valid reasons for disrupting the education of a child.

Any application for a holiday must be made at least four weeks in advance and only by the parent with whom the child normally resides. Should the application not be authorised and the holiday is taken, the Access and Inclusion Service in consultation with the Academy may issue a Fixed Penalty Notice. Biggleswade Academy will follow the CBC code of conduct regarding non-school attendance in this instance.

If a pupil's attendance is at or above the Academy target of 96%, we will consider every application individually although **our policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances.**

We will consider authorising holidays for:

- Service personnel and other employees who are prevented from taking holidays during term time;
- When a family needs to spend time together to support each other during or after a crisis;
- Parents who are subject to strict and non-negotiable holiday rota and evidence is provided to this effect.





## Positive Learning Environment

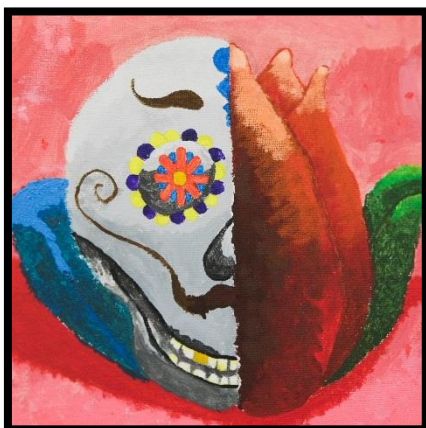
At Biggleswade Academy our aim is to create a learning environment that all pupils enjoy and where they can be challenged to achieve their full potential.

At the beginning of September, the children will be given their academy planner, which amongst other things, references the school's rewards, sanctions, uniform policy and the Home-School Agreement which will need to be completed and signed by the Child, Parent/Carer and the Class Teacher.

Full details of the Academy policies can be found at [www.biggleswadeacademy.org](http://www.biggleswadeacademy.org).

## Consent Forms

We will send home a consent form for you to sign and agree to your child attending any excursion in Biggleswade that they are invited to attend. We will of course advise you on the dates the pupils will be leaving school premises.



## Educational Visits

In order to enhance pupil experiences and education, field trips and outings are organised throughout the year. Most take place in school hours but some are after school.

To cover the cost of any trip or residential visit we will request a voluntary contribution from parents/carers. If voluntary contributions do not meet the actual costs involved, then the trip or residential visit will not be able to take place.

Most contributions should be paid online through our ParentMail website. However, if this poses a problem then please contact the Academy office who will advise on alternative payment methods.

Please inform the Academy if you are willing to be DBS cleared and you feel able to accompany a trip!

The following is a guide to proposed events in the next educational year, but please note some trips may not take place and there may be changes or additions according to availability and need. For example, we are often able to secure tickets to concerts, theatre productions and sports events. We are always looking to update and modify our opportunities.

Year 5	Biggleswade Baptist Church Christmas Service <ul style="list-style-type: none"> <li>Legoland day-trip</li> </ul>
Year 6	Biggleswade Baptist Church Christmas service <ul style="list-style-type: none"> <li>Residential Trip</li> </ul>
Year 7	Biggleswade Baptist Church Christmas service <ul style="list-style-type: none"> <li>End of Year Trip e.g. Grafham Water</li> </ul>
Year 8	Biggleswade Baptist Church Christmas service <ul style="list-style-type: none"> <li>Christmas Independence Outing</li> <li>Overseas Residential Trip</li> </ul>

- Denotes when a payment will be requested. This normally covers costs such as travel, entrance charges and fees.





## **Illness/Accidents in School**

If a pupil becomes unwell in school then a member of staff should be informed immediately. Staff holding a full First Aid Certificate will attend to their needs and a decision made as to whether they should remain in school or if they need to be sent home.

**It is vital that we have full, up to date information on contact numbers should the need arise. If for any reason your telephone number and/or address changes, the Academy should be informed promptly.**

### **Medicines**

Staff are not allowed to prescribe medicines to children. However, if a parent/carer wishes medicine to be taken in school it must be taken to the office for safe keeping and a Parental Agreement Form must be completed. It is the child's responsibility to go to the office if medication is required. Each medicine must be clearly labelled with the child's name and dosage instructions.

Pupils requiring inhalers should carry one with them at all times. The Academy office should be informed that the child has been prescribed an inhaler so that medical notes can be kept up to date.

**The Academy must be informed if your child has any allergies or medical conditions.**



## Safeguarding

Mr Monti (Associate Principal) is currently the senior designated Child Protection Officer and leads a small team working within this area. If there are any causes of concern about a pupil, he is legally obliged to contact the appropriate authorities and will always do so where it is deemed to be in the best interests of the child or children concerned.

## Access to School Property

**The Academy is not responsible for your child before 8:30am.** We therefore request that, for their own safety, you ensure your child does not enter the Academy grounds until this time.

All Academy grounds are private property. Pupils are only allowed on the grounds at the end of the day if a member of staff has granted them permission. These rules are for the safety of each individual and to maintain the security of the Academy buildings and grounds.

Like many other schools in the country, Biggleswade Academy has a number of entrances around our site, however if you need to visit us for any reason we request that you use the appropriate main entrance and report to the office.



## Healthy Eating at Biggleswade Academy

Dinners are prepared on site by our own catering staff, who work hard to provide pupils with a wide range of healthy options.

Traditional school meals, pasta or a baked potato with a choice of sauces (that can be taken as a meal deal to be combined with a fruit or salad bowl and a dessert) and a variety of 'specials' (ranging from filled paninis, healthy Italian style pizza, hot filled wraps/baguettes, or the option to make up your own choice of sandwich/bagiette) are offered every day.

Water is provided free of charge; water fountains are available as well as jugs of water in the dining room.

Pupils are encouraged to support our philosophy of healthy eating and can purchase hot and cold snacks during break time, including cheese on toast, buttered toast, bacon rolls, together with cold drinks.

Pupils may also choose to bring a packed lunch and guidance is also given in food technology lessons to teach pupils how to put together a well-balanced, healthy meal.

Pupils are encouraged to drink plenty of water, both during the lunch break and throughout the day, as research shows that a hydrated brain functions at its best. Please ensure pupils bring their own named clear water bottles into school.



# Homework Guidelines

Homework is set on a regular basis as we recognise that it forms a vital part of our work. We also recognise that with the continuous changing faces of education, parents can struggle to keep up with the pace of change and appropriately help their children. Hopefully the following guide will be of use.

As an Academy we are also developing a series of workshops to inform parents about curriculum areas and how they can help their children. You will be advised when these are due to take place.

## What is 'Homework'?

Homework can mean many things. It is work that is set outside the timetable day, but not necessarily at home. It is a means of extending children's learning beyond the classroom and it helps them to develop their ability to work independently and to be responsible for their own learning. It also helps children develop the important life skills of time management, self-organisation, problem solving and working to deadlines. Hopefully, it also develops confidence and the motivation needed to study effectively on their own. Most of all, it is an essential means of challenging children and helps them to achieve higher standards.

## How do you know that homework has been set?

Each child will be provided with a Home-School book at the start of the academic year. This is primarily a homework diary and serves as a 'memory-jogger'. Pupils are required to record the homework that is set and when it is due to be handed in. Staff provide the tasks for the pupils to stick into their homework books.

The Home-School book is also there for parents and teachers to monitor homework and to check that it is being completed appropriately. We request that parents/carers sign the planners on a weekly basis. Class Teachers will also sign and check on a regular basis.

In order for Year Five pupils to adjust to the increase in homework it will be given on a staggered timetable. For the first half term pupils will only be set homework in Maths and English, plus spellings and times tables. However, if a pupil does not complete an appropriate amount of work in a lesson it is likely that they will be required to complete it at home.

We also expect pupils to read on a daily basis and to record their reading on the relevant pages in their home-school books. We request that parents/carers support this process by listening to them read and counter signing their reading records to help us monitor what is being read and how often.

## Non-completion of Homework

As well as extending their work in school, homework can often prepare children for their next lesson. Therefore, it is vital that homework is completed by the date set. Pupils need to learn to be responsible for their homework. Please be aware that we do rely on parents supporting us over homework and we ask that you try to avoid situations where completing homework is made difficult. Children need to be aware that you also see homework as important.

## How can you help?

You can expect the amount of homework set to increase over the years that your child is at Biggleswade Academy. It is therefore vital that routines are established as soon as possible.

To begin with, allow your child to get over the school day. Let them have a break and a snack before they start their work.

Help them to work out a routine for themselves, but remember what works for one in the family, may not work for another! Many children prefer to do their homework soon after they get home so that they can follow other interests later in the day. Others prefer to relax and then begin homework in the early evening.

Try to let your child work at his/her own pace and see that they have time for other interests.

One of the best influences on a child's homework is the interest you show in it. If you spend time with your child discussing their homework, encouraging them to work with care and attention and giving praise when this is done well, you will be making an excellent contribution to your child's educational progress and achievement.

Do not allow your child to spend all evening on homework. This will only tire and frustrate them, making homework an even bigger chore. As a rule, in Year 5 children should not be spending more than thirty minutes on one piece of homework. This should then increase as they progress through the Academy.

## Where will they work best?

Most parents feel that it is important for their children to do homework 'in a room by themselves'. This is true for many, but many younger children sometimes need their parent's company and encouragement. However, it is advisable that children complete homework at a desk or table, without the distraction of televisions etc....



# Communication

We hope that parents will build a strong and trusting relationship with Biggleswade Academy. It is in the best interests of you and your child to sort out any problems as quickly as possible. We treat all queries and concerns seriously and are always willing to arrange appointments for parents to meet the appropriate members of staff. If you call school just to speak to somebody rather than wanting an appointment, then the member of staff concerned will call you back within 24 hours. Likewise, teachers will contact parents if they feel it would be beneficial to do so.

Appointments can be made by contacting our school office on 01767 660515 and parents are asked to follow the concerns procedure highlighted within the complaints policy.

## Website

[www.biggleswadeacademy.org](http://www.biggleswadeacademy.org) is our main easily accessible source of information for parents as it is available 24/7/365. This site is constantly updated to ensure it contains all policies, calendar dates, newsletters and news stories. In addition, we 'tweet' and 'Facebook' key news stories and pieces of information directly to your accounts for your ease.

## School Planner

Your child's school planner includes lots of information but is also a useful way of passing information between home and school. There is plenty of room for comments, informal notes and messages from parents/carers and Academy staff.

Please use it and encourage your child to refer to it on a required basis. As it is an important book, if it is lost or defaced, pupils are expected to purchase a replacement from the Academy office.

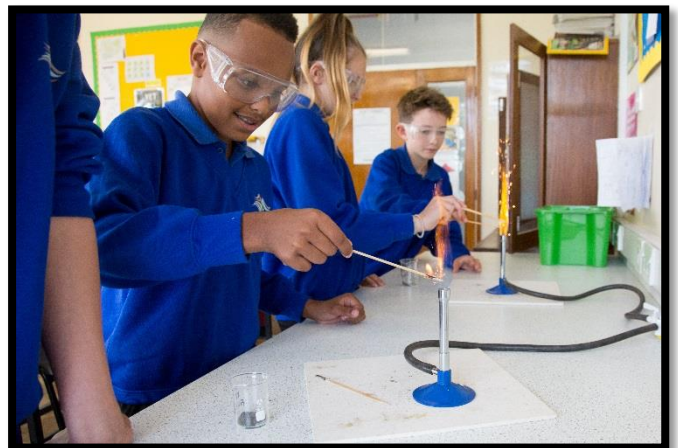
## The Globe - Academy Magazine

Roughly once every term, we publish our Academy magazine. This is a full colour publication that draws attention to some of the larger events, news stories and pieces of information which have taken place or are planned during that period. You can also download recent and archive issues from [www.biggleswadeacademy.org](http://www.biggleswadeacademy.org).

## ParentMail

ParentMail is a personalised E-mail system which ensures you receive information relevant to your child directly to your inbox, saving the possibility of key communication being found months later at the bottom of a dirty P.E. bag! You will be asked to complete a data form with your E-mail contact to enable us to contact you by this method.

As we are a cashless school, schools trips and lunches are paid for through this secure system.



# Academy Uniform

We take pride in the wearing of school uniform and we are proud to say that our parents support us in this. Our pupils receive many compliments from visitors over the year and we, in turn, are very grateful to our parents. Through the uniform pupils gain a sense of belonging and do not have the extra pressures of what to wear in the morning!

**Full details of Biggleswade Academy Uniform Policy can be found at [www.biggleswadeacademy.org](http://www.biggleswadeacademy.org) and ordered online at [www.mapaconline.com/schools/BiggleswadeAcademySG18](http://www.mapaconline.com/schools/BiggleswadeAcademySG18).**



## Personal Property

**All articles, particularly clothing, must be named.**

Articles of value or excessive amounts of money should not be brought into school but, where the need arises, pupils are asked to seek the advice of their teacher.

Whilst all reasonable measures are taken to ensure the safe custody of clothing or other articles, the Academy does not accept liability in the event of any loss or damage. If you feel it is necessary for your child to bring a mobile telephone into school, it must be clearly labelled and handed in to the Academy office before registration. Mobiles must not be carried in pupil's bags or left in their lockers.

Pupils are permitted to wear a watch and one pair of gold or silver stud earrings. All other items of jewellery are not allowed. All items of jewellery must be removed for P.E.

## Lost Property

The Academy's lost property is periodically collected at a central point and if it is clearly named, it will be promptly returned to the owner. However, if it is not named, it will be stored awaiting collection for a while, but not indefinitely. Should pupils lose an article, they need to check in the lost property area. If an item is not there they need to inform an appropriate member of staff, as soon as possible, so that a search can be organised. Labelled P.E. kit that is left behind in the changing rooms is returned to pupils. Unlabelled kit is given to lost property.

## Stationery

While some items will be provided for pupil use, pupils require basic stationery items of their own such as blue/black handwriting pens, writing and colouring pencils, a white board pen, an eraser, a ruler and a pencil sharpener. Fibre tip pens and roller balls are preferable, biros are definitely discouraged. They do not need colour gel pens or felt tips; Tippex is not permitted. It is advisable that they have their own basic calculators, safety scissors and glue sticks, but this is not compulsory in Year Five. All pencil cases should be named.

Book covers are compulsory for all pupils and should be purchased directly from the Academy. These help pupils to keep exercise books neat and tidy and can be transferred from one year to another. The school also sells suitable pens, stationery packs containing essential equipment, and other items of stationery.

Every pupil should have a suitable bag for carrying books and other equipment. This should be waterproof. A sensible size should be considered, may we suggest no bigger than 50cm x 20cm x 25cm (20in x 10in x 10in). We do have considerable difficulty in storing bags and they can be a hazard if they are too large and bulky, not to mention damage to backs. We also recommend a separate named, drawstring style bag for PE kits.



## Transport

As we are trying to promote a healthy school we would encourage pupils to walk to school. However, we are aware that this is not always feasible. If you need to bring or collect your child to/from school **please ensure you are considerate to our neighbours, be extremely careful around our 'walking to school' routes and don't bring your car onto the Academy property.** The children have to walk past this area and we must ensure their safety. Please drop your child in Mead End, away from the parking restriction areas. In the mornings and after school the entrance to the Academy can be very busy and ensuring the safety of all our children is our number one priority.

If you need to drive onto the premises due to your child having a disability, then please follow the directions and parking restrictions accordingly.

## Bicycles & Scooters

Pupils may cycle to school if they have passed the *BikeAbility* Test and have received a cycling permit and all pupils can choose to 'scooter' if they wish. Once they are at school however, all riders must dismount and walk as riding is not allowed within the Academy grounds. Bicycles must be left locked. All measures have been taken to try to ensure the security of bicycles and scooters when they are brought into school, but it should be noted that all such items are **left at their owner's risk.**

Pupils choosing to ride bicycles to school must wear cycle helmets. It is the responsibility of the parents to see that the bicycle is in good working order. Permission to cycle to school may be withdrawn from children who cycle dangerously or whose cycle is not in a roadworthy condition.

For full details please see the school's cycling policy at [www.biggleswadeacademy.org](http://www.biggleswadeacademy.org).

## Transport for those from Langford

The local authority provides transport to Langford free of charge. At present this is done by taxi which collects them from an allotted stop (nearest to their home) and drops them at the Academy gates and vice versa. No pupil has to cross a road at the Academy to get the taxis. If the taxi is missed then pupils should report to the Academy office where transport will be arranged. No pupil is ever kept after school without prior notification to the parent/carer.

Passes are required for every journey to or from school. If a pass is lost a duplicate one may be obtained by asking the office for an application form which must be returned to County Hall, Bedford. Replacement passes will have to be paid for.

We try to impress upon our pupils the importance of sensible, quiet behaviour when travelling by taxi. We would ask parents to assist us in reinforcing this.

## Policies

As referred to throughout this booklet, the Academy has many policies which parents may be interested to read from time to time. These are regularly updated the entire range are available to view and download at [www.biggleswadeacademy.org](http://www.biggleswadeacademy.org).

## Multi Active – Wrap-around Care and Holiday Club

Multi Active runs the after school club and holiday club, known as 'The Den'; they are based in the Space for Sports & Arts Centre. The club runs from 7:30am until the start of the school day and then from the end of the school day each afternoon until 6:00pm.

If you would like further details please visit [www.multi-active.co.uk](http://www.multi-active.co.uk) or telephone the school office on (01767) 660515 extension 215 to speak to a member of Multi Active staff.

## Finally!

We hope that this booklet has been of use to you. Any comments on how it can be improved will be warmly welcomed. Remember that your child's education, and indeed future, are best served by a working partnership between home and school. Our staff are dedicated to providing your child with a happy, work-orientated environment which will allow them to reach their full potential.

We look forward to working with you.



**BiggleswadeAcademy**

