



# **Parent Handbook 2018 - 2019**

**Welcome to East Garforth Primary Academy.**

**Here is some information about us which you may find useful.**

**Please feel free to contact us if you have any queries.**

### **Academy Vision**

East Garforth Primary Academy fosters friendship, co-operation and high quality learning in a caring environment so that each individual has the opportunity to work towards his or her full potential.

The targeted and strategic use of pupil premium will support us in achieving our vision: A caring school, which has high standards in all aspects of school life and intellectually challenges children of all abilities.

### **About East Garforth**

On 1<sup>st</sup> September 2013 East Garforth Primary School became East Garforth Primary Academy (EGPA). The school is located in the outer east side of Leeds and works in partnership with the School Partnership Trust (SPTA). Good relationships exist with local partnerships including the Garforth Family of Schools as well as other academies within the School Partnership Trust Group.

### **The Academy Building**

There are currently nine classes and a Foundation Unit which consists of Nursery and Reception.

There are four Playgrounds – Foundation Stage, one Key Stage 1 and two Key Stage 2.

All areas of the school are strictly no smoking.

Hot school meals are available and both hot meals and packed lunches are eaten in the hall.

## **Staff Information**

### **Senior Leadership Team**

**Executive Principal** – Mrs J Snead

**Head of Academy** - Mrs R Binns

**Vice Principal** – Mrs N Wright

**Assistant Principal** – Mrs S Tempest-Mitchell (Maternity Leave)

**Assistant Principal** – Mr C Parkinson

**Office Manager** - Mrs J Whale

### **Leadership Team**

**SENCO** – Miss L Dawson

**KS2 Leader** – Mrs S Digpal

### **EYFS/KS1 Teaching staff**

Mrs C Watson

Miss H Denham-Bosah

Miss L Dawson

Mrs L Brown (Maternity Leave)

### **KS2 Teaching Staff**

Mr C Parkinson

Mrs S Digpal

Mrs P Wright

Mr T Chalder

Mrs R Wilkinson

Mrs N Wright

### **Support Staff**

Mrs K Brownbill - HLTA, Mrs H Armitage - HLTA

Mrs C Thackery, Mrs C Heeley, Mrs R Orr, Miss A Cowell

Mrs S Dale, Miss S Robinson, Miss H Martin

### **Office Staff**

Finance Officer – Mrs D Wilbert

Admin Assistant – Mrs D Atack

### **Caretaker**

Mr J Limbert

### **Catering Staff**

Mrs P Kirkham, Mrs M Bratley, Mrs W White

### **Lunchtime Staff**

Mrs A Foster, Mrs J Frith, Mrs C Banks

## **Standards of Behaviour**

The school has 'A Policy for Behaviour'. This sets out the behaviours to be expected of all in the school. There is a clear structure for dealing with different stages of behaviour which is included in the Behaviour Policy. There is a copy on the website or please ask at Reception.

## **School Rules for Parents**

In order to help us to maintain a positive, happy and safe environment for the children, we ask all parents to refrain from the smoking of cigarettes and the use of inappropriate language, anyone found doing so will be asked to leave the premises.

Please note that we do not allow dogs on school property, except assistance dogs.

## **Parking**

Parking is allowed on the turning circle outside the main entrance for parents/carers who display a Blue Badge. Please drive to the main gates and press the button showing a bell to contact the school office. Pedestrian access is available via Aberford Road and Muncaster Road.

## **Academy Organisation**

### **Times of the day:**

School starts at 8.50am. Free fruit and milk will be available at breaktimes for KS1.

Nursery Sessions: 8:45 am – 11:45 and 12:15 – 3:15 (30 hours provision available – please enquire at the office).

Lunchtimes are between 11.30am and 1.00pm.

Support staff are instrumental in maintaining a positive environment over the lunch break, leading play and engaging with children.

School ends at 3.15pm.

## **School Lunches**

Your child can choose from the menu each day as they enter school, or menus are available for view on the website. There are 4 options each day.

Red – Meat / Fish

Green – Vegetarian

Blue – Jacket Potato

Yellow – Sandwich

## **Other**

Awards are presented to children during Friday afternoon assembly. If your child is to receive an award you will be invited to attend.

Each class teacher organises class outings in connection with their class focused work, voluntary contributions are requested to support this.

In the Summer Term there is a leaver's assembly for the Year 6 pupils. Parents and family are all invited. During the Summer term sports day will be arranged for all children to take part in; this is weather dependent.

## **Communication**

**It is essential that the academy has up to date contact details for your child in case of illness or emergency. If you change your address or telephone number please inform someone in the Academy Office.**

If your child is poorly and cannot attend, please call as soon as possible (before 9am) on 0113 212 7100, to give a reason for your child's absence. The academy operates a 'first day response system' where parents will be contacted if their child is absent and a message has not been received.

## **Personal Belongings**

Please do not allow your child to bring anything valuable into school. Anything brought in is at the owner's risk. If it is for a particular purpose, please ask the class teacher to lock items away for security.

## **Uniform**

The branded Academy uniform is available from the Garforth School Partnership Trust Uniform shop on Garforth Main Street, which also provides a wide range of the items specific to all the academies and schools within Garforth. The shop is open on a regular basis. General items, such as trousers, skirts, pinafores, shirts etc. are available from a large number of other retailers.

## **Academy Uniform List**

Nursery to Year 5

Boys/Girls

- Grey tailored trousers/dress/skirt
- Plain grey shorts.
- White polo shirt (plain or with academy logo)
- White collared shirt
- Red round neck sweatshirt/cardigan (plain or with academy logo)
- SUMMER: Red Gingham Summer Dress
- Socks and tights: Black, white, grey or red

Yr 6

Black sweatshirt or cardigan

Black or white polo shirt

White shirt or blouse

Black trousers/skirt

PE Kit:

Black PE shorts, White PE Shirt (Plain or with academy logo) and pumps

Additional Outdoor PE Wear: Trainers, tracksuit top and bottoms (No football strips)

Appropriate footwear must be worn that is suitable for playing outside in whilst being smart.

Shoes or trainers should be black in colour.

**Please ensure you label all school uniform and equipment, including coats, with your child's name and class.**

If you require any further information, please do not hesitate to contact your child's class teacher, the admin staff or a member of the Senior Leadership Team.