



TOWNGATE PRIMARY ACADEMY



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Thursday 20th July 2017

Dear Parents & Carers

Events in the academy this week

Nursery held their sports day on Tuesday. This was a great success, and children and parents really enjoyed it.



Upcoming Events

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| Friday 21 st July | <p>Treacle bear day: children can come in non-uniform with a donation to Wakefield Hospice.</p> <p>Assembly – We will be presenting our pupil of the term awards in assembly.</p> <p>Summer Fayre – straight after school. Fingers crossed the weather improves, if it is dry we will be on the school field, if wet in the school hall. Donations of cakes and buns will be gratefully received!</p> |
| Tuesday 25 th July | <p>“Towngate’s got Talent” finals in the school hall (competing in front of the school children). We have had to move this to Tuesday from Monday due to a couple of clashes with events on Monday. If your child is through to the finals please ensure they have everything they need to compete with them on the day.</p> <p>Change to school menu for today as previously advised - red option is tuna and sweetcorn wrap, blue is unchanged (macaroni cheese)</p> |
| Wednesday 26 th July | <p>PTA end of term treat – a day of fun organised by the PTA for children from across the academy.</p> |

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| | Change to school menu for today as previously advised - red is sausage and potatoes with gravy and blue is quorn burgers |
| Thursday 27 th July | <p>Re-scheduled Sports day – hopefully we will be able to run our sports day today, weather permitting. Times will be:</p> <ul style="list-style-type: none"> • F2 – 9.15 – 10.00 • KS1 (Y1&2) – 10.15 – 11.30 • KS2 (Y3,4,5 & 6) – 14.00 – 15.00 |
| Friday 28 th July | <p>Last Day of Term</p> <p>Celebration assembly as usual – 100% attendance certificates; presentation of sports day trophies; presentation of dictionaries to year 2 children from the Rotary Club.</p> <p>Year 6 leavers assembly from 1.45 pm until 2.30 pm for parents of children in year 6.</p> <p>Year 6 end of school year water party – please ensure children in year 6 have something to change into and walk home in. Children can bring in water pistols etc for this annual tradition.</p> |

Staffing for next year

Following a period of absence, Mr Noble will not be returning in September. Therefore, Mr Smith will be the class teacher teaching 3b from September until Christmas. As he is a temporary teacher, we will recruit for a permanent teacher in January 2018 for the remaining two terms. Mr Smith worked with the class on transition day last week, and has been working in the academy over the last couple of weeks to familiarise himself with planning and getting to know routines and children. Mrs Mitchell will be covering the teacher release time across years 2 and 3, and will be in place to support Mr Smith with his role in school.

New Policies

At Governing Body meeting on Monday 17th July, the Governors approved the reviewed Behaviour Policy and Attendance Policy. Both of these will be available from September on the Academy website.

Please see the attached “one page policy” summary of the behaviour policy, which is designed to show parents our approach to behaviour management in a nutshell. Central to this will be our new school rule – “Ready, Respectful, Safe” which we will be introducing with the children in September, and also see below the excerpts below from the Attendance Policy:-

Punctuality

The law states that children should arrive at school on time, every day. Schools are legally required to take a register of pupils first thing in the morning and at some point in the afternoon. [From September 2017] We do this between 8.50 – 9.00am.

Please note this time window – children will be able to come into the classroom up to 9.00 am and be marked as present. This gives a slightly larger window of time to help parents ensure that children arrive before lessons start.

On a morning the register will remain open for 10 minutes – if a pupil is late but the register is still open they are marked as late. **This is between 9.00 – 9.10 am.** The register will be closed after 10 minutes and if a pupil arrives after this time this will be classed as unauthorised absence; **any time after 9.10 am.** If a pupil has a period of 10 lates in the academic year, the school has the right to record any further lates as unauthorised absence. The policy is in line with Wakefield Council Code of Conduct on Penalty Notices and falls under Section 44 of the Education Act 1996. The Education (Penalty Notices) Regulations 2007 set the framework for the operation of the Penalty Notice scheme. The

Code of Conduct states that a Penalty Notice may be issued where there are at least **10 sessions (half days) recorded as unauthorised absence.**

Persistent Absence

A pupil becomes a persistent absentee if he/she has missed 10% or more of school for **any reason** and has an attendance of below 90%.

Unauthorised Absence

An unauthorised absence is an absence which is not permissible in Law. Unauthorised absences include:- birthdays, shopping trips, days out, term time holidays and absences where no explanation has been received. School will discuss unauthorised absence with the Education Welfare Service and further action will be agreed.

The school does not authorise holidays taken in term time and works in partnership with the Education Welfare Service regarding the issue of Penalty Fines. Pupils have an entitlement to an education, not a term time holiday.

The policy is in line with Wakefield Council Code of Conduct on Penalty Notices and falls under section 44 of the Education Act 1996. The Education (penalty Notices) Regulations 2007 set the framework for the operation of the Penalty Notice scheme. **The Code of Conduct states that a Penalty Notice may be issued where there are at least 10 sessions (half days) recorded as unauthorised absence.**

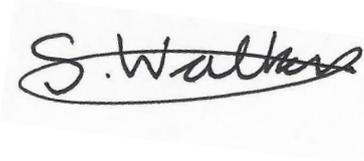
School Term Dates

Please find attached the holidays for 2017-18 and 2018-19 for your information.

School Dinners

If you pay for your child to be provided with a school dinner please can you ensure that any outstanding dinner money (including provision for the final Friday!) is paid in full by 10 am on Thursday 27th July.

Yours sincerely

A handwritten signature in black ink that reads "S. Walker". The signature is written in a cursive style and is underlined.

Mr S Walker
Principal

What our Behaviour Policy in practice looks like – one page summary:

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| How will staff behave? | | What are the 3 Rules? |
| <ol style="list-style-type: none"> 1. Be fair – use the behaviour policy for all. 2. Be calm – keep emotions in check. 3. Be kind and respectful to all. | | <ol style="list-style-type: none"> 1. Ready: Aim high, work hard, no excuses. 2. Respectful: Be kind and respectful. 3. Safe: Be safe. |
| All staff, everyday... | | Senior leaders, everyday... |
| <ol style="list-style-type: none"> 1. Refer to “Ready, Respectful, Safe”. 2. Never ignore or walk past learners who are behaving badly. 3. Follow up every time, engaging with learners. | | <ol style="list-style-type: none"> 1. Take time to meet, greet and welcome learners at the beginning of the day. 2. Be a daily, visible presence around the site, especially at times of mass movement. 3. Regularly review provision for learners who fall beyond the range of written policies. |
| Ways we recognise conduct that exemplifies our expectations. | | What support do we provide beyond the classroom? |
| <ol style="list-style-type: none"> 1. We send Principal commendation letters to each cohort, once a year. 2. We celebrate progress, creativity, role model and behaviour leaders each term in each class using our Academy Trophies. 3. We celebrate positive learning behaviours weekly, two per class, in our celebration assemblies. 4. In class reward systems (dependent on each class) 5. Leadership roles around school: prefects, school council, head boy and girl, play leaders. 6. Lunch staff have an instant reward system. | | <ol style="list-style-type: none"> 1. A full time Learning Mentor to link home, academy and external support for overcome pastoral barriers to learning. 2. A full time Behaviour and Attendance officer, working across breaks and the Academy day to lead play activities with the prefects and interventions. 3. We buy into Education Psychology, Wakefield Exclusions and Behaviour Support Team to provide additional support where necessary, access support the Future in Mind and any other additional agencies as necessary. |
| Steps to manage behaviour | Actions | |
| Redirection | Gentle encouragement, a nudge in the right direction, small act of kindness. | |
| Reminder | A reminder of Ready, Respectful, Safe delivered privately if possible. De-escalate and decelerate where reasonable and possible and take the initiative to keep things at this level. Remind learner of past times when they have made right choice. | |
| Caution | A clear verbal caution delivered privately, making learner aware of their behaviour and clearly outlining consequences if they continue (time out). | |
| Time out | Give the learner a change to reflect away from others. Speak to the learner privately and give them a final opportunity to engage. Offer a positive choice to do so. Parents should be informed by class teacher. Any learning time lost to be made up at break / lunch. | |
| Internal referral | Learner will be referred internally to paired class / sent inside if outside for ten minutes. Any learning time lost to be made up at break / lunch. All internal referrals must be recorded by behaviour officer, and parents informed. | |
| Formal meeting | Two incidents of internal referral in a half term or a single serious breach of behaviour – a meeting with the class teacher, learner, and behaviour officer to set targets that will be monitored over the course of two weeks. If the breach happens outside, the child must immediately be brought inside to SLT / learning mentor. | |
| Examples of breaches of the Behaviour policy which may result in immediate internal / fixed term exclusion and a formal behaviour meeting. | | |
| Sustained bullying / victimisation. | | |
| Violent or dangerous conduct affecting staff, members of the public or other learners. | | |
| Sustained disruption to learning or wilful damage to property. | | |
| Drug / alcohol incidents as detailed in this policy. | | |

