

Waltham Leas Primary Academy



General School Information Sept 2026

Waltham Leas Primary Academy
Manor Drive
Waltham
Grimsby
North East Lincolnshire
DN37 0NU

Tel. 01472 822419

Email: office@walthamleas.net

Website: www.walthamleas.net

Headteacher Mrs J Thompson BSc (Hons) QTS

Chair of Governors Mrs H Spauls

Waltham Leas Primary Academy Vision Statement:

Belong Grow Empower

At Waltham Leas Primary Academy, we foster kindness, empathy and understanding so that everyone **belongs** and knows their voice matters. In our safe, supportive school, differences are celebrated so that everyone can learn, grow and thrive together.

We work closely with families and the wider community to nurture, support and **empower** each other in times of joy and challenge.

Our aspirational curriculum, delivered through high-quality challenge and support, is enriched with engaging extra-curricular opportunities. This provides the bedstone for our pupils to become independent, resilient and critically engaged learners ready to **grow with purpose** in an ever-changing world.

We are the heart of Waltham, rooted in hope, creating changemakers of the future.

School Day Timings

Foundation & Key Stage 1

Morning Session 8.40am to 12.00 (KS1 Break 10.30am – 10.45am)

Afternoon Session 1.00pm to 3.10pm (Foundation)

Afternoon Session 1.00pm to 3.15pm (KS1)

Key Stage 2

Morning Session 8.40am to 12.00 Break 10.30am – 10.45am.

Afternoon Session 1.00pm to 3.15pm

In Foundation the children have a piece of fruit and a drink of milk each morning and we ask that named water bottles are filled and sent into school every day. KS1 children have fruit and water and children in KS2 may bring bottles filled with water which can be refilled and a healthy snack for breaktime.

School term dates

Parents are informed of the dates of school terms as soon as they are made available to us. A copy of the dates is included, as well as always available on the school's website. www.walthamleas.net

Arriving at School

When entering the site, the children **must** use the pedestrian gate. Children **MUST** be at school for **8.40am** with registration at **8.45am**. Please encourage your child to be punctual, as any later than 8.45am will result in them getting a late mark. For safety reasons children should not arrive before **8.30am**, as we cannot provide supervision before this time. Children in Foundation and Key Stage 1 should be accompanied into school by an adult and supervised until allowed into the classroom. Children who remain at school during the lunch break are not allowed to leave the premises.

Vehicles entering the school site

It is the policy of the Governing Body that parents do not bring their cars on to the premises at any time (unless to use the disabled spaces which will have been arranged with school). The safety of the children must be a priority at all times. We are always conscious of the potential dangers to children before and after school when there are many children and parents around the Manor Drive entrance. Please keep the entrance to the school as clear as possible with no parking on the yellow zigzags or yellow box in front of the gates. Parking near the entrance causes extra dangers for children crossing and can create a nuisance to local residents. If you are using the Dorothy Avenue entrance, please park away from the gate to allow safe and easy access to children and parents who are walking.

School Meals

Hot meals are available in school. Children are allowed a choice and the meals are served on a cafeteria system. Meals cost **£3.00 per day** and must be ordered two weeks in advance online directly from Cygnet on nel.mealselector.co.uk Unfortunately, meal orders will not be accepted in school. If you are experiencing any difficulties ordering, please contact Chartwells on (01472) 342272 – Ext 1

Free School Meals

The 'Universal Free School Meals for Infants' programme, under which all pupils in Reception, Year 1 and Year 2 will be eligible to receive a free lunch has been in place for a number of years. Many parents are not registering for Free School Meals due to the scheme and subsequently missing out on valuable funding.

Please complete the online form to enable the academy to check your eligibility with a totally confidential website which will confirm if the Academy is entitled to claim Pupil Premium for your child. Parents and carers who have a statutory entitlement to free school meals will also be entitled to free meals for any siblings in year 3 – 6 and will qualify the academy to receive Pupil Premium funding per year for every child.

The Pupil Premium funding is used to support the education of all pupils by funding vital intervention work to help Waltham Leas Primary Academy pupils achieve their full potential. It is also used to support eligible families with paying for school uniform, school trips, music lessons, residential visits and after school clubs. Even if your personal circumstances change the Academy retains the annual sum to educationally support your child throughout their years at Waltham Leas Primary Academy.

We will contact all families who are confirmed as eligible for statutory free school meals and the pupil premium.

Our Pupil Premium Statement can be found on our school website : www.walthamleas.net

Completing the form and registering your eligibility does not commit you to taking the meals should your child not like a particular option and you always have the flexibility to send your own pack up on these days.

Packed Lunches

Your child may bring a packed lunch. For the system to work we have the following guidelines: -

Lunches must be clearly labelled

For safety reasons flasks, glass bottles and cans are not allowed.

Lunch boxes are placed on the trolley for their class.

If your child forgets their lunch and you cannot be contacted, a school meal may be provided if one is available, for which payment is expected.

Sweets and fizzy drinks must not be included as part of the lunch.

We would ask that foods containing nuts are not included in any packed lunch as we have children with severe nut allergies. You may receive further information if children have different allergies.

Please provide a spoon for yoghurts, etc.

We are an Eco friendly school and discourage using single use plastics.

School Uniform

We believe strongly in the value of all children wearing the School uniform, and would ask parents to support us in this. Please see our School Uniform Policy on our website for more information.

This comprises of

Grey or black trousers (not denim), grey skirt or pinafore dress

White polo shirt

Bottle green sweatshirt or cardigan

Sensible black shoes

In Summer, Grey or black shorts, Green and white check or striped dress

There is flexibility to enable parents to obtain school clothing where they choose. Bottle green Sweatshirts and cardigans with the school logo can be ordered through www.schooltrends.co.uk or www.nationwideschooluniforms.co.uk and <https://www.uniform-direct.com/>. School council pupils wear purple sweatshirts/cardigans and polo shirts (2 of each are provided by school).

As part of our Eco-warrior drive we offer pre-loved school uniform free of charge or for a small donation on our clothes rail in the entrance area.

Please contact the Admin Team if at any time you may require help in providing your child with a school uniform.

PE / Games

All children must have suitable clothing they can change into for P.E.

White or green T Shirt, Black Shorts or gym skirts, Black Football Socks (no team logo)

A black track suit for outdoor wear in Winter.

It is not essential to provide football boots, but suitable trainers for indoor and outdoor use are essential. Plimsolls will be required for children in Foundation Stage and Key Stage 1.

Parents are asked not to let their children wear football shirts or 'beachwear' during warmer weather.

Foundation Stage do not require PE kit until the Spring term.

We recommend that PE Kits for younger children are left in school for the full half term to minimise children forgetting them. As the children get older their kits may need to go home on a Friday and returned on a Monday.

Swimming

Swimming is an important part of the Year 4 curriculum; your child must participate in the swimming lessons, which are delivered by trained instructors. The children need a towel and costume (girls' one piece) and swimming cap, no goggles please. Long hair will need to be tied back. Occasionally children may get verrucas on their feet; please consult your doctor.

Property

If your child loses anything at school, the loss should be reported immediately to their class teacher. We ask that to help us to find and identify any lost property **please put your child's name on all clothing, PE kits, shoes, wellingtons, bags. Lunch boxes etc**

Jewellery

Children are not allowed to wear jewellery in school except for 1 pair of small studs or sleepers in pierced ears. For safety reasons the children are expected to be able to take these studs out for all PE, games lessons and swimming. Ideally we prefer the children not to wear earrings at all because of safety concerns, but we do appreciate and respect the fact that you may choose to let them wear them. In FS and KS1, plasters must be provided to cover earrings for PE if children cannot take them out themselves. **The beginning of the Summer Holidays is an ideal time for the children to have their ears pierced as they have time for them to become accustomed to them by the time they return to school in the September. This is especially important for swimming in Year 4.**

Makeup, nails and tattoos

Make up is not allowed to be worn by pupils (including lip balms that are worn as a fashion accessory).

False nails and nail extensions are not permitted.

Only clear nail varnish may be worn.

Temporary tattoos are not permitted.

Parental Involvement

We actively encourage and greatly value parents becoming involved in all aspects of school life. Your support is a vital component in enabling your child to succeed. In the Autumn term and Spring term we offer you the opportunity to discuss your child's progress with their class teacher.

If you have any worries or concerns at other times, and you would like to discuss an issue, please message the class teacher via Class Dojo or come in and see us, and make an appointment with their class teacher at a mutually convenient time. If a child is giving cause for concern for whatever reason, you as parents/carers are always kept fully informed and invited to discuss the matter. We feel that it is vital that we work together to help your child.

Communication

We regularly send Dojo messages - please help us by keeping a lookout for them. The school also has a text messaging service to support swift effective communication with parents. This system will be used to alert you of future events and unforeseen circumstances such as the late cancellation of a club, or asking for details regarding your child's absence. For this reason, it is vital that we have your current mobile phone contact details.

In Foundation Stage we use Tapestry to communicate with parents and also, as in Yr 1 to Yr6, Dojo messaging. This has whole school information and also individual class messages. In both instances parents have to sign an agreement of acceptable use to receive log-in details. Parents/carers may message staff between 8am and 4.30pm. Messages will be answered within 24 hours.

Parent Pay

School use a payment system called Parent Pay for all trips, events and clubs that are run by school. If

a club is run by an outside provider, they will still require forms completed and returned with payment by cash or cheque.

School Website

A vast range of information about the school is available on the website. www.walthamleas.net It will contain photographs detailing the type of activities we do, the school's planning, linked websites used by staff to plan the curriculum, reports by the children and all of the latest information about the school. We value any comments that you would like to pass on to us about the site.

Change of Address

Please let us know any change of: -

a) address b) telephone number c) emergency contacts

If you are moving home and intend to send your child to another school, please let us know the details.

Curriculum

Our aim is to provide a Curriculum that is flexible and adaptable to the children's needs, whilst being exciting, fun and engaging. As a result, it stimulates and inspires children as learners, and allows for their creativity. We want to enable and encourage a love of learning giving the children a desire to learn more, do more and remember more. We strive to develop their learning behaviors, enable independent learning and develop their life skills.

The National Curriculum is organised into 3 Stages :

Early Years Foundation Stage children are aged between 4 and 5 years old.

The curriculum for children in the Early Years Foundation Stage is divided into six broad areas of learning. These are: -

- Communication, Language and Literacy:
- Problem Solving, Reasoning and Numeracy:
- Personal, Social and Emotional Development:
- Knowledge and Understanding of the World:
- Creative Development:
- Physical Development:

Key Stage 1 (children are aged between 5 and 7 years old.)

Key Stage 2 (children are aged between 7 and 11 years old.)

In both KS1 and KS2 the children study core and foundation subjects.

Core Subjects

- English
- Mathematics
- Science

Foundation Subjects

- Art and Design
- Computing
- Design and Technology

- Geography
- History
- Languages
- Music
- Physical Education
- Religious Education

Further to this the school delivers Personal, Social, Health Education (PSHE) and Relationship and Sex Education (RSE)

Learning Environment

We provide a safe, welcoming environment in the school. The school is a calm, happy place, and pupils know they are well cared for and valued by all staff.

Homework

We set homework on a regular basis. As parents you play a vital role in your child's education. All children are expected to read at home throughout their whole time at school as this is a critical life skill. We ask the children to work at home on age appropriate tasks. Please support us in ensuring homework is done if possible and returned to school when requested.

Clubs and After School Activities

Our Curriculum offer to the children is further enhanced by a wide range of Clubs and After School Activities for the children, both before and after the school day. These include Football Training, Singing Club, Tennis, Multi-Sports, Art club and a Games Club. If you wish your child to join a club, all letters are in the main reception and it is important that forms are returned to school promptly.

Inclusion

All children have a variety of needs. These may be where they show a talent in a specific area or show certain difficulties. We aim to cater for these needs both in the classroom situation and through differentiated support. We seek to recognise the potential in every child.

Special Educational Needs Policy

The school has a positive attitude to children with special educational needs. Where a teacher has a child with special educational needs, we seek to meet the difficulties of the child within the class. Our own school support system will provide advice, specialist materials, and alternative strategies. If further problems ensue, consultations will take place with parents and suggestions for the involvement with outside agencies.

The basis of our Special Needs Policy is to promote a partnership between parents and the school. We will seek the involvement and co-operation of parents over many special needs problems, keeping parents involved and informed of any decisions taken in relation to their child.

The name of the senior member of staff having responsibility for the school's arrangements for inclusion is our SENDCo, Mrs L Berry.

Mrs J Taylor is our Governor with oversight for SEND.

Safeguarding

This school is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. All staff have a duty to report all incidents in which they believe a child or young person has, or is likely to be harmed. For more

information, please refer to the School's Website.

Our Designated Safeguarding Lead (DSL) in School is Mrs A Allenson

Our Safeguarding Governor is Mrs J. Tarttelin.

Admissions

Admission Arrangements for Early Years Foundation Stage (FS2)

Children are admitted to school at the beginning of the academic year in which they are 5 years old. They will be admitted on a full-time basis. Before starting in September, children will need to have lots of practice in feeding themselves, using the toilet and trying to dress independently. If there are any issues relating to the above, please put this on the medical form.

In-year Admission Arrangements, all children

Any 'in-year' admissions are dealt with by the Local Authority's admissions Team. Their contact details are

NELC
School admissions Team
1st Floor
Municipal Offices
Town Hall Square
Grimsby
North East Lincolnshire
DN31 1HU
Tel: 01472 326291 – option 4

Attendance

Children's absences from school, whether for long periods, or a collection of 'odd days', can have a very detrimental effect on their progress, and attendance is something we monitor very closely. We are proud to have a good attendance record and we are

Absences

Parents are asked to inform the school whenever their child is absent, and to contact us on each day of illness between **8.15 and 9.00am**.

Schools can be a breeding ground for all sorts of bugs. If you suspect that your child has picked up a bug, please keep them at home until they are better. This is particularly important if your child is suffering from sickness or diarrhoea where we insist that your child is absent for **24hrs** after the last bout.

Please see the school website for information about absence www.walthamleas.net

Medical Treatment

If you are taking your child out of school for treatment at the Doctors, Dentists, Health Clinic please let us know by showing their appointment card, letter or text so that their absence can be correctly coded in our registration system. We would ask parents to try and book appointments outside of school time wherever possible.

Medicines in School

We follow the guidance given by the Health and Safety Executive in our policy with regard to medicines in school. Staff do not administer medicine, unless arranged with the parent/carer. If your child is on a short course of medication that needs to be given during the day, you may come into school to give your child the medicine. Children on longer-term medication have a care plan prepared. To do this we ask you to complete a form giving us specific information. Where appropriate, training is given by the school nurse.

Inhalers

Children who have inhalers for asthma are allowed to bring medication to school, if the appropriate documentation is completed. An Asthma card provided by your doctor will also need to be provided. In Foundation and KS1, parents/carers must bring their child's inhaler in, properly labelled and named and leave them with a member of first aid staff in Foundation or KS1. In Key Stage 2, labelled and named inhalers should be given to their class teacher and will be left in their care.

PLEASE NOTE THAT IT IS A PARENT'S RESPONSIBILITY TO INFORM SCHOOL OF ANY CHANGES AND TO KEEP INHALERS UP TO DATE IN SCHOOL

All our non-teaching members of staff are trained in First Aid.

Head lice

If you discover that your child has Head lice, please inform the school immediately as your child may have picked them up from someone else. We will arrange to inform all parents of the problem so that the necessary preventative measures can be taken. **You will be requested to collect your child from school if head lice are seen but once treated pupils can return to school.**

Holidays

Government regulations regarding requests for Leave of Absence state that they can only be approved in **exceptional circumstances** and supported by written evidence.

To comply with these requirements, unless there are exceptional circumstances, holidays during term time will not be approved and will be recorded as an unauthorised absence and a fine will be issued. An Application Form is available from School Reception

We would ask that children in **Year 6 are not** taken on holiday during that year, and certainly none will be authorised during the period before or during their National Testing - during early - mid May. We also ask the same with regard to holiday requests and non-essential Medical appointments during May for **Year 2** children as non-statutory testing takes place.

Year 1 Phonics Screenings take place in the first two weeks in June.

Year 4 Multiplication checks take place in the first two weeks in June.

School Photographs

During the Autumn Term each year, we arrange for professional quality, individual photographs of the children to be taken. During the Summer Term, we arrange class photographs.

Behaviour in School

Our system is based on rewarding behaviour we wish to encourage, and to enable the children to be independent and responsible for the choices that they make.

We encourage and expect the children to always be sensible, polite and considerate. We use a restorative approach when dealing with issues. More details are in the behaviour policy on the

website.

Pastoral Care

All class teachers have a responsibility for the pastoral care of the children within the class, as well as being supported by the school's senior staff. We work in close conjunction with parents/carers to support children. Our Nurture team work with both individuals and small groups of children to overcome issues that children may have. We work closely with Compass Go and FORTIS for specialist support. Parents are asked to keep the school informed of any issues that they feel may have an effect on their child's learning.

Please see the 'Wellbeing' page on our school's website for more information.

Our Pastoral Lead in school is Mrs E McIntyre.

Charging policy

We recognise that the wide range of additional activities, including some clubs, visits and residential experiences can make a valuable contribution towards pupils' personal and social education. It is hoped that parents will be prepared to make the necessary contributions towards these activities. If this causes difficulties, we hope you will contact the school.

Emergency arrangements

In the event of the school being closed due to heating failure, severe weather etc. announcements will be made on Radio Humberside 95.9FM, on the School Website, and the school will send a text / Dojo message to all parents / carers.