



**Ormiston Cliff Park
PRIMARY ACADEMY**



 **Anchored in excellence**

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Ormiston Academies Trust

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Welcome



Dear Parents,

May I take this opportunity to warmly welcome you to Ormiston Cliff Park Primary Academy.

At Ormiston Cliff Park Primary Academy, we aim to provide a secure, happy and stimulating learning environment to enable every child to reach their full potential.

Our prospectus will give you some details about the day to day running of our Academy, which we hope you will find both useful and informative. If you would like any further information please feel free to contact me, or any other members of staff.

Visits to our Academy are most welcome.

We very much look forward to working with you and your child.

Mrs K Rutherford, Principal

Ormiston Cliff Park Primary Academy

Supplementary information

Contents

| | | | |
|--|---|--|----|
| Aims and Visions | 4 | Child Protection | 8 |
| Admissions Policy | 4 | Inclusion | 8 |
| The Curriculum | 4 | Disability Discrimination Act (DDA) and Access to Academy | 8 |
| Home-Academy Links | 5 | Community Links | 8 |
| The Academy Day | 5 | Educational Visits | 8 |
| Attendance | 6 | Charging Policy | 8 |
| Holidays | 6 | Complaints Procedure | 9 |
| Absence, Illness and Medication | 6 | Academy Meals and Snacks | 9 |
| Standards of Behaviour | 6 | Uniform | 9 |
| Pastoral Care | 6 | Basic Equipment | 10 |
| Health and Safety | 7 | Home Learning | 10 |
| Collective Worship | 7 | | |
| Sex and Relationships Education | 7 | | |

Aims and Visions

The Local Governing Body has set out a vision for our Academy reflecting the values we want to promote in our pupils.

We seek to develop:

- High achieving learners.
- Confident, skilful communicators.
- Creative and reflective thinkers.
- Respectful and caring citizens.

Our Academy is a place where we are committed to the values of:

- Excellence and enjoyment.
- Responsibility and respect.
- Collaboration and inclusion in everything we do.

Admissions Policy

Children can join Ormiston Cliff Park Primary Academy from the age of four. This must be applied for in the usual way, via Norfolk County Council.

First entry to the Academy takes place in the September prior to a child's fifth birthday. In accordance with our Admissions Policy, all children are given the opportunity to attend full time in September.

Should more places be required than the Academy can offer, there are clear procedures to follow in order to select children for the places available.

Children transferring to our Academy from another school or academy, will be placed in the class appropriate to their age. Staff will monitor them closely to ensure as smooth a transition as possible.

The Academy requires up to date contact details so that we may contact you in the event of a problem. Please let us know if your details change so that we can update our records.

The Curriculum

Our curriculum aims to achieve high standards of attainment, where all learners are challenged to reach their potential. We want all our pupils to have a mastery of the basic skills required for modern life, an appreciation of the wider world, and an understanding of their rights and responsibilities within that world.

We acknowledge that the acquisition of key vocabulary and skills is absolutely essential in preparing children for the next stages in their education. As a result, we have introduced a curriculum which places great importance on the acquisition and understanding of key vocabulary, knowledge and skills across all subjects.

Our careful and continuous assessment and monitoring of the curriculum enables all children to make good progress throughout their time at our Academy to achieve their goals.

Our curriculum is organised into three key stages:

| | |
|-------------------------|--|
| Foundation Stage | for children between the ages of 3 and 5 years (Reception) |
| Key Stage 1 | for children between the ages of 5 and 7 years (Years 1 and 2) |
| Key Stage 2 | for children between the ages of 7 and 11 years (Years 3 to 6) |

Teaching and learning for all children is guided by the statutory requirements of the National Curriculum which includes Religious Education and Collective Worship. Our teaching focuses on providing opportunities in learning which will:

- Be enjoyable and relevant.
- Develop competencies in the skills of literacy, numeracy and communication.
- Encourage skills for thinking to solve problems and make choices.
- Promote an understanding of themselves and their relationships with others.
- Develop curiosity and exploration of the world around them.
- Create an understanding of local and wider environmental and cultural issues.
- Draw on the locality to develop greater understanding of the arts, geography and history.
- Encourage creativity and individualism.
- Develop an understanding of the importance of making healthy and safe choices.

Rigorous assessment and monitoring of every child's progress in learning is an integral part of the

approach to teaching and learning at Ormiston Cliff Park Primary Academy. The majority of assessment takes place on a day-to-day basis. Formal tests also take place within each year group and Statutory Assessment Tests (SATs) are administered to pupils in Year 2 and Year 6. Parents are informed of the learning that will be taking place at the beginning of each term.

Home-Academy Links

The Academy has developed a Home-Academy Agreement to help families and the Academy work in partnership. The Academy also has a text messaging and email service, and website (www.ocppa.co.uk) to enable parents to be kept up to date with events.

The Academy Day

Children in Reception classes and Years 1 and 2 begin at 08:50 and finish at 15:00. Key Stage 2 children (Years 3 to 6) begin at 08:50 and finish at 15:05. Children may enter the Academy building from 08:30 onwards.

Parents are responsible for the safety of their children travelling to and from the Academy. Children must be collected by a person of a responsible age and the Academy be fully informed of any special arrangements. Staff are on duty on the playground to supervise the children as they arrive and leave. All children are encouraged to use the Orde Avenue entrance.

Lunchtime operates between 12:00 and 12:50.

Attendance

Children must attend the Academy every day and be punctual. A day's absence is a day of lost learning which has to be 'caught up'. Poor attendance can also leave a child feeling socially isolated. To ensure the safety and wellbeing of your child, parents are expected to contact the Academy on the morning of the first day of absence. Please phone the office on 01493 661 523. If a call is not received, the Academy will contact parents as a matter of urgency. Parents are also responsible for ensuring that their children arrive at the Academy on time. Late arrivals and absences are monitored carefully and action will be taken with families where there is persistent absence or lateness.

Holidays

Children should not be taken out of the Academy for holidays during term time. In exceptional circumstances parents must request permission from the Principal through a formal meeting. Requests should be made six weeks prior to the holiday being taken

Absence, Illness and Medication

Please notify the Academy as soon as possible if your child is absent, in order that the reason may be recorded. If medicines are to be administered in the Academy, the appropriate form must be completed and retained in the Academy.

All medication must be clearly labelled with the child's name and dosage.

If a child needs to leave the Academy before the end of the Academy day, permission must be requested via the Academy office and the child must be accompanied by a parent or other authorised person.

Standards of Behaviour

High standards of behaviour are expected within our Academy at all times. The Academy has a clear Behaviour Policy, which is understood and implemented by everyone.

The policy focuses on high expectations and rewarding good behaviour. Poor behaviour is addressed through a range of strategies in line with the Behaviour Policy and the needs of the child. The policy is reviewed annually and is available on the Academy website.

Pastoral Care

The class teacher is the first point of contact if there are any concerns in relation to a child's work or wellbeing. If a meeting with the class teacher is required, an appointment needs to be made via the Academy office or via a letter or email to the class teacher. Matters of a more serious nature will be referred to the Principal, Vice Principal or Assistant Principal. Parents are requested to contact the main office as soon as possible for any issue that is perceived to be urgent.

The Academy has a designated Family Liaison/ Pastoral Worker who is available to parents on a regular basis. Parents/carers must contact the main office to arrange an appointment with this worker.

Health and Safety

The Academy adopts Ormiston Academies Trust's (OAT's) policies and procedures for Health and Safety. To ensure Ormiston Cliff Park Primary Academy is a safe environment, we request that everyone complies with the following site rules:

- No cycling.
- No dogs.
- No smoking anywhere on site; there are *no exceptions* to this rule.
- No use of abusive language and violence.
- No use of mobile phones or cameras.
- No use of car parks unless visiting.

Children are permitted to bring bicycles to the Academy, which can be kept in our cycle shed. This is entirely at the owner's risk. Cycles must be in a roadworthy condition and pupils must wear a cycle helmet. Permission slips have to be signed by parents before any child is allowed to bring a bicycle to the Academy.

Collective Worship

Assemblies are conducted in a manner that is sensitive to the individual faiths and beliefs of all members of the Academy.

Assemblies also address moral and social issues and develop in children a sense of community spirit.

Parents who wish to withdraw their children from the devotional part of the morning assembly are invited to discuss this matter with the Principal.

Sex and Relationships Education

Sex Education is taught as part of the broader context of the Academy's Personal, Social and Health Education and Science curriculum. There is a steady progression from Reception to Year 6, introducing various aspects of personal care, health and relationships. Parents/carers are welcome to view materials from our Sex Education curriculum in advance.

Changes from September 2021 mean that children must participate in Health and Relationships lessons, but parents still have the right to withdraw their children from the Academy's Sex Education programme, where it is separate to teaching around Health and Relationships.

In the event of a parent wishing to withdraw their child, the Principal will invite the parents/carers to discuss any concerns. The Principal will be required to keep a record of parents wishing to withdraw their children.

Child Protection

The Academy has a duty to promote the health and welfare of all its pupils. The staff are trained to recognise signs of abuse and neglect, and act accordingly. The Academy is required as part of the Child Protection procedures, to report concerns to Children's Services, if they feel that a child is experiencing, or is at risk of, significant harm.

Inclusion

The Academy is committed to inclusive practice, where everyone is given the opportunity to achieve their full potential. The staff will deal firmly with anyone who works against this goal. We welcome all children and take our duty to provide for the needs of every individual very seriously. We value the voice of our pupils and community. Class teachers are responsible for ensuring that all children are catered for within their classes. Where children need specific support or challenge, teachers will provide individual plans and work in consultation with parents and other agencies where appropriate.

Disability Discrimination Act (DDA) and Access to Academy

We ensure that all learning experiences, buildings and learning areas are accessible to all members of the community. Issues relating to DDA and Access are continuously monitored.

Community Links

The Academy is keen to maintain close links with the local community. This involves taking children out of the Academy to visit local facilities such as places of worship and museums, as well as inviting visitors with a range of experiences and knowledge into the Academy. Close links are established with the local high schools and academies to ensure progression and continuity for the children's education.

Educational Visits

The Academy organises a variety of visits to broaden and enrich the curriculum. All visits comply with the required Health and Safety rules as outlined in OAT's Educational Visits and Journeys Procedures and Guidance. Visits are organised predominately within Academy time.

Charging Policy

No child will be omitted from a visit because parents are unable or unwilling to contribute towards the cost, but whether or not a visit takes place will depend on sufficient funds being available.

Charges may be made for individual tuition for a musical instrument and where board and lodging is required on an educational visit. The Academy reserves the right to charge for non-accidental damage to buildings' equipment where this is a result of a child's misbehaviour.

Complaints Procedure

If you are unhappy with any aspect of your child's education at our Academy, we will be pleased to discuss your concerns. In the first instance you should approach your child's class teacher. In the unlikely event of a matter being unresolved, you should inform the Principal who will direct you to the formal complaints procedure.

Academy Meals and Snacks

At Ormiston Cliff Park Primary Academy, we value the importance of a well-balanced diet. The Academy provides a good selection of well balanced and healthy midday meals. Meals are selected and paid for on a daily basis and children are responsible for looking after their own money. Children have the choice of bringing a packed lunch if they prefer, which should be brought to the Academy in a strong, clearly named plastic container.

Children are not allowed to bring fizzy drinks, chocolates or sweets as part of their packed lunch. Children are encouraged to drink water throughout the day to prevent dehydration. Drinks should be brought to the Academy in plastic bottles only. Water fountains are available throughout the Academy.

For Foundation Stage and Key Stage 1 children, a healthy mid-morning snack is provided free of charge. Children in Key Stage 2 are allowed to bring a healthy morning snack if required.

Uniform

All children are expected to wear our Academy uniform at all times, with the exception of some visits out of the Academy. Jewellery is not permitted in the Academy, other than a wrist watch and one stud earring in each ear lobe. Please note: *jewellery must not be worn on the days children are taking part in PE or games lessons.*

The Academy prides itself on the smartness of its pupils, and therefore will not tolerate extreme haircuts, hair colouring or the wearing of make-up. We expect parents and carers to support this policy. All children are expected to have a warm coat during winter months, in a dark colour. 'Hoodies' with logos and denim clothing are not allowed.

Main uniform

Key Stage 1:

- Royal blue sweater/cardigan with logo
- White polo shirt
- Black/grey trousers or skirt
- Black low-heeled shoes (no trainers)
- Plain black/grey/navy socks/tights
- Blue/white check dresses with white socks in summer – only to be worn after May half term.

Key Stage 2:

- Royal blue sweater/cardigan with logo
- White-collared shirt and tie
- Black/grey trousers or skirt
- Black low-heeled shoes (no trainers)
- Plain black/grey/navy socks/tights

All children are expected to wear an Academy PE kit for PE lessons. We recommend that children bring their kit to the Academy each Monday and take it home each Friday for laundering.

PE kit

- White T-shirt with Academy logo
- Black shorts
- Plimsolls

Key Stage 2 (Years 3 to 6)

- Trainers for PE and games only
- Plain navy/black jogging trousers and sweatshirt for outside games during winter

Uniform is available from Screens Schoolwear (www.screensschoolwear.co.uk) in Lowestoft and Harrisons Schoolwear (www.hschoollwear.co.uk) in Gorleston. Details and online shop links are sent out to new admissions.

It is essential that all items of clothing are labelled with the pupil's name.

Basic Equipment

A bag is required to carry PE kit, reading books, homework etc. to and from the Academy. During Key Stage 2, children are encouraged to develop their independence further, by taking responsibility for bringing basic items like pens, pencils, an eraser and a ruler to lessons.

Toys, mobile phones, electronic devices and other expensive items must not be brought to the Academy. Neither Ormiston Cliff Park Primary Academy nor the Trust accept responsibility for the loss of personal possessions from Academy premises.

Home Learning

For children in Reception and Key Stage 1, home learning plays an important role in developing a partnership with parents and involving them actively in children's learning. Home learning at this stage focuses on parents sharing experiences with their child, through talking, reading, counting and playing games together.

Home learning at Key Stage 2 helps to consolidate and extend work covered in lessons. It also helps to develop study skills which are essential for independent learning. During Key Stage 2, literacy and maths home learning is set on a weekly basis.

Childhood is a very special time and no one gets a second chance at it.

At Ormiston Cliff Park Primary Academy, we are committed to ensuring that every child has the greatest opportunities to have a happy and productive childhood.

In-depth information on all areas of the Academy is available on our website at www.ocppa.co.uk





**Ormiston Cliff Park
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