



Welcome!

*Ahlan Wa Sahlan, Vitame Vas, Vitejte, Bienvenue, Willkommen,
Swaa-gat hai, Selamat Datang, Dzień dobry, Bienvenido,
Tash-reef Laa-i-ye, Croeso!*

Acting Head Teacher:

Miss C Pearson

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Summerbank Primary Academy is a multi-cultural school. We pride ourselves on providing all children with a happy and creative environment in which they can learn, develop and achieve.

We are proud of our warm and supportive family ethos where staff and children work together to ensure all feel happy, safe and cared for.

We work in partnership with parents, governors and the local community to provide a culture of excellence, where pupils are encouraged to reach their full potential.

We teach and learn in an inclusive atmosphere where every child is encouraged and supported to be successful. Our challenging, creative and exciting story topic curriculum, combined with excellent teaching allows us to meet the diverse needs of all our pupils.

We encourage you to come and visit us and experience for yourself the stimulating and caring atmosphere that makes Summerbank Primary Academy a very special place to be.

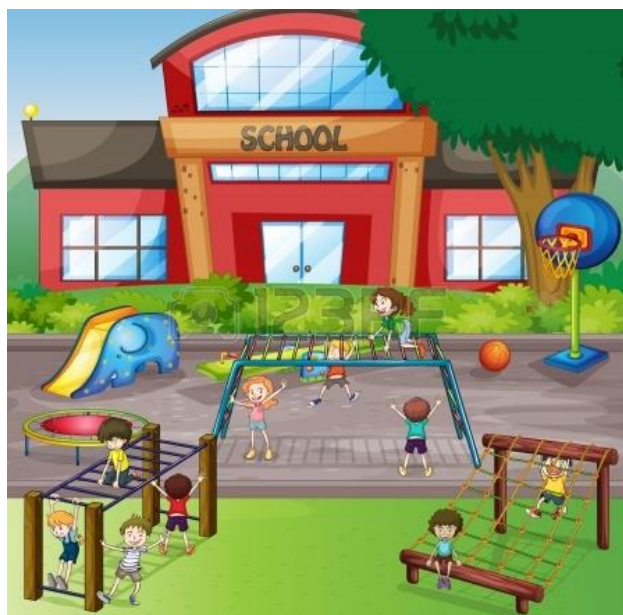
School Buildings & Facilities

Summerbank Primary Academy was built in 1910. In 2006 the school was partly rebuilt and refurbished. In 2013 we were lucky enough to have a further extension and as a result of this we now have a fantastic school with extensive grounds including:

- A dedicated nursery playground
- Sports courts
- Trim trail and fully fitted playground
- Sports field
- Meadow/Wildlife area
- Sports and Arts hall

We have also recently developed a dedicated outdoor learning environment for our reception class children.

So why not come along and see our excellent facilities for yourself....!



Enjoying and Achieving

**“Teaching is good. Pupils’ enjoy learning in exciting and interesting lessons”.
OfSted 2013.**

At Summerbank we make learning irresistible by providing a wide variety of opportunities to inspire and motivate children. We believe that by providing excitement and challenge we create an environment where every child really can become a confident learner. Our innovative story topic approach brings the curriculum to life and is enhanced by first hand experiences such as trips to museums, farms, the beach and to theatres and other places relevant to the story topic. Offering memorable experiences and opportunities for extended learning ensures all children reach their maximum potential.

There are special events planned throughout the year where children are able to display their talents including school productions and concerts. We always welcome parents and carers into our school to celebrate these with us.

Much investment has been put into computing technology and it is used extensively and creatively to support the children’s learning. Every classroom is equipped with an interactive whiteboard, along with laptops for children to use. We have a dedicated Computing and D & T Teacher, enhancing the learning experience for children throughout the school.

Children are well supported to reach their personal goals. They are encouraged to become independent thinkers, collaborative learners and effective communicators.

We encourage children to become life-long learners and grow into sensitive, tolerant and thoughtful community and global citizens of the future.

Community Cohesion

At Summerbank, we support children to become part of a society where there is a common vision and sense of belonging. A society where the diversity of people's backgrounds, beliefs and circumstances is respected and valued.

We have an 'open door' policy and welcome parents and carers into school to support with their children's learning.

At Summerbank we strive to develop a close and rewarding partnership between home and school.

- We encourage parents/carers to be active participants in all school activities.
- We reach out to the community to bring our different cultures together to learn about and understand each other.
- We offer family learning opportunities and plan community events throughout the year.

Working Together

The partnership between school and home is very important to us at Summerbank. We want you to become active partners in your child's education.

We welcome you into the life of our school whether you are helping, supporting or visiting. Letters and text messages are sent home regularly to keep you informed/up to date. These can also be viewed on the school website – www.summerbank.co.uk. We also have a Summerbank App which you can download free of charge in your app store.

At Summerbank we encourage a culture of self-respect. Teachers and staff are respectful to all children and parents. We are respectful of the opinions of others. Children are encouraged to learn and show good manners to each other and to adults.

Our Curriculum

Early Years Foundation Stage (Nursery and Reception)

‘By the end of the Early Years Foundation Stage all children including those who speak English as an additional language make good progress’ Ofsted 2013

In the Foundation Stage the children’s curriculum is based on the seven areas of learning; Personal, Social and Emotional Development, Physical Development, Communication and Language, Literacy, Mathematics, Understanding the World and Expressive Art and Design, specifically designed to achieve the early learning goals for the end of the Reception Year.

Learning comes through a practical, hands on approach which builds upon the skills and experiences the children bring with them to school. Learning is active and takes place both indoors and outdoors.

Key Stage 1 (Years 1 & 2)

‘Pupils continue to make good progress through Key Stage 1. At the end of Year 2 standards have improved particularly well in reading’. Ofsted 2013

Key Stage 1 builds upon the learning that takes place during the Foundation Stage. The curriculum is creative and story topic based with a variety of opportunities to encourage the children to grow in confidence and ability.

A strong focus on the basic skills of reading, writing and mathematics is embedded in our creative learning opportunities.

Key Stage 2 (Years 3—6)

“After pupils enter Key Stage 2, they make accelerated progress compared to all pupils nationally”. Ofsted 2013.

The children follow a series of broad and balanced studies based on the National Curriculum through story topic approach. They are encouraged to develop their independence and take greater responsibility. At the end of year 6 the children take their Statutory Assessment Tests (SATs).

Admissions Policy

Summerbank Nursery admits pupils in September of the academic year in which they have their 3rd birthday. Parents are recommended to put their child on the waiting list as soon as they are able.

We have a 52 place nursery. We offer FREE places to all children in our nursery in order for them to reach their maximum potential and ensure smooth transition in to the reception class. Our nursery offer is discussed with parents in full during the intake meetings held in the Summer Term prior to admitting children in the Autumn.

Reception children are admitted in the September of the academic year in which they have their 4th birthday. We have 60 full time reception class places. Parents will need to apply for a reception class place in January regardless of whether or not their child attends our nursery.

Admission into both Nursery and Reception is suited to the needs of the children to ensure a smooth, trouble free entry for all concerned.

For pupils starting the school after September in Reception or at any time for Years 1 – 6 we work very hard to settle the children in and ensure a smooth transition. This may mean that your child starts school on a half day basis, then increases to full days when they are ready. The Government has placed a maximum class size of 30 pupils on all Key Stage One classes.

If the number of children seeking admission to Summerbank exceeds the number of places available the Societas Trust Admission Arrangements 2020 – 2021 will be followed. To view the Admission Arrangements please visit

<https://www.societastrust.org.uk/>

More information on school places and applying for nursery/reception class places can be found by going on the Stoke on Trent City Council website - www.stoke.gov.uk/ admissions

Attendance

Here at Summerbank attendance is a key priority. Your child should attend school each day, on time unless they are ill. Each day that your child has off school is a day in which they are not learning.

What do I do if my child(ren) will be absent or is ill?

If your child is absent from school you must telephone school on the first day of absence before 9am. Please leave a message on the answer phone giving details of the reason for absence along with your child's name and class.

If you do not contact school regarding your child's absence, our Attendance Officer will contact you to establish why your child is not in school and why we have not been informed of their absence.

All absences are monitored closely and followed up by the School's Educational Welfare Officer.

Can I take my child out of school or on holiday in term time?

No! Holidays or extended leave in term time are not authorised and parents are strongly encouraged only to take their child out of school during the designated school holidays.

Under new legislation parents may be fined for taking their child(ren) out of school during term time. There is also a risk that your child will lose their place in school if you choose to take them out of school during term time.

Doctors and Dentist appointments?

We understand that sometimes the children need to attend appointments for the doctor and dentist but please ensure you make every effort to book the appointments outside of the school day. It is very disruptive for staff and children to be disturbed during lesson times.

If you do need to take your child out you **MUST** provide the office with an appointment card.

Medication

My child needs to take medicine but is well enough to come to school, what should I do?

Should your child need to be administered with any medication during the school day, it is no longer necessary to keep your child at home. We are permitted to administer medication to your child provided that the medication is suitable for the child's condition and you have completed a medication form (available from the school office). Please contact your pharmacist for advice on suitable medications / creams etc.

My child is asthmatic and uses an inhaler, can they keep one in school?

Yes. If your child has an asthma inhaler, it is essential that you complete an asthma consent pro-forma form (available from the office) in order for us to have permission to administer an inhaler. A care plan will also need to be completed to ensure the well-being of your child.

It is also very important that the inhaler is prescribed for your child and therefore has their name on it and it is in date. The school keeps a record of all the expiry dates and will contact you if we require a new one. It is essential that you provide us with a new one, as soon as possible, if asked so that we can administer it if necessary. Each class teacher keeps the inhalers for their pupils in the class locked away.

Safeguarding

Summerbank Primary Academy takes the issue of safeguarding children very seriously. In accordance with the Children's Act 1989, we will share information with relevant professionals which concerns the neglect, emotional, physical or sexual abuse of a child.

The designated person for Child Protection will carry out their responsibilities in accordance with the law and acting in the best interests of all children.

The Designated Person for Child Protection is:

Miss Clare Pearson, Acting Head Teacher

The Deputy Designated Person for Child Protection is:

Mrs J Johnson, Acting Deputy Head Teacher or Mrs Holly Potts- Lead Learning Mentor.

The nominated Governor for Child Protection is:

Mrs Gill Jenkins, Chair of Governors

Uniform

Wearing our Summerbank uniform is an important part of school life and helps children to feel part of our community and feel a sense of belonging. We take pride in our school and we expect parents to make sure that children are wearing the correct uniform each day.

The expected uniform for our children is:

Main Uniform

Grey or black skirt/trousers/pinafore dress/shorts
Green Summerbank Academy sweatshirt or cardigan
White polo shirt
Checked green and white dress (summer)
White, black or grey socks
Plain black school shoes (not trainers)
Grey or green or black or white shalwar kameez
Green or black head scarf (for girls wishing to cover their hair for religious reasons)

PE Kit

Children in Years One to Six are expected to have the following change of clothes in school for their class PE sessions:

Green school T-shirt
Black shorts/leggings
Pumps for indoor lessons and appropriate trainers for outdoor lessons
Tracksuit or similar for outdoor games in cold weather
For reasons of health and safety we cannot allow children to do P.E. while they are still wearing earrings or other jewellery.

Swimming Kit

Children in Years Three to Five have a term of swimming lessons each academic year. All children are expected to take part in swimming lessons as they form an important part of the curriculum and represent the gaining of a skill for life.

Therefore children will need the following (in a waterproof bag):

Swimming costume or trunks (baggy shorts are not permitted)
Long hair should be tied back and all children will need a swimming cap
Towel

Should parents prefer their child to keep their body covered when swimming, they may also wear a tight fitting long sleeved T-shirt and leggings underneath their costume.

Wet and Cold Weather

Outdoor play and learning are a really important part of school life, therefore please make sure your child has appropriate clothing for the weather. If children walk to school in wellies or trainers, we expect them to bring their school shoes with them to change into. We also ask that parents/carers make sure their child has a warm waterproof coat.

Hot and Sunny Weather

Parts of our playground and school site are quite exposed to the sun, therefore we ask that on particularly warm and sunny days (when there is a danger children could get burnt) that sun cream is applied before coming into school. We also advise that they have a hat and a water bottle. We don't allow children to wear flip flops in school, in particular this is to minimise potential accidents when playing outside.

School clothing is available from:

Supersport Tunstall School Uniform Shop
High Street, Tunstall, Stoke-on-Trent, ST6 5TT
Tel 01782 367629

The School Day

| | |
|------------------|-----------------------|
| Foundation Stage | 8.50 a.m. – 2.55 p.m. |
| Key Stage 1 | 8.50 a.m. – 2.55p.m. |
| Key Stage 2 | 8.50 a.m. – 3.00 p.m. |

Registration takes place at 8.50 a.m. Any children arriving late in school after this time must report to the office and will be issued with a late mark in the register. Please be reminded that attendance is closely monitored here at Summerbank. If your child is 10 minutes late for school each day it equates to 31.5 hours of learning lost each academic year.

The Headteacher cannot be held responsible for any child on the premises before 8.50 a.m unless they are attending the breakfast club, study support group or another before school club.

- **Breakfast Club**

Children are welcome to attend the breakfast club each morning. Doors open at 8am, admission is £1 – food prices are as follows:

Milk 20p

Juice 25p

Toast 25p

Crumpet 30p

Cereal 50p

Oatcake 70p

Apple 25p

- **Breaktime**

All classes have a 15 minute break each morning.

- **Lunchtime**

Foundation Stage One hour, fifteen minutes

Key Stage 1 One hour

Key Stage 2 Forty-five minutes

Meals and Snacks

Lunch

- In **Nursery** children's dinners are £9.00 per child per week (£1.80 per day).
****PLEASE NOTE - ALL CHILDREN IN NURSERY ARE REQUIRED TO HAVE A SCHOOL MEAL****
- In **Reception, Year One and Year Two** since September 2014, Universal Free School Meals (UFSM) are by law available to all pupils, regardless of parental income. You will still need to complete a form for this.
- In **Year Three to Year Six** the cost is £11.50 per child per week (£2.30 per day). The full amount is to be sent into school on a **Monday morning with your child in a clearly marked envelope or container.**

You may be eligible to claim for free school meals if you are in receipt of certain benefits. Please call into the office in order to complete the necessary paperwork if you are eligible.

If you prefer, you can send in a healthy packed lunch for your child. Please ensure this is sent in with your child in the mornings in a clearly labelled lunchbox. Sweets, chocolates and fizzy drinks are not permitted.

Healthy Snacks

Foundation Stage children are supplied with milk, juice and fruit during the day at a cost of £1 per week.

All **Key Stage One** children are supplied with juice and fruit at playtimes. The cost is £1 per week which should be given to the class teacher in a clearly marked envelope each Monday. Please do not send this money in the same envelope as your child's dinner money. Any money left over is used to buy ingredients for cooking activities and additional items for creative activities as needed.



All Key Stage Two children have the opportunity to purchase toast, milk or fruit. The snack is ordered first thing in a morning during registration. Toast is 25p, milk is 20p and an apple is 25p.



This service is provided by the City School Meals Service to help promote healthy eating.

No sweets, chocolate or crisps are to be brought into school

Arriving and Leaving School

Each morning there are staff at each entrance to the school to ensure that only our pupils and parents that need to see their child's teacher come into the building.

Reception to Year Six children enter via doors at the rear of the building. Nursery children come into the building via the two Nursery doors on the Nursery Outdoor Area.

All parents must exit the building onto the playground after bringing their children into school in the mornings and leave by the gate – we will ensure that a member of staff remains on the gate so that it is not locked.

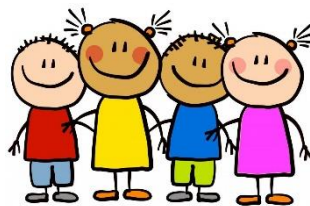
**AT THE START AND THE END OF THE SCHOOL DAY
IT IS IMPORTANT THAT PARENTS EXIT THROUGH THE PLAYGROUND.
LEAVING THROUGH THE SCHOOL BUILDING/MAIN ENTRANCE (NEXT TO
THE OFFICE) IS A SECURITY RISK TO OUR CHILDREN AND SHOULD BE
AVOIDED.**

Most children live within walking distance of school. However, a considerable number of parents deliver and collect children by car. Summerbank Road becomes extremely congested and we would always ask you to consider very carefully where you park.

Please do not park on the clearly marked zig-zag areas outside the school. If you are asked to move on by the Crossing Wardens then please do so – they are acting in the best interest of all the pupils.

Children who leave school during school hours for any reason must be collected by a parent. Children are never allowed to leave school on their own.

Thank you in advance for helping to keep our children safe.



SCHOOL TERM DATES 2019 - 2020

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|---------------------------------|--|
| Autumn Term 2019 | |
| School Opens - 8.50am | Wednesday 4th September 2019 |
| | |
| Half Term | Monday 28 th October – Friday 1 st November 2019 |
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| School Opens – 8:50am | Monday 4th November 2019 |
| | |
| School Closes 3:00pm | Friday 20 th December 2019 |
| | |
| Spring Term | |
| School Opens – 8.50am | Wednesday 8th January 2020 |
| | |
| Half Term | Monday 17 th February – Friday 21 st February 2020 |
| | |
| School Opens – 8:50am | Monday 24th February 2020 |
| | |
| School closes – 3.00pm | Friday 3 rd April 2020 |
| | |
| Summer Term | |
| School Opens – 8.50am | Monday 20th April 2020 |
| | |
| School Closed 1 day for May Day | Friday 8 th May 2020 |
| | |
| Half Term | Monday 25th May – Friday 29th May 2020 |
| | |
| School Opens – 08:50am | Monday 1 st June 2020 |
| | |
| School Closes - 3:00pm | Friday 17th July 2020 |

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| School INSET Days |
| Monday 2 nd September 2019 |
| Tuesday 3 rd September 2019 |
| Monday 6 th January 2020 |
| Tuesday 7 th January 2020 |
| Monday 20 th July 2020 |

Our School Governors

The Governors are a body of people who represent the community which the school serves. They are legally responsible for the management of the school and meet at least once per term.

Chair – Mrs G Jenkins

Vice Chair – Miss S Oldcorn & Mrs S Ilyas

Headteacher Governor

Miss C Pearson – Acting Head Teacher

Staff Governor

Miss C Pearson

Mrs S Wijesundara

Parent Governors

Mrs S Ilyas

Mrs S Mahmud

Trust Appointed Governors

Ms S Oldcorn

Mrs G Jenkins

Mr C Bentley

Mr W Eardley

Societas Trust Representative

Mr J Lovatt (CEO)

Complaints Procedure

It is hoped that in most instances complaints can be dealt with in an informal discussions with teachers and the Headteacher. However, there may be cases where concerns cannot be resolved informally. A copy of our complaints procedure is available on the school website and via the school office.